

VII. INTERNAL CONTROLS FOR GAMING ESTABLISHMENTS

J. AUTHORIZED PERSONNEL

- (1) Each licensee shall place on file with the Commission the names of all persons authorized to enter the cashier's cage ("cage access list"), those who possess the combination or keys to the locks securing the entrance to the cage and those who possess the ability to operate the alarm systems. Each licensee shall also submit a list ("drop/count access list") to the Commission for approval of employees authorized to participate in the drop and count and those employees who are authorized to be in the count rooms during the count. Each list must have the name of the individual, their job title or company and gaming work permit number. The cage and drop/count access lists shall include those persons, if any, who hold an interest in the licensee and shall indicate what relationship by blood, marriage, or cohabitation if any, exists between any person on the lists and any other person on such list or any interest holder or employee of the gaming establishment. Count room access lists shall only include individuals who have a specific daily job interest in this area. Specific daily job interest includes the count team members, their immediate supervisors and vendors who service counting machines. Cage access list shall include individuals who have interest in the cage area. ~~Each list must have the name of the employee, their job title and gaming work permit number.~~
- (2) Each licensee shall submit a revised list to the Commission within ten days of any change to the cage access list. Surveillance must monitor and record all activities within the cage. Secondary notification is required to the Commission for all cage vendor access. In cases where employees or vendors not possessing a gaming work permit are required to enter the cage, a Security escort must be provided and Surveillance must be notified prior to entry. ~~Each licensee shall submit a revised list immediately to the Commission of any changes to the drop/count access lists prior to the individual entering the count room. The cage and drop/count access lists shall include those persons, if any, who hold an interest in the licensee and shall indicate what relationship by blood or marriage, if any, exists between any person on the lists and any other person on such list or any interest holder or employee of the gaming establishment.~~
- (3) Each licensee shall submit a revised list within 72 hours in advance to the Commission of any changes to the drop/count access lists prior to the individual performing the drop and/or entering the count room. ~~Surveillance must monitor and record all activities within the cage. Secondary notification is required to the Commission for all cage vendor access. In cases were employees or vendors not possessing a~~

~~gaming work permit are required to enter the cage, a Security escort must be provided and Surveillance must be notified prior to entry.~~

- (4) Surveillance must monitor and record all activities within the count room. During the count process, personnel are not allowed to exit or enter the count room except for emergencies or scheduled breaks. Access to the count room during the count is restricted to individuals on the count room access list. At all times a Security escort will be required for vendors accessing the count room, with secondary notification to the Commission required for such vendor access. ~~members of the drop and count teams, authorized observers, and count room supervisors for resolution of problems.~~ For any other access during or outside count times into the count rooms, the licensee shall at all times be in compliance with the following requirements:

- (a) Access into the count rooms by any individual requires a valid Commission work permit (excluding MGC and MSTC personnel). Representatives of the MGC and MSTC must present identification before entering the count rooms.
- (b) A Count Room Access Request Form must be submitted to the Commission for approval for any individuals not listed on the count room access list. Unless otherwise instructed by the Commission, Security escort must be provided for access into the count rooms.
- (c) When the counting device requires maintenance during the count, all gaming revenues must be secured until the vendor has finished the maintenance on the counting device and exited the count room.
- (d) Only count team members may handle ~~unverified~~ gaming revenues. ~~The Commission does not consider gaming revenue verified until the revenue has been counted and taken into the accountability of the cage.~~

(Adopted: 04/21/1994; Readopted: 04/29/1995; Amended: 06/15/2006.)