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State of Maine

DEPARTMENT OF PUBLIC SAFETY

GAMBLING CONTROL BOARD

Appendix A to Chapter 5, Internal Controls

MINIMUM INTERNAL CONTROL STANDARDS (MICS) FOR SLOT MACHINE AND CASINO OPERATIONS

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Appendix A

I. Definitions

The following words and terms, when used in the Minimum Internal Control Standards, shall have the following meanings unless the context indicates otherwise.

"Announced Bet" refers to a bet where a player announces the intention to bet a certain way and actually puts the wager on the table.

"Ante" refers to a player's initial wager or predetermined contribution to the pot prior to the dealing of the first hand.

"Applicant" has the same meaning as set forth in 8 M.R.S.A. § 1001(1).

"Asset number" means a unique number permanently assigned to a slot machine or table game and its cash storage box for purposes of tracking that machine or table game and storage box while used by an operator.

"Associated equipment" has the same meaning as set forth in 8 M.R.S.A. § 1001(2).

"Bill Acceptor" means any mechanical, electrical, or other device, contrivance, or machine designed to interface with a slot machine for the purpose of dispensing an amount of coins or tokens from the slot machine hopper or tickets from the ticket dispenser equal to the amount of currency inserted into the bill acceptor system or establishing credits for subsequent play.

"Board" has the same meaning as set forth in 8 M.R.S.A. § 1001(4).

"Booth" refers to a physical structure on or immediately adjacent to the slot machine floor that houses the booth cashier and serves as the central location in the premises for various exchange activities between patrons and cashiers.

"Booth cashier" is defined as any person whose duties include working in and performing all the functions normally associated with a booth.

"Cage or general cashier" is defined as any person whose duties include working in a physical structure known as a cashiers' cage ("cage") and who has custody of the cage inventory comprising currency, coin, forms, documents, and records normally associated with the operation of a cage and other functions normally associated with a cashier.

"Cage supervisor" means any person whose job allows that person to supervise personnel and functions within the cashiers' cage.

"Call" refers to a wager made in an amount equal to the immediately preceding wager.

"Call Bet" refers to an announced bet but no money is placed on the table. Call Bets are not to be used in the State of Maine.

"Card game shill" refers to an employee engaged and financed by the licensee as a player for the purpose of starting and/or maintaining a sufficient number of players in a card game.

"Card room bank" refers to an imprest fund which is a part of and accountable to the licensee's casino cage or bankroll but which is maintained in the card room exclusively for the purposes providing cashier services to the card room.

"Card table bank" refers to an imprest inventory of cash and chips physically located in the table tray on the card table and controlled by the licensee through accountability established with the card room bank.

"Cash" means U.S. currency and/or coin.

"Cash equivalents" means:

A) Certified checks, cashier's checks, treasurer's checks, traveler's checks, or money orders, any of which are made payable to the slot machine or casino operator, "bearer," or "cash."

B) Certified checks, cashier's checks, treasurer's checks, or money orders, any of which are made payable to the presenting patron and endorsed in blank. No such instrument is a cash equivalent if the instrument was originally made payable to any person other than the presenting patron.

"Cash storage box" refers to a secure container that accepts and retains currency or tickets from the bill/credit slip acceptor.

"Cashiers' cage" refers to a physical structure that houses the cage cashiers and serves as the central location for the following:

A) The custody of the cage inventory comprising currency, chips, coin, tokens, forms, documents, and records normally associated with the operation of a cage.

B) Such other functions normally associated with the operation of a cage.

"Casino operator" has the same meaning as set forth in 8 M.R.S.A. § 1001(5-B).

"Central site monitoring system" refers to the hardware, software, and network components which link and support all slot machines and the central site.

"Central site monitoring system provider" refers to a person with whom the Board has contracted for the purpose of providing and maintaining a central communication system and the related management facilities with respect to operating and servicing the slot machines.

"Certification" refers to the authorization by the Board in accordance with its inspection and approval process of slot machines and slot games, such certification to relate to either hardware or software.

"Change person" means a person who possesses an imprest inventory of coin, currency or tokens to be used for the even exchange with patrons of coin, currency, chips, tickets and tokens.

"Chapter" means any one of sections I through III of these Minimum Internal Control Standards.

"Check" refers to a player's decision to waive the right to initiate the wagering, but to retain the right to call after all the other players have either wagered or folded.

"Chip" means a non-metal or partly metal representative of value, redeemable for cash, and issued and sold by a licensee for use at table games at the licensee's gaming establishment.

"Coin vault" means a separate area outside the cage or a main bank that is used, upon approval by the Board, for the storage of coins, chips and tokens.

"Coinless Gambling Facility" means a gambling facility wherein the operator conducts-gambling activities without the use of coins or tokens.

"Comp" means a complimentary service or item provided directly or indirectly by a slot machine or casino operator to its patrons at no cost

"Control" has the same meaning as set forth in 8 M.R.S.A. § 1001(7).

"Count Room" is a secure room or rooms for the counting of coins, tokens, tickets and other things of value used in wagering.

"Credit" refers to the opportunity provided to a player to play a slot machine or redeem that opportunity for cash.

"Credit slip" refers to a form used to record the amount of money or chips removed from a table game (i.e., table tray), or the transfer of customer deposit withdrawal from a table game to the cashier's cage.

"Cross fill" refers to a transfer of cash and/or chips from one gaming table to another.

"Decal" refers to the stamp or marker that is displayed on a slot machine or table game, and that has been certified by the Board.

"Department" has the same meaning as set forth in 8 M.R.S.A. § 1001(8).

"Director" has the same meaning as set forth in 8 M.R.S.A. § 1001(9).

"Distribute" has the same meaning as set forth in 8 M.R.S.A. § 1001(10).

"Drop" means the amount of coins and tokens in a drop bucket and, cash and tickets in a cash storage box, or money, chips, customer deposit withdrawals and tokens contained in the table drop boxes if applicable.

"Drop box" refers to a locked container permanently marked to indicate game, table number and shift. All markings must be clearly visible at a distance of 20 feet. The container must be locked to the table, separately keyed from the container itself. All monies exchanged for chips or credit instruments at the table and other such items or documents as management may direct pertaining to transactions at the table must be put into the container.

"Drop bucket" is the container used to collect coins or tokens that bypass the hopper of a slot machine.

"Emergency drop" means an unscheduled drop that is required due to an emergency situation.

"Emergency situation" means an unplanned event that could not have been readily anticipated and that renders a machine inoperable or its cash box unsecured.

"Fill slip" refers to a form used to record the amount of money or chips furnished to a table game (i.e., table tray) from the cashiers' cage.

"Gambling activity" has the same meaning as set forth in 8 M.R.S.A. § 1001(15).

"Gambling facility" has the same meaning as set forth in 8 M.R.S.A. § 1001(16).

"Gambling services" has the same meaning as set forth in 8 M.R.S.A. § 1001(17).

"Gambling services vendor" has the same meaning as set forth in 8 M.R.S.A. § 1001(18).

"Game" refers to any game played on a slot machine or gaming table, such as a variation of poker, blackjack, line-up or mechanical reel games.

"Games summary" (stiff sheet) refers to a form used to record, by shift and day, the individual table games winnings and/or losses. The form reflects the total count of opening and closing table top inventories, fills and credits, drop, customer deposit withdrawals, and win/loss per gaming table.

"Gaming employee" has the same meaning as set forth in 8 M.R.S.A. § 1001(20).

"General cashier" refers to a cage cashier (see definition of "Cage cashier").

"Gross slot machine income" has the same meaning as set forth in 8 M.R.S.A. § 1001(21).

"Gross table game income" has the same meaning as set forth in 8 M.R.S.A. § 1001(21-A).

"Hand" refers to one game in a series, one deal in a card game, or the cards held by a player.

"Hopper" is a payout reserve container in which coins or tokens are retained by the slot machine to automatically pay jackpots or dispense change.

