

Dear Applicant:

Your records check came back with the following convictions:

<u>Year</u>	<u>Offense</u>
2019	Possession of THC Non-Criminal

Based on these convictions, you are disqualified under Policy Guideline # 5 (see cover sheet and policy guidelines for details) from obtaining an alcohol beverage/operator's license. The public safety and licensing committee will be notified of this records check, along with reasons for the disqualification.

This matter will now go before the committee on January 12, 2021, at 5:30p.m., Virtually 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, you must present competent evidence of rehabilitation in order to overcome the disqualification. These must include all of the following (if applicable to you). Please call the City Clerk's Office 48 hours before your scheduled meeting with a contact number at 262-636-9171.

- 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.

In addition to presenting the above documentation, you should also address the following factors or bring documentation of the following before the committee:

- 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

If you would like to submit any of these documents for the committee to consider, please do so at least 24 hours before the committee meeting at the clerk's office. Please contact us with any other questions. Thank you.