

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

Publication B

Non-Key Vendor Occupational License Holder Rules

This document describes rules for individuals who hold a valid Non-Key Vendor Occupational License issued by the Potawatomi Gaming Commission. Non-Key Vendor Occupational License Holders must abide by the following rules regarding a Non-Key Vendor Occupational License at all times.

A Non-Key Vendor Occupational License Holder SHALL:

- Only use a Non-Key Vendor Occupational License for the sole purpose of identifying him or her as a holder of a Non-Key Vendor Occupational License.
- Immediately show a valid Non-Key Vendor Occupational License, and any other valid form of identification, if requested by an authorized official to view credentials.
- Be allowed to dine, at any time, at any restaurant or other food venue within a Forest County Potawatomi Gaming Enterprise with the exception of the Employee Dining Rooms that are reserved for individuals who hold a Class A or Class B License.
- Wear, in a highly visible area, his or her Non-Key Vendor Occupational License whenever on duty and conducting work in an official capacity on behalf of a vendor that is licensed by the Forest County Potawatomi Gaming Commission.
- Regularly use the Forest County Potawatomi Gaming Enterprise *patron/public entrances and exits whenever on duty and working* in an official capacity on behalf of a vendor that is licensed by the Forest County Potawatomi Gaming Commission.
- Be responsible for the safekeeping of a Non-Key Vendor Occupational License and shall report any lost, damaged, or stolen Non-Key Vendor Occupational License to the Licensing Division located at 1721 W Canal St, Milwaukee, WI, 53233, Phone: (414) 847-8061, E-mail: GCBackground@paysbig.com.
- Be responsible for paying the license replacement fee if a replacement license is requested for any reason. (A Non-Key Vendor Occupational License Holder's employer may pay for a replacement fee on behalf of the Non-Key Vendor Occupational License Holder if the employer chooses to do so).
- Return his or her Non-Key Vendor Occupational License to the Forest County Potawatomi Gaming Commission Licensing Division if terminated from the employer under which the Non-Key Vendor Occupational License was applied for

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A Non-Key Vendor Occupational License Holder SHALL NOT:

- Not violate any federal, state, tribal law or regulation or violate any local ordinance or regulation while on Gaming Enterprise property.
- Gamble, in any form or fashion, in a Forest County Potawatomi Gaming Enterprise when on duty or during the period in which he or she is conducting official work on Gaming Enterprise property, nor at any time in which the Non-Key Vendor Occupational License may be under suspension and/or investigation by the Potawatomi Gaming Commission; Otherwise, a Non-Key Vendor Occupational License holder shall be allowed to gamble on Gaming Enterprise property.
- Wear his or her Non-Key Vendor Occupational License when not on duty and not conducting work in an official capacity on behalf of a vendor that is licensed by the Forest County Potawatomi Gaming Commission.
- Venture into non-public and “back of house” areas of the Forest County Potawatomi Gaming Enterprise when not on duty and not conducting work in an official capacity on behalf of a vendor that is licensed by the Forest County Potawatomi Gaming Commission.
- Be considered to hold a valid Non-Key Vendor Occupational License if his or her employment is terminated, for any reason, with the employer of vendor under which their Non-Key Vendor Occupational License was applied for.
- Copy, duplicate, or fabricate, in any manner, a Non-Key Vendor Occupational License.
- Misuse or abuse the privilege of holding a Non-Key Vendor Occupational License. Any act or allegations or misuse shall be investigated by the Forest County Potawatomi Gaming Commission. Any findings of misuse may result in license suspension and/or revocations by the Forest County Potawatomi Gaming Commission. Misuse of a Non-Key Vendor Occupational License includes but is not limited to:
 - Use of Non-Key Vendor Occupational License for personal gain or special privilege;
 - Use of Non-Key Vendor Occupational License for personal gain or special privilege for others;
 - Personating an official or someone who may have authority inside or outside the Gaming Enterprise;
 - Allowing an unauthorized person to wear or have access to the Non-Key Vendor Occupational License;
 - Giving, borrowing, or transferring a Non-Key Vendor Occupational License to an unauthorized person;
 - Use of Non-Key Vendor Occupational License which leads to a conflict of interest or gives impression of a conflict of interest; and
 - Otherwise not using the Non-Key Vendor Occupational License in an appropriate manner and in an official capacity where it has been determined that there was misuse and/or non-compliance with the Forest County Potawatomi Tribal rules, regulations, and minimum internal control standards.