**Compliance Checks Plan Template**

|  |  |
| --- | --- |
|  | **Description/Checklist** |
| 1. Describe how the coalition has or will secure the support of law enforcement (attach MOU). |  |
| 1. Describe how the coalition has or will secure the support of adjudicators/ prosecutors. |  |
| 1. Describe the process for scheduling enforcement to ensure effort are targeted to locations and time of day/year based on data. |  |
| 1. Describe the process and guidelines for the provider/coalition to obtain enforcement data from law enforcement (attach MOU). |  |
| 1. Verify law enforcement officer in charge has been trained /certified (or received a waiver) to conduct compliance checks by the Illinois Law Enforcement Training and Standards Board. |  |

|  |  |
| --- | --- |
|  | **Description/Checklist** |
| 1. Ensure protocol includes a permission/ acknowledgement form signed by youth which includes program expectations and requirements including a non-disclosure statement indicating they will not discuss the program with others. |  |
| 1. Ensure protocol includes a process for obtaining signed parental release for volunteers under 18. |  |
| 1. Describe the sanctions that will be applied for violations. |  |
| 1. Develop/describe a process for notifying retailers at least once that compliance checks will be conducted and the consequences of being out of compliance or non-compliance with the law. |  |
| 1. Describe the methods and processes for publicizing results. |  |
| 1. Describe process for assessing retailer preference of BASSET training type; describe the schedule and retailer notification process for providing BASSET. |  |