"Hopper fill" is the process of filling the hopper with coins or tokens as and when necessary.

"Hopper storage area" is a compartment within a slot machine, or its base or a compartment located adjacent to it used to store bags of coins or tokens in designated amounts in order to facilitate the process of filling the hopper of that machine.

"Imprest" refers to an advance of money; loan.

"Imprest basis" means the basis on which cashiers' cage and slot booth funds are replenished from time to time in exactly the amount of the net of expenditures made from the funds and amounts received.

"Incompatible function" means a function for accounting control purposes that places any person or department in a position to both perpetrate and conceal errors or irregularities in the normal course of his/her duties. Anyone recording transactions and having access to assets ordinarily is in a position to perpetrate errors or irregularities. Persons shall be deemed to have incompatible functions if such persons are members of departments that have supervisors not independent of each other.

"Internal controls" refers to the slot machine or casino operator's system of internal procedures and administrative and accounting controls.

"Jackpot" means any money, merchandise, or thing of value to be paid to a patron as the result of a specific combination(s) of characters indicated on a slot machine.

"Junket services" has the same meaning as set forth in 8 M.R.S.A. § 1001(26).

"Key employee" refers to an individual employee of an applicant or licensee who has the power to exercise considerable influence over significant decisions concerning the applicant's or licensee's business.

"Key executive" has the same meaning as set forth in 8 M.R.S.A. § 1001(27).

"Lammer button" (marker button) refers to a numbered, chip like implement placed on the gaming table indicating the amount of house chips that have been removed from a table tray during a table credit slip transaction.

"License" has the same meaning as set forth in 8 M.R.S.A. § 1001(28).

"Licensee" has the same meaning as set forth in 8 M.R.S.A § 1001(29).

"Location number" means the number assigned to an area of the floor that identifies the site where the slot machine or table game is positioned.

"Machine Malfunction" means an occurrence during which an electronic or computer function of a slot machine does not operate in the manner in which it was programmed to operate. The definition does not include a mechanical malfunction, such as a paper jam.

"Main bank" refers to a physical structure within the main cashiers' cage that is designed and constructed to provide maximum security for the materials housed and the activities performed therein. It houses the main bank cashiers and serves as the central location for the following:

A) The custody of currency, coin, tokens, forms, documents, and records normally generated or utilized by main bank cashiers, cage cashiers, booth cashiers, or change people.

B) The exchange of currency, coin, coupons, and tokens for supporting documentation, including tickets.

C) The responsibility for the overall reconciliation of all documentation generated by main bank cashiers, cage cashiers, booth cashiers, and change people.

D) The receipt of coins, tokens and currency from the count rooms.

E) Such other functions normally associated with the operation of the main bank.

"Main bank cashier" is defined as any person whose duties include working in and performing all the functions normally associated with a main bank.

"Manufacturer's serial number" means a unique number permanently assigned to a slot machine by the machine manufacturer for identification and control purposes.

"M.E.A.L." refers to the Machine Entry Authorization Log. When a slot machine door is opened for any reason, certain information is recorded on this log.

"Non-Routine Event" refers to:

1) Any suspicious or possible criminal incident that occurs on the licensee's property.

2) Any incident where a patron's or employee's safety is or could be endangered.

3) Any incident involving the protection of a patron or the operator's property.

4) Any other type of incident that the Board or Department deems non-routine.

"Operate" has the same meaning as set forth in 8 M.R.S.A. § 1001(31).

"Operator" means a casino or slot machine operator.

"Owner" has the same meaning as set forth in 8 M.R.S.A. § 1001(32).

"Payback percentage" has the same meaning as set forth in 8 M.R.S.A. § 1001(34).

"Payout reserve container" refers to the hopper (see definition of "hopper").

"Person" has the same meaning as set forth in 8 M.R.S.A. § 1001(35).

"Player" means an individual who plays a slot machine or table game.

"Pot" refers to the total amount anted and wagered by players during a hand.

"Progressive jackpot" means a jackpotting system on one or more slot machines, which, in addition to normal payouts, sets aside a percentage of each bet placed for the award of a progressive jackpot. The jackpot increments every time a bet is placed on any of the designated slot machines and is paid out when a pre-assigned combination is displayed.

"Proposition player" refers to a person paid a fixed sum by the licensee for the specific purpose of playing in a card game. A proposition player uses personal funds to wager and retains any winnings and absorbs any losses.

"Raise" refers to a wager made in an amount greater than the immediately preceding wager.

"Rake-off" refers to a percentage of the pot which may be taken by the licensee for maintaining or dealing the game. Rake-offs cannot exceed 10% of all sums anted and wagered in the hand.

"Rules and Regulations" refers to the rules of the Maine Gambling Control Board.

"Serial number" means the manufacturer's serial number.

"Slot attendant" means a licensed employee of an operator who provides machine related customer service to a patron on the gaming floor.

"Slot machine" has the same meaning as set forth in 8 M.R.S.A. § 1001(39).

"Slot machine facility" has the same meaning as set forth in 8 M.R.S.A. § 1001(41).

"Slot machine operator" has the same meaning as set forth in 8 M.R.S.A. § 1001(42).

"Slot technician" means a licensed employee who performs service, maintenance, and repair operations on slot machines.

"Slug" means a metal disk having no cash value.

"Soft count" refers to the procedure for counting the total amount of currency and chips removed from the drop boxes; the amount counted is entered onto the games summary (stiff sheet).

"Soft count keys, Drop box release keys, Drop box storage rack keys, Drop box contents key, Count Room keys, and Duplicate keys" refers to the keys used to remove drop boxes from gaming tables; keys used to open storage areas where table drop boxes are kept after removal from tables and prior to the count of their contents; keys used to gain access to the contents of table games drop boxes; keys used to gain entrance to the room designated for the counting of the contents of table games drop boxes; and duplicate keys to the above four sensitive areas. Duplicate keys should be maintained in such a manner as to provide the same degree of control as is exercised over the original keys.

"Stake" refers to the funds with which a player enters a game.

"Stakes player" refers to a person financed by the licensee to participate in a game under an arrangement or understanding whereby such person is entitled to retain all or any portion of his winnings.

"Statistical drop" refers to the drop plus pit credit repaid with chips.

"Statistical win" refers to table games gross revenue.

"Table game" has the same meaning as set forth in 8 M.R.S.A. § 1001(43-A).

"Table top inventory" (bankroll) refers to the total of coin, customer deposit withdrawal and house chips in the table rack. Table top inventory may be maintained at an imprest amount or the amount may fluctuate.

"Table tray" refers to a receptacle used to hold the card table bank.

"Ticket" refers to the receipt issued from a Ticket-In, Ticket-Out (TITO) slot machine for payment of credits. A ticket may be presented for redemption by or on behalf of a patron or may be used by a patron in lieu of cash for game play on a slot machine. Once redeemed by the slot machine operator, the ticket becomes supporting documentation for accounting purposes.

"Time" refers to the 24-hour military time.

"Time buy-in" refers to a charge to a player, determined on a time basis, by the licensee for the right to participate in a game.

"Token" means a Board approved metal disk with a pre-assigned monetary value that can be used by playing patrons in lieu of cash for game play on a slot machine only.

"Uniform location agreement" has the same meaning as set forth in 8 M.R.S.A. §1001(44) and as further defined by the rules of the Gambling Control Board.

"Vault" refers to the coin vault (see definition of "coin vault").

"Verifier" refers to any licensed slot operations employee who witnesses and signs a document confirming an approved transaction as permitted in these Minimum Internal Control Standards.

"Vigorish" (commissions) refers to a commission (usually 5-10% of the wager) charged and retained by the casino for certain bets, including betting on the banker's hand in baccarat and buy and lay bets in craps (similar to a rake in poker).

"Win" means the amount determined by subtracting the coin out from the coin in or by subtracting the ticket out and hand pays from the total of the ticket in and cash in.

