



STATE OF INDIANA
ALCOHOL AND TOBACCO COMMISSION

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Adam Horst, Director
State Budget Agency
200 West Washington Street, Room 212
Indianapolis, IN 46204

Dear Mr. Horst:

As Chairman of the Indiana Alcohol and Tobacco Commission ("ATC"), I am pleased to provide you with the following overview of this agency.

Mission and Responsibilities of ATC

The ATC is statutorily mandated to protect the economic welfare, health, peace and morals of the people of Indiana by regulating and limiting the sale, possession, and use of alcoholic beverages and tobacco products. In this vein, the ATC provides alcohol server training programs, various community awareness programs, youth tobacco prevention education, and other programs related to tobacco and alcohol laws. The ATC is also responsible for raising revenue for the State; in fact, the ATC is one of the largest revenue sources for Indiana.

The ATC is the only agency in the state that regulates alcoholic beverages, which includes manufacturers, wholesalers, retailers, servers and carriers. The ATC is also mandated to regulate all retail tobacco certificate holders in Indiana. The ATC is responsible for issuing and regulating 11,000 alcoholic beverage permits, 125,000 server and bartender permits, and 9,000 tobacco certificates. These figures do not take into account numerous temporary event permits that are issued by the ATC.

Legislation enacted in the 2008 General Assembly requires the ATC/State Excise Police to license and regulate Type II gaming (pull tabs, raffles, etc.). To date, just fewer than 900 establishments that have an alcoholic beverage permit have been issued Type II gaming endorsements since July 1, 2008.

Additionally, our four commissioners preside over public hearings on the first and third Tuesday of each month.

Staffing Structure of ATC

The ATC is comprised of three (3) Sections: the Indiana State Excise Police, the Permit Processing and Licensing Section, and the Administrative Section.

The Indiana State Excise Police (the "Excise Police") is the enforcement arm of the ATC. The Excise Police is staffed with 90 officers to cover all 92 counties. These officers are assigned throughout the state in various capacities to one of six (6) district offices. They are responsible for enforcing the alcoholic beverage and tobacco laws by conducting investigations and inspections of business establishments and enforcing all laws of the state of Indiana, including Type II gaming.

The Permit Processing and Licensing Section is comprised of nine (9) permit processors. Five (5) processors handle the licensing and management of over 11,000 alcoholic beverage business permits, and four (4) processors manage the issuance and renewals of 125,000 server and bartender permits. Additionally, one person from the administrative support staff processes 1,487 Type II gaming applications annually. Our mission is to promote an efficient permit process by infusing the latest available technology with increased employee accountability, which will ultimately result in better delivery of customer service, and in the long run, a better government for Hoosiers.

The Statutory, Executive and Administrative staff is comprised of twenty-six (26) staff members. The statutory positions include the Chairman, three (3) Commissioners, a part-time Prosecutor, and an Executive Secretary who also serves as a Hearing Judge. The Superintendent is the Chief Agent of the Excise Police; however, that position is assigned to the Administrative Section, along with the Staff Attorney, Accounting Section, and the administrative support staff.

Accomplishments

The agency successfully implemented the Server Training Program which was mandated by legislation. Over 1,328 trainers have been certified by the agency. The efforts of those certified as trainers as well as those of the excise Police have resulted in over 11,000 individuals being trained.

The Excise Police has initiated a compliance check process that has been identified as a national model program. As a result of this success, the program was presented at the Enforcing Underage Drinking Laws National Leadership conference. In efforts to remain fiscally responsive to the economy, the Excise Police have successfully transitioned five (5) of the six (6) district offices from leased space to co-locating within state owned facilities. Additionally, the Excise Police have successfully integrated a web based training process that will result in a substantial reduction of training costs to the agency, while maintaining quality instruction for the officers.

All officers have been assigned portable electronic citation devices along with their notebook computers and secure wireless access. This will reduce the average length of time that officers spend on enforcement initiatives and documenting action taken, while reducing the cost of printed items and storage space.

Goals and Objectives

We are committed to developing strategies to become more efficient while providing quality law enforcement and regulatory services. Excise Officers possess the same law enforcement authority as all other law enforcement officers in Indiana, but they are also charged with enforcing the state's alcohol and tobacco laws. They provide invaluable services to the local communities by educating citizens on problems associated with consumption of alcohol and tobacco use and by creating programs to deter youth access to alcohol and tobacco products. In addition to these duties, the Excise Police also represent the ATC at the 109 local alcoholic beverage boards throughout the state and work closely with Fatal Alcohol Crash Teams.

The ATC maintains its ambitious plan to adopt the latest available technology to promote efficiency utilizing a "virtual file room" and to streamline the permit application process. The ATC does not have an on-line application process nor does it possess a "virtual file room." The ATC is currently looking into implementing solutions to these problems by: (1) re-examining the capability of our existing License 2000, a licensing software utilized by this agency; (2) re-examining allocation of the current annual budget; (3) estimating related costs associated with implementing on-line application process and creating a virtual file room; and (4) finding alternative software that may better address the current needs of the ATC. License 2000 was customized for this agency many years ago and has since become outdated and carries high costs associated with technical support. By creating an on-line application process and a virtual file room, the agency will not only reduce employee hours spent on upkeep of over 25,000 files, but it will also be able to create a responsible and more accountable process.

I look forward to working with you to obtain a reasonable and responsible budget for our agency.

Respectfully submitted,

P. Thomas Snow
Chairman