Cover Sheet - Background Checks Alcoholic Beverages Licenses

Name of applicant: _	Jordan Green	Date of background check:	10/28/2025
Type of license applied for:			
Retail alcohol beverages license - agent/officer/member			
Retail alcohol beverage license - individual applicant/sole proprietorship			
x Operator's license			
Results of background check:			
No red	cord and/or qualified to ho	ld a license	
<u>x</u> Disqualified per Guideline #7 for providing a materially false statement regarding a misdemeanor or felony conviction in the last 10 years.			
Disqualified based on following guideline(s):			
Applicants for an operator's license			
Guideline #1 – Applic	cant for an operator's licens	se with any of the following vi	olations:
Violations of serving or allowing underage persons on premises within the past 2 years.			
Operating while impaired or under the influence within the past 2 years.			
Convictions involving unlawful use, distribution or possession with intent to distribute a controlled substance or illegal weapon within the past 2 years.			
A pending charge for crime against life or bodily security, or a violent crime against children, which substantially relates.			
A feloi	ny conviction within the pa	st 10 years.	
Applicants for a retail beverage license			
Guideline #2	– A felony conviction, which	ch substantially relates.	
	involve crimes of violence	thin the past 5 years, or 2 or n or threats of violence, lack of o	
disruptive behavior in	n public, alcohol beverage	thin the past 5 years which involved the past 5 years which in	operating while under the
Guideline #5 – A habitual law offender, as deemed by RPD, or with an arrest record involving 2 or more offenses within the last year, 3 or more offenses within the last 5 years, or 5 or more offenses within the last 10 years.			
Guideline #6 – A pending offense for crime against life or bodily security, or a violent crime against children, which substantially relates.			

Dear applicant:

Your records check came back with the following convictions:

Year Offense

2016 Neglecting a child

Based on the above conviction(s) and the City's Policy Guidelines for Arrest and Conviction Records Related to Alcohol Beverages Licenses, you are presumably disqualified for an alcohol beverage license.

This matter will now go before the Public Safety and Licensing Committee on November 12, 2025, at 5:00 p.m., City Hall, Room 207, for a hearing on your license application. Your appearance at this meeting is mandatory and failure to attend may result in denial of your license application. At the hearing, the Committee will review documented evidence of rehabilitation:

You are required to submit documentation by 5:00 p.m. on the Thursday before the Committee meeting to show that you are fit to hold this license. This can be as simple as a letter from your employer/future employer stating that they are aware of your criminal conviction(s) and that they are willing to vouch for you. If this cannot be done, you may submit any of the following as evidence of rehabilitation:

- A certified copy of honorable discharge or separation under honorable conditions
- A copy of local, state or federal release document (from the Department of Corrections or your parole or probation agent) showing discharge from incarceration or probation/parole
- A copy of the department of correction's document showing completion of probation, extended supervision or parole
- Other evidence showing that one year has elapsed since release of institution without subsequent conviction of a crime along with evidence showing compliance with all terms of probation, extended supervision or parole.
- Evidence of the nature and seriousness of any offenses convicted
- Evidence of all circumstances relative to the offense, including mitigating circumstances or social conditions surrounding the commission of the offense
- The age of the individual at the time of the offense
- The length of time elapsed since offense committed
- Letters of reference by persons who have been in contact with the individual since the applicant's release
- Other relevant evidence of rehabilitation and present fitness presented

Failure to submit the required documentation by the above deadline may result in your application being deferred or moved to the next Committee agenda. Please contact us with any other questions. Thank you.

City Clerk