II Miscellaneous procedures

II-A. Operator's system of internal controls

A) Each operator shall submit to the Board and to the Department a description of its system of internal procedures and administrative and accounting controls. Such submission shall be made at least 60 days before gaming operations are to commence, unless otherwise directed by the Board. Each such submission shall contain narrative (and diagrammatic where appropriate) representations of the internal control system to be utilized by the operator and shall include, without limitation, the following:

1) Administrative controls which include, without limitation, the procedures and records to be used in the decision making processes leading to management's authorization of transactions.

2) Accounting controls, which have as their primary objectives the safeguarding of assets and the reliability of financial records, and are consequently designed to provide reasonable assurance that:

a. Transactions are executed in accordance with management's general and specific authorization;

b. Transactions are recorded as necessary to permit preparation of financial statements in conformity with generally accepted accounting principles and to maintain accountability for assets;

c. Access to assets is permitted only in accordance with management authorization; and

d. The recorded accountability for assets is compared with existing assets at reasonable intervals and appropriate action is taken with respect to any differences.

B) The procedures contained within the operator's internal controls submission shall be consistent with the minimum internal control standards ("MICS") set forth herein unless otherwise authorized in writing by the Board. However, nothing in the Board's Rules or these MICS shall be interpreted to require an operator operating a Coinless Gambling Facility to promulgate internal controls procedures that are applicable only to the use of coins and tokens. Examples of provisions that do not apply to a coinless facility include procedures referencing hoppers, drop buckets and token inventory.

C) The Board shall review all submissions and, with the advice of the Department, shall determine whether it conforms to the requirements of the Maine Statute and the Board's rules and whether the system submitted provides adequate and effective controls for the operations of the operator. If the Board finds any insufficiencies, it shall specify such insufficiencies in writing to the operator, which shall make appropriate alterations. When the Board determines a submission to be adequate in all respects, it shall so notify the operator. No operator shall commence gaming operations unless and until its system of internal controls is approved by the Board.

D) Each operator shall submit to the Board and the Department any proposed changes to its previously approved system of internal controls. This submission shall include the following steps:

1) The requesting operator shall complete the Internal Control Standards Change Request Form with a detailed reason for the change and shall include any available statistics (such as $ savings, revenue increases etc.). Additional pages shall be attached if necessary.

2) The operator shall attach to the form, the unchanged original section to which changes are going to be made and the same section with the proposed changes. Any deletions from the original document shall be strikethrough and any additions shall be underlined.

3) The form and the actual change document shall be forwarded to the Board, the Director and all other personnel selected by the Director.

4) The Board/Director and designated personnel shall review the request. After the review is completed, the Board shall communicate to the operator, in writing, the result of the review and:

a. Shall accept the change as submitted,

b. Reject the submission as not in the best interest of the State of Maine and the Board, or

c. Propose a revision. In this case, the Board will communicate in writing to the operator about further changes that will have to be made to the submission before acceptance by the Board.

5) If necessary and required by the Board, and if the operator accepts the Board's recommended changes, the operator shall make the changes as suggested by the Board and re-submit the request for change document. If the operator does not accept the suggested changes, the request shall be denied.

6) Steps 4 and 5 shall be repeated until the Board is completely satisfied with the request for change document.

7) The Board shall send to the operator an accepted version of the submitted request for change with date and signature signifying approval.

8) The Board will make every effort to make a determination concerning a submission for change no later than 60 days following receipt of the proposed change unless the Board and the operator agree to extend the period for making such a determination. No operator shall alter its internal controls unless and until such changes are approved in writing by the Board.

II-B Storage and destruction of books, records, and documents

A) All original books, records, and documents pertaining to the operator's operations shall be:

1) Prepared and maintained in a complete, accurate, and legible form;

2) Retained on site in an approved building or at another secure location approved by the Board or its designee;

3) Immediately available for inspection by the Board and the Department;

4) Organized and indexed in such a manner so as to provide immediate accessibility to the Board and the Department; and destroyed only after:

a. Expiration of the minimum retention period as specified in the Rules of the Gambling Control Board, unless otherwise directed by the Board in certain circumstances; and

b. Written notice to the Board or its designee.

B) For the purposes of this section, "books, records, and documents" shall be defined as any book, record, or document pertaining to, prepared in, or generated by operations including, but not limited to, all forms, reports, accounting records, ledgers, subsidiary records, computer generated data, internal audit records, correspondence, and personnel records. This definition shall apply without regard to the medium through which the record is generated or maintained.

C) An operator may petition the Board at any time for approval of a facility off the site of the approved building to be used to generate or store original books, records, and documents. Such petition shall include:

1) A detailed description of the proposed off-site facility, including security and fire safety systems.; and

2) The procedures pursuant to which the Board and the Department will be able to gain access to the original books, records, and documents retained at the off-site facility.

D) An operator shall notify the Board in writing at least 30 days prior to the scheduled destruction of any original book, record, or document. Such notice shall list each type of book, record, and document scheduled for destruction, including a description sufficient to identify the books, records, and documents included; the retention period; and the date of destruction. Each operator shall retain this record of destruction.

E) Such original book, record, or document may thereafter be destroyed only upon notice from the Board or by order of the Board upon the petition of the operator or by the Board on its own initiative.

F) The operator may utilize the services of a disposal company for the destruction of any books, records, or documents.

G) Nothing herein shall be construed as relieving an operator from meeting any obligation to prepare or maintain any book, record, or document required by any other federal, state, or local governmental body, authority, or agency.

II-C Complimentary services or items (Comps)

A) Offering Complimentary Services or Gifts – No operator shall offer or provide any complimentary services, gifts, cash or other items of value to any person unless:

1) The complimentary service or gift consists of room, food, beverage or entertainment expenses with a combined value of $250 or less and is provided directly to the patron and the patron's guests by the operator or indirectly to the patron and the patron's guests on behalf of the operator by a third party;

2) The complimentary service or gift consists of documented transportation expenses provided directly to the patron and the patron's guests by the operator or indirectly to the patron and the patron's guests on behalf of the operator by a third party; or

3) The complimentary service or gift consists of coins, tokens, cash, credits or other items or services provided through a bus coupon or other complimentary distribution program. Any such program shall be reported to the Board upon implementation and maintained pursuant to Board approval.

B) Notwithstanding items included in subsection (A), an operator may offer and provide complimentary cash or non-cash gifts that are not otherwise included in subsection (A) to any person, provided that any such gifts with a value of $250 or greater are reported to the Board on a monthly basis.

C) Reports – The operator shall report to the Board, on a monthly basis, all complimentary services or gifts with a value of $250 or more. The report will include a description of the complimentary service or gift provided, the name of the recipient, and the reason that the complimentary service or gift was provided.

II-D Surveillance

A) Each operator shall install in its establishment a surveillance system according to specifications herein and shall provide access, on the operator's premises, to the system or its signal by the Board and/or the Department.

B) Every applicant for a gaming license shall submit to the Gambling Control Board or its designee, a surveillance system plan no later than ninety (90) days prior to the start of gaming operations, and shall comply with the requirements set forth in this regulation no later than seven (7) days prior to the start of gaming operations.

C) The surveillance system plan must include a casino floor plan that shows the placement of all surveillance equipment in relation to the locations required by this regulation to be covered, and a detailed description of the casino surveillance system and its equipment. In addition, the plan may include other information that evidences compliance with this regulation by the applicant.

D) Prior to implementation, every licensee shall submit to the Gambling Control Board or its designee for approval any proposed reduction to its surveillance system in any area required by this regulation.

E) Each operator shall provide for the following:

1) Slot and Table Game Surveillance System - One monitoring room, surveillance equipment and personnel for monitoring the activities on the premises and any other areas as approved by the Board. The Slot and Table Game Surveillance System shall be capable of monitoring all gambling related activities on the premises. This system shall have over-ride capabilities over all other surveillance cameras on the operator's property. This rule does not apply to cameras monitoring non-gambling areas.

