

**VILLAGE OF SHOREWOOD HILLS  
POLICY STATEMENT  
ALCOHOL LICENSE (OPERATORS') APPLICATIONS**

**PURPOSE**

In order to provide for an effective and consistent system of alcohol licensing that protects the public safety and is applied in a uniform and equitable manner, the Village of Shorewood Hills has adopted the following written policy to govern the granting of operators' licenses pursuant to Chapter 125 of the Wisconsin Statutes.

**APPROVAL AND ISSUANCE OF ORIGINAL OPERATOR'S (BARTENDER'S) LICENSE**

- A. The Police Department will conduct a records check, including criminal and traffic, of all applicants for operators' licenses. If necessary, the records check may include an interview with the applicant or contact with other jurisdictions or third parties to verify or investigate information obtained in the records check.
- B. When the records check has been completed and the applicant's record is free from any violations, they are not required to appear before the Public Health and Safety Committee. The Police Chief, or the Police Chiefs designee, then shall forward the application to the Village Clerk, or the Village Clerk's designee, with a recommendation that the application be approved. If all other application requirements are satisfied, the Village Clerk, or the Village Clerk's designee, shall approve the application and issue the operator's (bartender's) license.
- C. Consistent with the provisions of Wis. Stat. Sections 111.335 and 125.17, the records check conducted by the Police Department shall determine whether an applicant's conviction record reveals any of the factors in section D of this policy. If so, an operator's license may not be issued by the Village Clerk, or the Village Clerk's designee, without the consideration by the Public Health and Safety Committee and Village Board in compliance with section E below.
- D. Factors pertaining to conviction record:
  - 1. Any unpardoned felony conviction
  - 2. Any arrest or conviction for an alcohol violation or substantially related offenses within the last twelve months.
  - 3. Any two or more arrests or convictions for alcohol violations or substantially related offenses within the last five years.
  - 4. Any criminal drug-related convictions within the last five years.
  - 5. Any conviction within the last twenty-four months which involve resisting arrest, battery to a police officer or obstructing justice.
  - 6. At least two convictions in the last twenty-four months for disorderly behavior type offenses if they occurred in conjunction with activity at a licensed alcohol establishment (should be indicated on application).

7. Any incomplete, misleading or falsified application when the incomplete, misleading or falsified information provided by the applicant pertains to either the identification of the applicant or to any matter occurring within five years prior to the date of application.
  8. Any other charge, conviction, or incident which, in the judgment of the Police Chief or his/her designee, would substantially relate to the circumstances of employment as an operator or to activity at a licensed alcohol establishment.
- E. When an application or records check reveals one or more of the factors contained in paragraph D above, the Police Chief, or the Police Chiefs designee, shall review the applicant's record and make a recommendation to the Public Health and Safety Committee on approval or denial. If the Police Chief recommends denial, the Police Chief/designee shall provide to the Village Clerk/designee a letter indicating the reasons for the recommended denial. Applications will then be reviewed by the Public Health and Safety Committee.

The Clerk, or the Clerk's designee, shall forward the license application and any related materials to the Public Health and Safety Committee. The Village Clerk, or the Village Clerk's designee, shall provide notice to the applicant in writing that he or she is being recommended for denial and may appear before the Public Health and Safety Committee for individual review if they wish to contest the denial of license. The notification to the applicant shall state that failure to appear before the Public Health and Safety Committee will result in denial of the application.

The Committee, after interview of the applicant, shall make a recommendation to either grant or not grant an operator's license to the Village Board, which shall make the final decision.

*Revised 10/15/2018*