

**Rule 3772-10-~~2612~~ | Access controls.**

- (A) Each casino operator's internal controls mustshall establish procedures for sensitive keys and securing access to assets and restricted areas.
- (B) Each casino operator mustshall maintain automated systems approved by the ~~commission~~executive director designed to control and record access to assets and restricted areas.
- (C) Unless otherwise required by ~~rules adopted by~~ the ~~commission~~executive director, all sensitive keys, locks, access cards, biometric access, and all other methods used to grant access to assets and restricted areas mustshall be controlled and managed by the ~~casino~~ security department. The ~~IT~~information technology department may provide assistance with management of automated systems.
- (D) Inventory ledgers mustshall be maintained for all sensitive keys and locks. Key and lock inventory ledgers mustshall detail the following information:
  - (1) The acquisition of sensitive keys and locks;
  - (2) The placement into service or removal from service of sensitive keys and locks including the current location; and
  - (3) The destruction or disposal of sensitive keys and locks.
- (E) Database records mustshall be maintained documenting the assigned access for sensitive keys, access cards, biometric access, and all other methods used to grant access.
- (F) The automated system in which sensitive keys are kept mustshall be continuously covered by a fixed surveillance camera.
- (G) Access to assets and restricted areas mustshall be assigned to employees by position type ~~and the access by position type shall be detailed in the position descriptions in the casino operators internal controls.~~
- (H) Additions or deletions of employee access to assets or restricted areas mustshall be recorded in the automated systems and properly supported by personnel action documentation.
- (I) The casino ~~operator's~~operators automated systems mustshall track and record when sensitive keys are checked out by employees.
- (J) The casino ~~operator's~~operators automated systems mustshall track and record employee access to restricted areas ~~secured by, except for pit areas, as defined in paragraph (F) of rule 3772-11-01 of the~~ automated systems Administrative Code.

- (K) The casino ~~operator's operators revenue audit team or~~ internal audit team must, at least~~shall~~, semi-annually, complete an audit or analytical procedures designed to test the physical inventory count of sensitive keys and locks and assigned access to assets and restricted areas.
- (L) Procedures for the destruction of sensitive keys and locks must~~shall~~ be approved by the executive director~~the commission and detailed in the internal controls~~.
- (M) If a sensitive key or lock is lost, becomes missing, or is otherwise compromised, the casino operator must~~shall~~ notify the commission in writing and investigate the incident. After receiving the results of the investigation from the casino operator, the executive director will~~or executive directors designee shall~~ determine if all associated sensitive keys and locks must~~shall~~ be changed in order to maintain access restrictions.
- (N) If an access card, biometric access, or other electronic access is lost, becomes missing, or is otherwise compromised, the casino operator must~~shall~~ immediately remove all compromised access ~~and notify the commission in writing~~.