

Sharon M. Koehn

Cover Sheet for Alcohol Beverage Application Background Checks

Type of license:

<input type="checkbox"/> Class "A"	<input type="checkbox"/> "Class A"
<input type="checkbox"/> Class "B"	<input type="checkbox"/> "Class B"
<input checked="" type="checkbox"/> Operator's license	<input type="checkbox"/> "Class C"

Background check: Sgt. L. Webb 9/04/19
(Name of person at RPD) Date results received

Results:

- No Record
- Record exists, but the person still qualifies under policy guidelines
- Charges pending which, if convicted would disqualify the applicant under guideline number(s):
- Record exist and the person is disqualified under policy guidelines number(s):
 - 1- Felony conviction which substantially relates
 - 2- One or more offenses within the past 5 years involving crimes of violence, lack of cooperation with law enforcement or distribution of drugs; or 2 or more of the same offenses within past 10 years, which substantially relates
 - 3- Two or more offenses within the past 5 years involving disorderly behavior, criminal damage to property, prostitution, alcohol beverage offenses, possession of a controlled substance, possession of paraphernalia, operating while under the influence of drugs or intoxicants, operating with a prohibited alcohol concentration, open intoxicants, perjury or other crimes of dishonesty, etc., which substantially relate
 - 4- A habitual law offense (2 or more offenses within the past year, 3 or more offenses within the past 5 years, 5 or more offenses within the past 10 years
 - 5- False statement on license application

Dear Applicant:

Your records check came back with the following convictions:

<u>Year</u>	<u>Offense</u>
2018	Possession of THC
2018	Possession of Drug Paraphernalia

Based on these convictions, you are disqualified under Policy Guideline # 3 (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 the fact that you do not qualify for a license.

This matter will now go before the committee on **September 10, 2019 at 5:30p.m., in room 307** for a hearing. At that time, you must present **competent evidence of rehabilitation** in order to overcome the disqualification. These must include all of the following (if applicable to you).

- 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 the City Clerk's Office at least 24 hours before the start of the Public Safety and Licensing Committee meeting. Please contact us with any other questions. Thank you.