

FOREST COUNTY POTAWATOMI GAMING COMMISSION

LICENSING DIVISION

POTAWATOMI GAMING COMMISSION
1721 W CANAL ST, MILWAUKEE, WI 53233
P: (414) 847-8061 – E: GCBACKGROUND@PAYSBIG.COM – F: 414-847-8058

Criminal History Disclosure Memorandum

The Potawatomi Gaming Commission is required by law to regulate the Tribe's gaming operations. This includes the requirement to license all casino employees.

In order to work for Potawatomi Hotel Casino (PHC) or the Forest County Potawatomi Gaming Commission (FCPGC), you must hold a valid gaming license. In order to obtain and hold a gaming license, you must disclose all criminal history, including arrests.

While holding a gaming license, you have an ongoing obligation to cooperate with the Gaming Commission and to keep the Commission informed of any change in your background relevant to holding a gaming license. Specifically, you must notify the Gaming Commission whenever you are arrested for a felony, misdemeanor or municipal offense, including traffic offenses. Your duty to notify applies even if you are not guilty or have not been convicted.

If you are arrested, you must disclose the incident and the facts of your arrest to the Gaming Commission Licensing Division in writing within ten (10) days of the incident.

For clarification purposes, the Licensing Division answers some questions listed below.

A licensee is defined as a person holding and maintaining a Potawatomi Gaming Commission license allowing such person to work or conduct business on gaming enterprise property.

Frequently Asked Questions

1. What is an “arrest”?

The Potawatomi Gaming License Application defines an “arrest” as any/all of the following: Detaining, holding, taking into custody by any law enforcement agent of a village, city, state or federal government, to answer a “charge” for any “offense” involving any village, city, county, state, or federal ordinance, law, statute, or code. The word “charge” includes but is not limited to indictment, complaint, information, summons, or notice of an alleged commission of an “offense” to include all juvenile violations, municipal violations, misdemeanors, or felonies, alleged to have been committed both inside or outside of the United States of America.

2. Has this always been Gaming Commission policy?

It is your responsibility to maintain a valid license. Therefore, you are subject to the rules and regulations that govern licensing.

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3. Why do I have to disclose this personal information to the Potawatomi Gaming Commission?

The primary role of the Potawatomi Gaming Commission and the Licensing Division is to regulate and protect the integrity of gaming for the Tribe. You, at all times, have the burden of demonstrating to the Gaming Commission, by clear and convincing evidence, that you are eligible, qualified, and suitable to be granted a license. An arrest may affect your suitability to hold a license. You must ensure that your actions cannot be interpreted as being, in any way, in violation of the laws and regulations governing the gaming enterprise.

4. What type of offenses do I have to disclose? Do I have to disclose speeding tickets as well?

You must fully disclose to the Gaming Commission any time you are arrested for a felony, misdemeanor, or municipal violation. If you are uncertain whether you should report an arrest or other offense, write it down on the application and inform the investigator.

5. What if I had an offense some time ago? Do I have to disclose it now?

Yes. If you were arrested six months ago, or even two years ago, and never informed anyone of the incident, you must immediately disclose the arrest to the Gaming Commission. You must disclose any new arrests that have occurred since you started employment and you had your Background Investigation interview. You must disclose any and all arrests that happen while you hold a license.

6. Do I have to disclose parking tickets?

No. You do not have to report parking tickets. However, you should be aware that multiple parking tickets may result in a large amount of fines.

7. Do I have to disclose civil cases?

No. Litigation may be disclosed during the time of your license renewal. The Criminal History Disclosure Form only pertains to arrests and tickets/citations.

8. What is the best way to disclose this information to the Potawatomi Gaming Commission?

You may disclose information to the Licensing Division by phone prior to an e-mail, fax, a written letter, or appearing in person at the Licensing Division.

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9. What will happen if I don't report a violation?

You may be subject to Gaming Commission review which could result in license suspension or revocation if an arrest is not reported. You cannot be employed without a license.

10. Will you find out if I didn't report a violation?

Yes. Upon renewal application criminal history checks are done again and if an offense is not reported it will be reported as a violation of the Criminal History Disclosure Policy.

11. What if I don't remember if I was arrested?

You are responsible to obey and follow municipal, county, state, federal, and tribal laws. You are also responsible to follow the regulations and ordinances governing the gaming enterprise. If you can't remember or are uncertain of an arrest, you can do a background check on yourself. See question # 15 for resources.

12. Do I need to disclose if I was arrested outside the State of Wisconsin or outside the United States of America?

You must disclose any and all arrests that occur inside or outside the United States of America.

13. Do I still have to disclose an arrest if the following has occurred: Case dismissed, not guilty finding, review resulting in no prosecution, acquittal finding, or expungement?

Yes. You must disclose any arrest and information regarding the above.

14. Will I be disciplined or terminated when I report my violation?

No. You will not be disciplined or terminated for minor violations such as traffic offenses. However, if you fail to disclose an arrest to the Gaming Commission, your license, upon Gaming Commission review, may be suspended or revoked. You may not be employed without a license. PHC management may also discipline you for not complying with the Gaming Commission. The Gaming Commission will make the final determination if a license is to be suspended or revoked.

15. Where can I do a background check on myself?

You are able to access public records through many sources. They include courthouses, police stations, and the internet. You may conduct a free name search on themselves at the following websites:

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The Milwaukee Municipal Court

<http://query.municourt.milwaukee.gov/>

The Wisconsin Circuit Court

<http://wcca.wicourts.gov/index.xsl>

You may obtain your State of Wisconsin Criminal record through the website listed below, but there may be a fee involved.

<http://wi-recordcheck.org/index.html>

If an arrest occurred outside of Wisconsin, you must contact the appropriate jurisdiction to inquire about obtaining your record.

16. What if I am not sure if I have to disclose something? Who do I contact?

You may contact the Licensing Division:

- Licensing Division
Potawatomi Hotel Casino
1721 W Canal St
Milwaukee, WI. 53233
Office phone # 414-847-8061
E-Mail: GCBackground@@paysbig.com