

Synar Compliance Inspection Protocol

- All Synar compliance inspections must be conducted by Department of Public Safety, New Mexico State Police commissioned officers.
- All youth must be trained and must provide written consent, prior to participating in Compliance/Enforcement inspections.
- Youth must be 18, 19 or 20 years old at time of compliance inspection.

Pre-Inspection Steps:

1. Upon receipt of your assigned randomly selected outlets to inspect, plan your route in an effort to maximize time spent on inspections.
2. Officers should select one male and one female youth per team for a given operation. Avoid situations where you may be alone with a single youth.
3. Youth should not appear to be older than 21 years of age; validate their perceived age.
4. Attempt to utilize youth who are racially and culturally matched to the neighborhoods in which they will be surveying.
5. Youth should never be sent into a situation that is potentially dangerous; closely evaluate surroundings and determine if it is safe for youth to enter outlet for inspections. Ask youth how they feel and if they are comfortable at each location. If an outlet is determined unsafe at time of visit, it should be revisited at a later time and/or date.
6. Only officers should transport youth during a compliance operation. Officers should obey all traffic laws and operate vehicles in a safe manner.
7. There should always be a procedure discussed with youth prior to visits for handling emergency situations, make sure that youth have constant access to inspection vehicle.
8. The number of inspections possible per hour depends on the density of outlets and other variables.
9. Conduct inspections from 7:00 am to 2:00 am. Inspections will be conducted on weekdays, weekends, and holidays.
10. DPS/NMSP will maintain copies of the youth participant forms which include emergency contact information for youth participant's, self-identified, emergency contact. DPS/NMSP officers will follow department policy and procedure in the event of an emergency.

Inspection Steps:

1. After reviewing and completing all the pre-inspection steps, it is time for the actual inspection.
2. Park out of view of outlet staff.
3. Remind youth they should have only ID and money on them.
4. Remind youth to have a specific tobacco brand in mind to purchase and a back-up product in case they do not have the one that they are requesting; this brand should

stay consistent on all inspections.

5. Remind youth that they are not to attempt to purchase additional items along with the tobacco.
6. Remind youth to act naturally and to be confident.
7. Remind youth to always be honest when asked a question.
8. Have a plan in place in case of emergency and make sure the plan is understood by all, especially youth.
9. Closely examine outside surroundings to determine safety prior to entering outlet; if deemed unsafe, return at a later time and/or date.

Review/Reporting:

1. After inspecting an outlet and convening in a safe place, officers and youth should discuss what the youth experienced and what the officer witnessed during the buy attempt. Quick discussion after each buy attempt is a good way to make sure everyone is on the same page and an opportunity to critique the youth's actions.
2. Fill out the provided Synar Compliance Form for that outlet; make sure to fill out all sections required with special attention on youth D.O.B. and clear indication of sale or no sale. Example on form: "If outlet is eligible was buy attempt successful", write "yes" if sale (as defined by Synar guidelines) was completed, write "no" if it was not.