2) Regulatory Surveillance System – A second monitoring room and surveillance equipment for exclusive use by the Department. The Regulatory Surveillance System shall be capable of monitoring gaming related activities including the operator's premises, count rooms, cages etc. This system shall have all capabilities included in the Slot and Table Game Surveillance System except that the Slot and Table Game Surveillance System retains over-ride capability. It shall also meet the requirements of Chapter 17 of the Rules of the Gambling Control Board.

F) The surveillance systems above shall include, but are not limited to, the following:

1) Light sensitive cameras with zoom, scan, and tilt capabilities to effectively and clandestinely monitor in detail and from various vantage points.

2) Digital recording units with time and date insertion capabilities for taping what is being viewed by any camera of the system.

3) Audio capability in the soft count room.

4) Cameras equipped with lenses of sufficient magnification to allow the operator to clearly distinguish the value of coin, tokens, chips, cards, dice and currency.

G) Adequate lighting shall be present in all areas where surveillance is required to enable clear camera coverage. The coverage shall be of sufficient quality to produce clear digital images and still picture reproductions.

H) The operator shall be required to maintain a surveillance log of all mandatory surveillance activities as specified in this document and of all non-routine surveillance activities. The log shall be maintained by monitor room personnel in the monitor room and shall include, at a minimum, the following:

1) Date and time of surveillance.

2) Person initiating surveillance.

3) Reason for surveillance.

4) Time of termination of surveillance.

5) Summary of the results of the surveillance.

6) Record of any equipment or camera malfunctions.

I) The surveillance log shall be available for inspection at any time by the Board or the Department.

J) All surveillance recordings shall be held for a minimum of 7 days for recordings of the gaming floor area and 14 days for recordings of the cage area prior to re-use.

K) All closed-circuit surveillance recordings that are determined by the Board or the Department to be of potential evidentiary value shall be stored until released by the Board or the Department.

L) All digital recordings of money handling areas such as cages and count rooms shall be done in real time and each camera shall be recorded on separate recorders or their equivalent.

M) Surveillance department employees assigned to monitor activities shall be independent of all other departments.

N) The Slot and Table Game Surveillance monitoring room, as described in II-D(E)(1) above, shall be staffed, at a level set by the operator in their control standards and approved by the Board or its designee.

O) No surveillance department employee shall be permitted to transfer to any other department unless authorized by the Board.

P) Surveillance department employees shall be provided training by the operator or Board approved training program. The training programs developed and/or used by the operators shall be submitted to the Board.

Q) Entrances to the surveillance rooms shall not be visible from the gaming area.

R) Surveillance cameras shall not be moved after initial inspection by the Department without prior approval of the Board or its designee via written request. Scale drawings of camera locations shall be provided to the Board or its designee initially and with any proposed changes.

S) Any and all significant, non-routine and unusual surveillance system failures shall be reported immediately, first by telephone and then in writing, to the Board or its designee. Repairs to such failed systems shall be accomplished expeditiously.

T) Prior to any activity involving the logic panel of a slot machine, the operator shall inform the central monitoring system provider, after which the whole process shall be monitored by the slot surveillance system.

U) Every licensee who operates table games or a card room shall install, maintain and operate at all times a surveillance system that shall possess the capacity to monitor and record clear and unobstructed views of all active table games or card table surfaces, including:

1) All table game and card room areas with sufficient clarity to permit identification of all dealers, patrons, spectators and pit personnel;

2) All drop boxes and table numbers~~,~~

3) Simultaneous coverage of both the table game area and the table game surface;

4) Continuous, uninterrupted and simultaneous coverage of the table game surface and progressive meter of any table game with a progressive jackpot;

5) Continuous, uninterrupted and simultaneous coverage of the table game surface and the secondary bonusing event of any table game that offers such an event; and

6) All card room or podium banks, including any drawers, cabinets and safes contained therein.

V) The surveillance system may view and record in black and white, except that pit transactions occurring at the casino cage and views of roulette tables must be viewed and recorded in color.

II-E Operator's organization

A) Each operator's system of internal controls shall include tables of organization. Each operator shall be permitted, except as otherwise provided in this section, to tailor its organizational structure to meet the needs or policies of its own particular management philosophy. The proposed organizational structure of each operator shall be approved by the Board if there is no conflict between the organizational structure and the criteria listed below, which are designed to maintain the integrity of operations. Each operator's tables of organization shall provide for:

1) A system of personnel and chain of command that permits management and supervisory personnel to be held accountable for actions or omissions within their areas of responsibility;

2) The segregation of incompatible functions so that no employee is in a position both to commit an error or to perpetrate a fraud and to conceal the error or fraud in the normal course of his or her duties;

3) Primary and secondary supervisory positions that permit the authorization or supervision of necessary transactions at all relevant times;

4) Areas of responsibility that are not so extensive as to be impractical for one person to monitor.

B) In addition to satisfying the requirements of subsection (A) above, each operator's system of internal controls shall include, at a minimum, the following departments and supervisory positions. Each of these departments and supervisors shall be required to cooperate with, yet perform independently of, all other departments and supervisors. Mandatory departments are as follows:

1) A surveillance department supervised by a key employee reporting to the general manager, president, board of directors or the chief executive officer of the operator. The surveillance department shall be responsible for, without limitation, the following:

a) The clandestine surveillance of the operation of the slot machines;

b) The clandestine surveillance of the operation of the cashiers' cage;

c) The audio-video recording of activities in the soft count room;

d) The detection of cheating, theft, embezzlement, and other illegal activities in the count rooms, slot operations, cashiers' cage and coin/currency vaults and the notification of the appropriate supervisors, the Board, and the Department upon the detection of listed activities;

e) The digital recording of illegal and unusual activities monitored.

2) A management information systems ("MIS") department supervised by a key employee reporting to the head of accounting/finance or operations. The MIS department shall be responsible for the quality, reliability, and accuracy of all computer systems used by the operator in the conduct of operations including, without limitation, specification of appropriate computer software, hardware, and procedures for security, physical integrity, audit, and maintenance of:

a) Access codes and other data-related security controls used to ensure appropriately limited access to computers and the system-wide reliability of data;

b) Computer tapes, disks, or other electronic storage media containing data relevant to operations; and

c) Computer hardware, communications equipment, and software used in the conduct of operations.

3) A slot operations department supervised by a key employee reporting to the general manager or his/her designee.

4) A security department supervised by a key employee reporting to the general manager or his/her designee. The security department shall be responsible for the overall security of the establishment including, without limitation, the following:

a) The physical safety of patrons in the establishment;

b) The physical safety of personnel employed by the establishment;

c) The physical safeguarding of assets transported to and from the slot machines, cashiers' cages and slot booths, as required;

d) The protection of the patrons' and the establishment's property;

e) The detention of persons in accordance with 8 M.R.S.A. § 1061;

f) The control and maintenance of a system for the issuance of Temporary Access Badges; and

g) The maintenance of a security log of all non-routine security department assignments. Each incident, without regard to materiality, shall be assigned a sequential number and, at a minimum, the following information shall be recorded in a format approved by the Board or its designee. The ability to alter the log will be restricted and the positions having such ability will be subject to board approval.

1. The assignment number;

2. The date of the incident and the recording;

3. The time of the incident and the recording;

4. The nature of the incident;

5. The person involved in the incident, if the incident involves potentially criminal conduct the name, date of birth, address and phone number of the non-licensed persons involved will be listed;

6. A narrative that will give the reader a clear understanding of what occurred;

7. The security department employee assigned; and

8. The action taken and the final resolution of the matter, if applicable.

5) An accounting department supervised by a key employee reporting to the general manager or president of the operator. The accounting department shall be responsible for, without limitation, the following:

a) Accounting controls;

b) The preparation and control of records and data;

c) The control of stored data, the supply of unused forms, and the accounting for and comparing of forms used in operations; and

d) The operation of the count rooms.

