

Rule 3772-10-19 | Count procedures.

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

(B) The counting process must be conducted by a count team that is independent of the cashier's cage, the accounting department, all audit functions, and of the transactions being reviewed and counted, unless otherwise approved by the executive director.

(C) The counting process must be performed by a minimum of three count team employees.

(D) There must be at least three count team employees in the count room during the counting process, until the proceeds from casino gaming have been accepted into the cage or main bank accountability.

~~(B)~~ (E) Table game drop boxes and electronic gaming equipment bill validator canisters containing the proceeds from casino gaming must shall only be opened and counted in the count room by the count team. Only count team members can handle the proceeds from casino gaming during the count.

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

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

(2) When ~~proceeds from casino gaming~~ cash, vouchers, chips, or coupons are not present in the count room, access ~~is limited to those~~ shall be restricted as detailed in the casino ~~operator's~~ access operators internal controls, ~~and approved by the commission.~~

(G) Entering and exiting the count room during the counting process is only permitted when scheduled or for emergencies. Commission personnel may enter and exit at any time.

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

(I) Only transparent bags and containers are permitted in the count room.

~~(E) Counts shall be conducted by a count team that is independent of the cashier's cage and of the transactions being reviewed and counted. Only count team members shall handle cash, tickets, chips, or coupons during the count.~~

~~(F) The counts shall be performed by a minimum of three count team employees. The count team 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 count team employees in the count room until the drop proceeds have been accepted into the cage or main bank accountability.~~

~~(H) No person shall:~~

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

~~(2) 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.~~

~~(I) Before conducting the counting processcount, the count team must test thecasino operator shall ensure that:~~

~~(J) All counting machines are tested for accuracy. The test procedures must employed shall be witnessed by at least twoall count team members and must shall be documented. The test documentation must shall be signed by at least twoall count team members and included in the final count documentation. Counting machinespaperwork that fail is forwarded to the test must not be used.accounting department; and~~

~~(K) Before conducting the counting process, theThe count team must alertalerts the surveillance department that the counting processcount is about to begin.~~

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

~~(1) Transporting money from the count table to the count machine or placing money into the count machine;;~~

~~(2) Removing money from the count machine or transportingTransporting money from the count machine to the count table;~~

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

~~(4) Removing his or returningher 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.~~

~~(M) — At least three Any variances in the count room with the counting machine shall be reported to the 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.~~

~~(M) All members of the count team must shall attest in writing as to their participation in the count and the results of the count prior to the proceeds being given to the main banker.~~

~~(N) All proceeds from casino gaming must that were counted shall be turned over to a main banker who must shall be independent of the count team. The main banker must Before having access to the documentation of the funds counted by the count team, the main banker shall conduct a bulk count of the proceeds from casino gaming count drop and then compare it to the bulk count documentation. The main banker must attest in writing to the amount of funds count documentation or a transfer sheet. All differences must shall be reconciled before the remaining main banker and count team members leave the count room.~~

~~(O) The main banker shall attest in writing to accepting the funds and transporting the funds to the main bank.~~

~~(P)(O) The count documentationsheet, with all supporting documents, must 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 documentationsheet and all supporting documents may be adequately secured in via a locked canister or other device to which only accounting personnel have can gain access, until retrieved by the accounting department.~~