

## ABCA QUICK GUIDE | ABC MANAGERS

Establishments licensed with ABCA are required to be supervised by an owner or a licensed manager when the owner will not be present. The following guide contains various requirements related to the use of licensed managers by licensed establishments.

### RELEVANT LAW

The law addressing manager requirements may be found at D.C. Official Code §§ 25-120, 25-301(a)(6), 25-701, 25-702, 25-704, 25-711(e)-(f), and 23 DCMR § 707.

### LICENSE AND IDENTIFICATION REQUIREMENT

A licensed manager must obtain a Manager's License from ABCA before superintending the business. Licensed managers, as well as all other owners or employees, must carry valid identification on their person and show the identification to ABCA investigators or officers of the Metropolitan Police Department upon request. Licensed managers shall also carry on their person their ABCA-issued Manager's License while managing the business and display it to ABCA investigators or offices of the Metropolitan Police Department as well.

### PRESENCE REQUIREMENT

An owner or licensed manager must be present *at all times* during the establishment's licensed hours of sale, service, and consumption of alcohol when the business is in operation.

### EXCEPTION TO PRESENCE REQUIREMENT

An owner or licensed manager may not be present at the establishment during the following limited circumstances:

- (1) There is no alcohol on the premises (i.e., customer area, inventory room);
- (2) The business is not open to the public;
- (3) The alcohol license is in safekeeping with the agency; or
- (4) The business has secured the alcohol in an area and ensured that no alcohol is *accessible* to the public for sale, service, or consumption (e.g., locked refrigerator, locked storeroom). The agency further recommends that businesses relying on this exception additionally cover the alcohol, display signage, and take other steps to ensure that it is visibly obvious that alcohol is not available for customers.

### INTOXICATION WHILE ON DUTY

It is a violation for an owner or licensed manager to be under the influence of alcohol or illegal drugs when superintending the business.

### NOTICE OF CRIMINAL CONVICTION

The ownership is required to notify the Board when a licensed manager is convicted of a criminal offense unless it is a minor traffic offense within 7 days of the occurrence. There is no requirement to notify the Board of a criminal conviction when the conviction is more than 5 years old.

## **MANAGER AGREEMENT**

A licensee that enters into or terminates a formal management agreement with an entity or individual shall provide the Board with a copy of the agreement within 30 days of execution.

## **CONTACT ABCA**

For more information, visit [ABCA.DC.Gov](http://ABCA.DC.Gov) or contact ABCA at 202-442-4423 or [ABCA.director@DC.Gov](mailto:ABCA.director@DC.Gov).