6) A main cage supervised by a key employee reporting to the supervisor of the accounting department, who shall be responsible for:

a) The control and supervision of the main cage, cage cashiers, booth cashiers, change persons and the coin/currency vault;

b) The custody of currency, coin, and documents and records normally associated with the operation of a main cage; and

c) Such other functions normally associated with the operation of a main cage.

C) Operator's personnel shall be trained in all internal and accounting control practices and procedures relevant to each employee's individual function. Special instructional programs may be developed by the operator or other Board approved entity in addition to any on-the-job instruction sufficient to enable all members of the departments required by this section to be thoroughly conversant and knowledgeable with the appropriate and required manner of performance of all transactions relating to their functions. A written description of all instructional and on-the-job training to be and being provided shall be made available to the Board for review upon request.

D) All licensed personnel must visibly display on their person their State of Maine gambling license while working on the gaming floor. Dealer licenses may be displayed in an easily visible location on the table where the dealer is currently working.

E) Licensed employees shall notify the Gambling Control Board in writing of a lost, stolen, or destroyed State of Maine gambling license. This notification will be made as soon as possible after the loss or destruction is recognized.

II-F Machine malfunction

A) Whenever there is a machine malfunction, the following action steps shall be taken by:

1) **Floor Personnel**

a) Protect the slot machine from any further play to the satisfaction of Department inspectors or personnel. This may include, without limitation, stationing an employee of the operator at the slot machine or placing tape on the slot machine to prevent play. The slot machine shall not be cleared until approved by the Department.

b) Visually examine the machine in question, compare it to adjacent machines and note any abnormalities that can be detected.

c) Prior to any physical examination, make sure that surveillance has the event on a digital recorder or take a photograph of the gaming machine clearly showing reel positions. The digital recording shall be held by surveillance until notified by the Department, or 60 days, whichever is shorter.

2) **Slot/Security Personnel**

a) Conduct interviews with patron(s), floor personnel, technicians, security staff and witnesses and file reports describing the incident.

b) Obtain copies of all internal slot accounting system reports that would be applicable to the investigation.

c) Contact the central site monitoring system provider hotline for confirmation of irregularities.

d) If there is evidence of a machine malfunction, the operator shall ensure that central site monitoring system personnel will notify the Department Inspectors or page Department personnel.

3) **Forensic Laboratory**

a) The Department may require a forensic examination of the slot machine, in which case the operator shall not ram clear or shut down the machine until approved by the Department.

b) If the Department requires that the slot machine be shipped from the facility, the operator will ensure that all shipping instructions are followed.

II-G Power outages

A) Each operator shall submit its procedures with regards to power outages for Board approval. Included in the submission shall be the procedures to protect cash and other assets and the process to inform the Board and the Department of the power outages.

B) If activity within the gambling facility cannot be captured by surveillance and the Central Site Monitoring System, the gambling facility shall be shut down.

III Internal Controls

III-A Cash Cages

III-A-1 Cashiers' Cage

A) Each establishment shall have on or immediately adjacent to the gaming floor a cashiers' cage ("cage") satisfying the definition in section I.

B) Each establishment shall have within the cage or in such other area as approved by the Board a main bank satisfying the definition in section I.

C) The cage shall be designed and constructed to provide maximum security and shall contain the following features:

1) Fully enclosed except for openings through which materials such as cash, records, and documents can be passed to service the public and slot booths.

2) Manually triggered silent alarm systems connected, at a minimum, directly to the monitoring rooms of the surveillance department.

3) Double door entry and exit system that will not permit a person to pass through the second door until the first door is securely locked. In addition:

a) The first door adjacent to the floor of the double door entry and exit system shall be controlled by the security or surveillance department. The second door of the double door entry and exit system shall be controlled by the cashiers' cage or the security department.

b) The system shall have closed-circuit television coverage which shall be monitored by the surveillance department.

c) Any entrance to the cage that is not a double door entry and exit system shall be an alarmed emergency exit door only.

4) Separate locks on each door of the double door entry and exit system, the keys to which shall be different from each other or magnetic locks on each door of the double door entry and exit system, the release buttons to which shall be different from each other.

D) Each main bank located outside the cage shall meet all the requirements of (C) above.

E) Each establishment may have separate areas for the storage of coin, chips and tokens ("coin vaults") in locations outside the cage or main banks, as approved by the Board.

F) Each coin vault shall be designed, constructed, and operated to provide maximum security for the materials housed and activities performed therein, and shall include at least the following:

1) A fully enclosed room located in an area not open to the public.

2) A metal door with one key that shall be maintained and controlled by the security department or the accounting department, which shall establish a sign-in and sign-out procedure for removal and replacement of that key.

3) An alarm device that signals the monitors of the surveillance system whenever the door to the coin vault is opened.

4) Surveillance cameras capable of accurate visual monitoring and taping of any activities in the coin vault.

G) Any licensed employee, who has a legitimate purpose for doing so, may enter the main bank. Any non-licensed employee or non-employee who is authorized to enter the main bank must be accompanied by a security officer or player services supervisor. Authorization may come from a main bank supervisor or higher level employee.

III-A-2 Accounting controls for the cashier's cage, main bank, and coin vault

A) The assets for which the general cashiers are responsible shall be maintained on an imprest basis. At the end of each shift, the cashiers assigned to the outgoing shift shall record on a Cashiers' Count Sheet the face value of each cage inventory item counted and the total of the opening and closing cage inventories and shall reconcile the total closing inventory with the total opening inventory.

B) At the opening of every shift, in addition to the imprest funds normally maintained by the general cashiers, each operator shall have on hand in the cage or readily available thereto, a reserve cash bankroll necessary for normal operations.

C) All currency and coin counting machines shall be tested weekly for accuracy.

D) The cashiers' cage shall be physically segregated by personnel and function as follows:

1) General cashiers shall operate with individual imprest inventories of cash and such cashiers' functions shall be, but are not limited to, the following:

a) Receive and payout cash and cash equivalents, tickets and checks (excluding child support, public assistance, welfare and unemployment checks, and any others specified by the Board).

b) Prepare Jackpot Payout Slips and hopper fills.

2) Main bank cashiers' functions shall be, but are not limited to, the following:

a) Receive cash, cash equivalents, original copies of Jackpot Payout Slips and hopper fills, and checks (excluding child support, public assistance, welfare and unemployment checks, and any others specified by the Board).

b) Receive currency, coin, chips and tokens from cage and booth cashiers in exchange for proper documentation.

c) Provide cage and booth cashiers with currency, coin, chips and tokens in exchange for proper documentation, including tickets.

d) Receive currency, coin, chips and tokens from the coin and currency count rooms.

e) Prepare the overall cage reconciliation and accounting records.

f) Prepare the daily bank deposit for cash, coin, and checks.

g) Receive from general cashiers and booth cashiers, documentation with signatures thereon, required to be prepared for the effective segregation of functions in the cashiers' cage.

h) Be responsible for the reserve cash bankroll.

E) Signatures attesting to the accuracy of the information contained on the Cashiers' Count Sheet shall be, at a minimum, of the following cashiers after preparation of the Cashiers' Count Sheet:

1) The general cashiers assigned to the incoming and outgoing shifts, or

2) The main bank cashiers assigned to the incoming and outgoing shifts, or

3) The booth cashiers assigned to the incoming and outgoing shifts.

F) At the end of each gaming day, at a minimum, a copy of the Cashiers' Count Sheets and related documentation shall be forwarded to the accounting department for agreement of opening and closing inventories, agreement of amounts thereon to other forms, records, and documents required by this chapter, and recording of transactions.

The above reconciliation may be performed by a Main Bank Cashier prior to forwarding to the accounting department.

G) Coin vaults shall be under the control of the cashier's cage. The storage of coin, chips or tokens in, or the removal of coin, chips or tokens from, any coin vaults shall be properly documented, and the amount of coin, chips and tokens in each coin vault shall be reconciled at the end of each gaming day.

