

3772-10-19 ~~Drop box count~~Count procedures.

(A) Each casino operator's internal controls shall detail the count procedures for counting the proceeds from gaming. ~~drop box counts.~~

(B) Drop boxes shall only be opened and counted in the count room by the count team.

(C) Access to the count room shall be restricted as follows:

(1) When cash, vouchers, chips, or coupons are present in the count room, access shall be restricted to members of the count team, security, main bankers, and commission agents. The executive director or executive director's designee may conditionally approve temporary access for additional individuals, as requested.

(2) When cash, vouchers, chips, or coupons are not present in the count room, access shall be restricted as detailed in the casino operator's internal controls and approved by the commission.

(D) ~~All persons present in the count room during the counting process, except representatives of the commission~~agents of the commission and licensed and security personnel, shall wear as outer garments, only a full-length, one-piece, pocket-less outer garment with openings only for the arms, feet, and neck.

(~~E~~) ~~The count~~Counts shall be conducted by a count team that is independent of the cashier's cage and of the transactions being reviewed and counted. ~~The reporting lines shall be included in the casino operator's internal control submission~~Only count team members shall handle cash, tickets, chips, or coupons during the count.

(~~F~~) ~~The bill validator canister and table game drop box counts~~ shall be performed by a minimum of three ~~licensed count team~~ employees. ~~The count team and these~~ employees shall be rotated on a routine basis such that the count team is not consistently the same licensed employees for more than four days per week.

(G) ~~At no time during the count shall there be fewer than three licensed~~count team employees in the count room until the drop proceeds have been accepted into the cage or main bank/vault accountability.

(H) ~~(C) The count shall be conducted by a count team that is independent of the cashier's cage and of the transactions being reviewed and counted. The reporting lines shall be included in the casino operator's internal control submission. All persons present in the count room during the counting process, except representatives of the commission and licensed security personnel shall wear as outer garments, only a full-length, one-piece, pocket-less garment with openings only for the arms, feet, and neck. No count person person-s~~ shall:

(1) Carry into the count room a bag or other container unless it is transparent; and

~~(2) Remove his or her hands from or return them to a position on or above the count table unless the backs and palms of his or her hands are first held straight out and exposed to the view of other members of the count team and the surveillance camera; and~~

~~(32) Be allowed to exit or enter the count room during the count except for emergencies or scheduled breaks. Agents of the commission may enter and exit during the count as needed. ~~At no time during the count shall there be fewer than three licensed employees in the count room until the drop proceeds have been accepted into the cage or main bank/vault accountability.~~~~

~~(DI)~~ Before conducting the count, the casino operator shall ensure that:

(1) All counting machines are tested ~~to assure~~for accuracy. The test procedures employed shall be ~~witnessed by all count team members conducted by the count team who shall document the process performed and shall be documented.~~ The test documentation shall be signed by all count team members and included in the final count paperwork that is forwarded to the accounting department; and

(2) The count team alerts the surveillance department that the count is about to begin.

(J) Each member of the count team shall display the backs and palms of his or her hands to the view of the other members of the count team and the surveillance camera prior to commencing and after completing each of the following:

(1) Transporting money from the count table to the count machine;

(2) Transporting money from the count machine to the count table;

(3) Conducting the bulk count of loose bills at the end of the count;

(4) Removing his or her hands from a position on or above the count table;

(5) Returning his or her hands to a position on or above the count table; and

(6) Coming in contact with their person or that of another individual.

~~(EK)~~ Any variances in the count room with the counting machine shall be reported to the ~~C~~commission immediately. Each variance shall be investigated by the casino operator and the investigation documentation and results shall be submitted to the commission in writing.

~~(FL)~~ All members of the count team shall attest in writing to their participation in the count and the results of their participation.

~~(GM)~~ All drop proceeds that were counted shall be turned over to a ~~cage cashier~~main banker who shall be independent of the count team. Before having access to the documentation of the funds counted by the soft count team, the ~~cage cashier~~main banker shall conduct a bulk count of the soft count drop and then compare the bulk count to the soft count documentation or a transfer sheet.

All differences shall be reconciled before the ~~cage cashier~~main banker and count team leave the count room.

(~~HN~~) The ~~cage cashier~~main banker shall attest in writing to accepting the funds and transporting the funds to the ~~cashier's cage~~main bank.

(~~IO~~) The count sheet, with all supporting documents, shall be delivered to the accounting department by a count team member or a licensed person independent of the cashier's cage department. Alternatively, the count sheet and supporting documents may be adequately secured via a locked canister or other device to which only accounting personnel can gain access until retrieved by the accounting department.