**Officer Checklist**

\_\_\_\_\_\_\_\_\_\_ All waivers and consent forms on file.

\_\_\_\_\_\_\_\_\_\_ Photograph taken on night of investigation.

\_\_\_\_\_\_\_\_\_\_ Age verification form completed.

\_\_\_\_\_\_\_\_\_\_ Buy money pre-recorded.

\_\_\_\_\_\_\_\_\_\_ Minor’s appearance meets guidelines (no excessive make-up, clean shaven).

\_\_\_\_\_\_\_\_\_\_ Minor has only their valid driver’s license and buy money.

\_\_\_\_\_\_\_\_\_\_ Minor has been instructed to tell the truth and display identification if asked.

\_\_\_\_\_\_\_\_\_\_ Minor knows that they can terminate a check at anytime for any reason.

\_\_\_\_\_\_\_\_\_\_ Database/Interview Form completed.

\_\_\_\_\_\_\_\_\_\_ Minor Statement Form completed.

\_\_\_\_\_\_\_\_\_\_ Evidence collected and tagged (recording, change, alcoholic beverage).

\_\_\_\_\_\_\_\_\_\_ Reports submitted for appropriate prosecution and administrative action.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Case Officer/Agent Signature