III-A-3 Slot booths

A) Each establishment may have within the slot machine facility slot booths to house the booth cashiers and to serve as the central locations in the premises for the following:

1) The custody of booth inventory comprising currency, coin, tokens, forms, documents, and records normally associated with the operation of a slot booth.

2) The exchange by patrons of coin for currency or tokens issued.

3) The exchange by patrons of currency for coin or tokens issued.

4) The exchange by patrons of tickets or tokens issued for currency or coin.

5) The issuance of coins or tokens for Hopper Fills.

6) Jackpot Payouts.

7) Providing slot attendants with currency, coin, and tokens in exchange for proper documentation.

B) The slot booth shall be designed and constructed to provide at all times maximum security for the materials housed and the activities performed therein.

III-A-4 Accounting controls for slot booths

A) The assets for which booth cashiers are responsible shall be supplied from the main cage. Each booth cashier shall operate with an individual imprest inventory. At the end of each shift, the booth cashier assigned to the outgoing shift shall record on a Booth Cashiers' Count Sheet the face value of each slot booth inventory item counted and the total opening and closing booth inventories and shall reconcile the total closing inventory with the total opening inventory.

B) Signatures attesting to the accuracy of the information contained on the Booth Cashiers' Count Sheet shall be, at a minimum, of the following cashiers after preparation of the Booth Cashiers' Count Sheet:

1) The cashier assigned to the outgoing shift; and

2) The cashier assigned to the incoming shift.

C) At the end of each gaming day, at a minimum, a copy of the Booth Cashiers' Count Sheets for the previous gaming day shall be forwarded to the accounting department for agreement of opening and closing inventories, agreement of amount thereon to other records and documents required by this regulation, and recording of transactions.

D) The slot booth inventory may be used to supply change persons and floor attendants with an imprest inventory of coin, provided that such inventory shall only be used to exchange currency and coin, presented by a patron for an equivalent amount of currency and coin.

III-B Slot Machines

III-B-1 Access and keys

A) Upon arrival at the operator's facility, all slot machine locks shall be replaced with in-house locks.

B) Keys to each slot machine, with the exception of the key(s) to the compartment housing the drop bucket and the key(s) to the area where the cash storage box is located, shall be maintained in a secure place and

controlled by Security. The key(s) to the compartment housing the drop bucket and the key(s) to the area where the cash storage box is located shall be controlled by the security department or the accounting department. Logic board keys shall be maintained in a secure place and access shall be controlled by the rules of the Department.

C) Whenever it is required that a slot machine be opened, certain information shall be recorded on a form entitled "Machine Entry Authorization Log" ("MEAL"). The information shall include, at a minimum, the date, time, purpose of opening the machine or device, and signature of the authorized employee opening the machine or device. All entries made in this log shall be clearly legible. The Machine Entry Authorization Log shall be maintained in the slot machine and shall be accounted for by a location number and an asset number.

III-B-2 Identification and signs

A) Unless otherwise authorized by the Board, each slot machine shall have the following identifying features:

1) A mechanical, electrical, or electronic device that automatically precludes a player from operating the slot machine after a jackpot requiring a manual payout. An attendant is required to reactivate the machine.

2) A light on the pedestal above the slot machine that automatically illuminates when the door to the machine, or any connected device which may affect the operation of the machine, is opened.

3) A location number affixed to the outside of the machine and of sufficient height and size to be clearly visible and readable by the surveillance system.

4) For machines that accept coins or tokens, a barrier/divider of not less than 16" in height for an upright and 12" for a slant top shall be installed between rows of slot machines, if the machines are separated by 3" or more.

5) If the slot machine offers a payout of merchandise or some other thing of value, the word "Jackpot" shall be displayed on the machine itself. A sign, as approved by the Board, shall be displayed at a location near the machine. The sign shall contain a description of the merchandise or thing of value, including its cash equivalent value (unless the payout is an annuity jackpot), the dates the merchandise or thing of value will be offered if the operator establishes a time limit for offering the merchandise or thing of value, and the availability or unavailability to the patron of the optional cash equivalent value.

B) At each public entry point, and posted in prominent locations throughout the facility, the following statement will be posted: "Maine law requires a person to be 21 years of age or older in order to play slot machines or table games." The statement shall be clearly readable by any patron entering the facility. The operator shall be responsible for the statement being displayed at all times.

III-B-3 Location and movements of slot machines

A) No slot machine shall be moved from its approved installed position or removed from its base without the prior written approval of the Department.

B) Once a slot machine has been placed in the slot machine facility, movements of these machines from or to a location must be recorded by a slot operations department member in a Machine Movement Log which shall include the following:

1) The manufacturer's serial number and the asset number of the slot machine;

2) The date and time of movement of the machine;

3) The location from which the machine was moved;

4) The location to which the machine was moved; and

5) The signatures of the slot operations shift manager and the lead technician authorizing the movement of the machine.

C) Prior to removing a slot machine from the gaming floor, its drop bucket and cash storage box, if applicable, shall be removed and transported to the count room and all meters read and recorded. Any loose coins or tokens in the hopper or the corresponding hopper storage area shall be removed, transported, and placed with the drop bucket contents. Full bags of coin from the hopper storage area shall be returned to the Main Bank. The removal and transportation procedure shall be performed in the presence of at least two employees, one of whom shall be a security department member and one of whom shall be an accounting department member. A slot machine, however, may be moved with coins or tokens contained therein when removal of such coins is precluded by mechanical or electrical difficulty. Immediately upon opening the slot machine, the removal and transportation to the count room of such coins or tokens must be completed.

D) Whenever a slot machine is removed with coins contained therein in conformity with (C) above, the fact that coins remain in the machine and the date and time such coins are removed from the machine and transported to, and counted in, the count room, shall be recorded in the Machine Movement Log.

E) No relocated slot machine shall become operational unless approved by the Board or the Department

III-B-4 Hopper Storage Areas

A) A hopper storage area may be used in connection with the operation of a slot machine, for the purpose of temporarily storing coins or tokens, to be deposited only into that corresponding slot machine's hopper.

B) A hopper storage area shall satisfy the definition in section I and shall:

1) Be constructed so as to provide maximum security for the coins or tokens stored in it;

2) Be secured by at least one lock. The key(s), which shall be different from the key which opens the slot machine corresponding to that hopper storage area, shall be maintained and controlled by the security department. The security department shall establish a sign-out procedure for this key(s); and

3) Include a device that informs surveillance when the door of the hopper storage area is open.

III-B-5 Cash Storage Boxes

A) Each bill acceptor shall have contained in it a "cash storage box" in which shall be deposited all cash and tickets inserted into the bill acceptor. Each cash storage box shall:

1) Have at least one lock securing the contents of the cash storage box, the key to which shall be different from the key utilized to secure the slot machine.

2) Have an opening through which currency and tickets can be inserted into the cash storage box.

3) Have a mechanical arrangement or device that prohibits removal of currency or tickets from the opening at any time.

4) Be fully enclosed, except for such openings as may be required for the operation of the bill acceptor or the cash storage box; provided, however, that the location and size of such openings shall not affect the security of the cash storage box, its contents, or the bill acceptor, and shall be approved by the Board and the Department.

5) Have an asset number permanently imprinted, affixed or impressed on the outside of the cash storage box, which is sufficient in size to be clearly visible and readable by the surveillance system. This number should correspond to the asset number of the slot machine to which the bill acceptor has been attached, except that emergency cash storage boxes may be maintained without such number, provided the word "emergency" is permanently imprinted, affixed, or impressed thereon, and when put into use, are temporarily marked with the asset number of the slot machine to which the bill acceptor is attached.

B) The key(s) to the lock securing the contents of a cash storage box shall be maintained and controlled by the accounting or the security department. The accounting/security department shall establish a sign-out procedure for all keys removed.

