

MEMORANDUM

TO: Public Safety Committee

FROM: Justina J. Ferber,  Legislative Analyst

SUBJECT: **Update – Department of Liquor Control  
Review of Management Controls over Inspectors  
Implementation of DLC data base management system**

Those expected for this discussion:

George Griffin, Director, Department of Liquor Control  
Kathie Durbin, Chief of Licensure, Regulation and Education, DLC

In April the Public Safety Committee received a briefing on the Inspector General's Report Number 14-003. The report addressed the inspection and review of practices of the County Department of Liquor Control on the conduct and management control over County Alcohol Inspectors in the Division of Licensure, Regulation and Education. The report included one recommendation:

**IG Recommendation: Data available from the iPad system should be used to develop management reports for monitoring and managing inspections.**

- **Supervisors of inspectors should regularly receive and review reports showing inspections, by type, conducted by each inspector daily, weekly, monthly, quarterly and annually.**
- **The reports should identify the places each inspector has been and the nature of any violations found.**
- **The reports should measure compliance with all inspection requirements set by State law.**

The CAO and DLC Director concurred with the recommendation and advised that DLC was procuring an enhanced database management system. The system was designed to address the IG's recommendation to use the iPad system to develop management reports for monitoring and managing inspections and track various types of data generated by the Division of Licensure, Regulation and Education. **This briefing will provide a verbal update to the Committee on the progress of the database management system. DLC is in the final steps of procuring the system.**

The system as proposed would track the following types of information:

- complaints, violations and compliance checks for alcohol and tobacco
- inspection data and notifications to inspectors
- license application and renewal process including license transfer and specials events
- licensee information and historical data
- fees, fines and hearings including printing of receipts and hearing notices
- notifications and correspondence including mailing labels, reports and queries
- class registration and participation

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