III-B-6 Drop Buckets

A) Each slot machine shall have a container, known as a drop bucket, to collect coins or tokens that are retained by the slot machine and not used to make change or automatically pay jackpots. Each drop bucket shall be identified by a number corresponding to the asset number of the slot machine or by a bar code.

B) The drop bucket of each slot machine shall be housed in a locked compartment separate from any compartment of the machine. The compartment shall have at least one lock securing the drop bucket and its contents, the key(s) to which shall be different from the key utilized to secure the slot machine.

C) The key(s) to the compartment securing the drop bucket shall be maintained and controlled by either the accounting department or the security department in a secure area. The security/accounting department shall establish a sign-out procedure for this key(s).

III-C-1 Procedure for filling hoppers and hopper storage areas

A) A hopper may be filled by requesting coins or tokens directly from cage funds or by utilizing coins or tokens stored in a slot machine's corresponding hopper storage area.

B) The filling of a hopper or a hopper storage area directly from cage funds shall be accomplished as follows:

1) A request for a hopper fill is made by an attendant by preparation of a one-part Request for Hopper Fill Slip. A Request for Hopper Fill Slip contains:

a) The asset number of the slot machine;

b) The date and time of the request;

c) The denomination of coins/tokens;

d) The signature and identification code of the person requesting coins/tokens to fill the hopper; and

e) Whether the coins are to be placed in the slot machine's hopper or in its hopper storage area.

2) The Request for Hopper Fill Slip will be taken by the attendant to a booth, cage or main bank cashier for preparation of a Hopper Fill Slip.

3) Hopper Fill Slips shall be serially numbered forms, each series of which shall be used in sequential order, and the series numbers of all Hopper Fill Slips received shall be accounted for by employees independent of the cashiers' cage and the slot operations department. All originals and duplicate void Hopper Fill Slips shall be marked "VOID" and shall require the signature of the preparer. Notwithstanding the above, a serially numbered combined Jackpot Payout/Hopper Fill form may be utilized, as approved by the Board, provided that the combined form shall be used in a manner which otherwise complies with the procedures and requirements established by this section.

4) On originals, duplicates, and triplicates, or in stored data of Hopper Fill Slips, the cashier shall record, at a minimum, the following information:

a) The asset number of the slot machine to which the coins are to be distributed;

b) The date and time when the coins are distributed;

c) The denomination of coin to be distributed;

d)The amount of coins to be distributed;

e) The location from which the coins are distributed;

f) The signature and, if computer prepared, the identification code of the cashier;

g) The signature or identification code of the person requesting coins to fill the hopper; and

h)Whether the coins are to be placed in the slot machine's hopper or in its corresponding hopper storage area.

5) All coins or tokens distributed after completion of a Hopper Fill Slip by a cashier for the purpose of filling a slot machine hopper or its corresponding hopper storage area shall be transported in pre-wrapped secured bags containing loose coins directly to the machine or its corresponding hopper storage area by a slot attendant, accompanied by a security department member, who shall at the same time transport the duplicate Hopper Fill Slip for signature. The security department member shall observe the deposit of the coins or tokens in the slot machine hopper or in its corresponding hopper storage area, and the closing and locking of the slot machine or its corresponding hopper storage area by the slot attendant before obtaining the signature of the attendant on the duplicate copy of the Hopper Fill Slip.

6) A slot attendant who participates in Hopper Fills shall review the M.E.A.L. book and alert a house technician to inspect the machine if the entries in the log indicate a consistent malfunction problem. The house technician shall inspect the machine and determine if the empty Hopper resulted from a machine malfunction.

7) Signatures attesting to the accuracy of the information contained on the Hopper Fill Slip shall be, at a minimum, of the following personnel at the following times:

a) The original:

1. The booth cashier, general cashier or main bank cashier upon preparation; and

2. The security department member accompanying the slot attendant transporting the coins to the slot machine upon receipt from the cashier of the coins to be transported.

b) The duplicate:

1. The booth cashier, general cashier or main bank cashier upon preparation; and

2. The security department member accompanying the slot attendant transporting the coins to the slot machine upon receipt from the cashier of coins to be transported; and

3. The slot attendant after depositing the coins in the slot machine or in its corresponding hopper storage area and closing and locking the machine.

8) Upon meeting the signature requirements as described in B (7) (a) and (b) above, the security department member shall maintain and control the duplicate and subsequently place it in a locked accounting box located on the premises.

9) The cashier, who shall maintain and control the original, shall attach the one-part Request for Hopper Fill to it.

10) At the end of each gaming day, at a minimum, the original and duplicate Hopper Fill Slip shall be forwarded as follows:

a) If the booth cashier prepared the Hopper Fill Slip, the booth cashier shall forward the original to the main bank cashier in exchange for coin or currency, after which the original shall be forwarded to the accounting department for agreement with the triplicate or stored data.

b) If the general cashier prepared the Hopper Fill Slip, the general cashier shall forward the original to the main bank cashier in exchange for coin or currency, after which the original shall be forwarded to the accounting department for agreement with the triplicate or stored data.

c) If the main bank cashier prepared the Hopper Fill Slip, the main bank cashier shall forward the original directly to the accounting department for agreement with the triplicate or stored data.

C) The duplicate Hopper Fill Slip shall be picked up by representatives of the accounting department for recording on the Slot Win Sheet, agreement with the meter readings recorded on the Slot Meter Sheet, and agreement with the triplicates or stored data.

D) For establishments in which Hopper Fill Slips are manually prepared, each series of Hopper Fill Slips shall be a three-part form, at a minimum, with the triplicate remaining in a continuous, unbroken form. Access to the triplicates shall be maintained and controlled at all times by employees responsible for controlling and accounting for the unused supply of Hopper Fill Slips. These employees shall have no incompatible functions.

E) For establishments in which Hopper Fill Slips are computer prepared, each series of Hopper Fill Slips shall be a two-part form, at a minimum, and shall be inserted in a printer that will: simultaneously print an original and a duplicate and store, in a machine-readable form, all information printed on the original and duplicate;

and discharge the original and duplicate. The stored data shall not be susceptible to change or removal by any personnel after preparation of a Hopper Fill Slip.

III-C-2 Filling hoppers from their corresponding hopper storage areas

The filling of the hopper of a slot machine from its corresponding hopper storage area shall be accomplished as follows:

A) Whenever a slot machine's hopper requires coin or tokens, a slot attendant shall, in the presence of a second slot department member, a security department representative or a member of management (any one of whom shall serve as a "verifier"), transfer the necessary coin or tokens from that machine's hopper storage area directly to the hopper of the corresponding machine. The verifier shall observe the deposit of the coins or tokens in the slot machine hopper and the closing and locking of the machine and its corresponding hopper storage area by the slot attendant.

B) All required entries shall be made in the M.E.A.L. book.

C) The slot attendant shall prepare a one-part Request for Jackpot/Hopper Fill Slip which contains the following information:

1) The asset number of the slot machine;

2) The date and time of the request;

3) The denomination of coins/tokens;

4) The total dollar amount of coins/tokens for the fill;

5) The signature and identification code of the attendant; and

6) The signature and identification code of the verifier.

D) The slot attendant shall give the completed Request for Jackpot/Hopper Fill Slip to the cashiers' cage or drop it into a locked box located in the slot machine facility or casino.

III-D Removal of drop buckets, drop boxes and cash storage boxes

A) For each slot machine on the gaming floor, the drop bucket and cash storage box shall be removed at least once a week on specific days and at times designated by the operator on a schedule which shall be filed with the Department. For each table game, the drop box will be removed at least daily on a schedule which shall be filed with the Board and the Department. No drop box, drop bucket or cash storage box shall be emptied or removed from its compartment at times other than as specified on such schedule except with the express approval of the Board or under emergency situations. The operator shall keep the Department notified of any changes in the schedule. Prior to emptying or removing any drop bucket, drop box or cash storage box, an operator shall notify the surveillance department of the transportation route that will be utilized.

B) Procedures and requirements for removing a drop bucket or cash storage box from its compartment shall be the following:

1) The removal of a drop bucket or cash storage box shall be performed by a drop team consisting of a minimum of two individuals with one security department member and one other licensed employee from

a department that would not create an incompatible function. The security department member must be physically present during any such removal.

2) When a cash storage box is removed to investigate any problem or malfunction, the removal shall be witnessed by at least three employees consisting of a security department member, a surveillance department member and a slot operations employee. In the event of a patron dispute the cash box may be removed to a location approved by the Board or its designee in order to open the box using a cash storage box key to resolve the dispute. All movements of the cash box will be monitored by surveillance and escorted by security.

3) During testing of new installations, the slot vendor shall coordinate activities with operator employees in order to access to the cash storage box and/or the drop bucket.

C) Procedures and requirements for removing drop buckets and cash storage boxes from the gaming floor shall be the following:

1) The drop bucket shall be removed from its compartment and an empty drop bucket shall be placed in the compartment after which the compartment shall be closed and locked; and on those slot machines where a Bill Acceptor is attached, the cash storage box shall be removed from its compartment and an empty cash storage box shall be placed in the compartment after which the compartment and the Bill Acceptor door shall be closed and locked.

2) All drop buckets and cash storage boxes that are removed from a slot machine shall be transported by at least the employees described in (B)(1) above directly to and secured in the count room for the counting of their contents.

3) All persons participating in the drop bucket and the cash storage box removal procedure, except for security department employees and representatives of the Board and Department, shall wear as outer garments, one-piece cover-alls with no pockets and with openings only for the arms, feet, and neck.

D) Procedures and requirements for removing drop boxes from table games shall be the following:

1) The removal of a drop box shall be performed by a drop team consisting of a minimum of two individuals with one security department member and one other licensed employee from a department that would not create an incompatible function. The security department member must be physically present during any such removal.

2) Surveillance and the Table Game Manager must monitor at all times the removal and placement of drop boxes from the table games onto the drop carts and the transportation of the drop cart.

3) Each drop box removed must be tagged with its respective game number if the drop boxes are not permanently marked.

4) The drop cart contents are transported directly to the area designated for the counting of such monies.

5) If more than one trip is required to remove the drop boxes, the filled carts will be securely locked in the rooms designated for counting or secured in another equivalent manner.

6) There must be a locked cover on any carts in which the drop route includes passage through exposed areas (e.g., out of doors, etc.).

7) There will not be any unsecured funds in the count rooms when a new drop is entering the count room.

III-E Unsecured Currency

A) Whenever currency is found inside a Bill Acceptor but outside the cash storage box ("unsecured currency"), a slot department representative in the presence of security shall immediately complete an unsecured currency envelope.

B) An unsecured currency envelope shall contain the following information:

1) The asset number of the cash storage box in the bill acceptor in which the unsecured currency was found;

2) The date on which the unsecured currency was found; and

3) The total dollar amount of the unsecured currency.

C) The slot department representative and the security department member shall then sign the envelope as evidence of the total dollar amount being transported, seal the envelope and transport the envelope directly to the count room.

D) At the end of the gaming day, the count team shall count all cash contained in unsecured currency envelopes relevant to areas collected during the drop. The cash counted from each asset shall be recorded as drop and recorded on a Slot Win Sheet as such. The envelope prepared pursuant to the above shall be forwarded to the accounting department along with the Slot Win Sheet.

E) When unsecured currency is found during the collection of cash storage boxes, the completion of the envelope shall be performed by a count team member and a security department member. The envelope shall be transported with the cash storage boxes to the count room. The unsecured currency shall be counted and recorded with the contents removed from the corresponding cash storage box. The envelope shall be forwarded to the accounting department with the Slot Win Sheet.

F) If the count team has an unsecured currency envelope in its possession and the corresponding cash storage box is not being counted that day, the envelope shall be placed in a clear Plexiglas box, which shall be kept locked in the count room. The key to this box shall be maintained in a double lock box in the cashiers' cage and shall be signed out by soft count personnel each day during the duration of the count. A count team member shall check the box each day and remove the unsecured currency envelopes for the corresponding cash storage boxes being counted that day.

III-F Count Procedures:

III-F-1 Count room characteristics

A) Each operator shall have one or more count rooms.

B) Count rooms shall be used exclusively for slot or casino operations unless otherwise authorized by the Board.

C) Count rooms shall be designed and constructed to provide maximum security for the materials housed therein and for the activities conducted therein. They shall include, at a minimum, the following:

1) A metal door with a one-way security glass so that one can see out of the count room but not in. The door shall be equipped with at least one lock securing the interior of the count room, the key to which shall be

different from the keys to the locks securing the contents of the drop box, drop bucket, and cash storage box. The key shall be maintained and controlled by cage personnel and/or security; and

2) An alarm device connected to the entrance of the count room in such a manner as to cause a signaling to the monitors of the surveillance system whenever the door to the count room is opened.

D) Located within a count room shall be:

1) A table whose surface is constructed of clear glass or similar transparent material for the emptying, counting, and recording of the contents of cash storage boxes which shall be known as the "count table." The surface of this table must remain transparent at all times and is subject to periodic approval and review by the Board and/or the Department;

2) A device or methodology by which the key to the cash storage box, drop box or the drop bucket, is attached to the count table such that a cash storage box, drop box or a drop bucket has to be brought to the table in order to be opened; and

3) Surveillance camera and microphone wired to monitoring rooms capable of, but not limited to, the following:

a) Effective and detailed audio-video monitoring and recording of the entire count process and any other activities in the count room; and

b) Effective, detailed video-monitoring of the interior of the count room, including storage cabinets or trolleys used to store drop buckets, drop boxes and cash storage boxes.

E) The hard count room designated for counting contents of drop buckets, if a different room than that used for counting contents of cash storage boxes, shall meet all requirements herein except for the audio capabilities. In addition, the room shall contain either a fixed-door type or hand-held metal detector to inspect all persons exiting the count room.

III-F-2 Opening, counting, and recording contents of cash storage boxes and drop boxes

A) The contents of the cash storage boxes and drop boxes shall be counted and recorded in the count room in conformity with this section.

B) Each operator shall place on file with the Board and the Department, at a minimum once a year, the specific times during which the contents of cash storage boxes and drop boxes are to be counted and recorded. Counting and recording of cash storage boxes, at a minimum, shall be once a week. Counting and recording of drop boxes, at a minimum, shall be at the end of each gambling day.

C) The opening, counting, and recording of the contents of cash storage boxes and drop boxes shall be performed in the presence of at least three employees with no incompatible functions ("count team").

D) All persons present in the count room during the counting process, except representatives of the Board and the Department, shall wear as outer garments, one-piece cover-alls with no pockets and with openings only for the arms, feet, and neck.

E) No person shall:

1) Carry a pocketbook or other container unless it is transparent.

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

F) Immediately prior to opening the cash storage boxes or drop boxes, the doors to the count room shall be securely locked and, except for the entrance of a main bank cashier at the conclusion of the count and/or members of the Board or Department, no person shall be permitted to enter or leave the count room, except during a normal work break or in an emergency, until the entire counting, recording, and verification process is completed. During a work break or in the event of an emergency, or to permit cash storage boxes or drop boxes to be secured in the count room for the count of the contents, the counting and recording process shall be discontinued unless the appropriate number of personnel as described in C) above is present. Surveillance must be notified prior to any person entering or exiting the count room.

In the event that the count (drop) cannot be completed in a timely manner, such as equipment failure or other circumstances beyond the control of the operator, or in the event that excess cash has accumulated during a count, a partial count will be accepted by the main bank. The normal end of count procedures set forth above will be followed. In addition, surveillance will be notified, the partial count will be clearly segregated on the count table, verified by the count team, verified by the main bank cashier and properly documented.

G) Immediately prior to the commencement of the count, one count team member shall notify surveillance that the count is about to begin, after which surveillance shall make an audio-video recording, with the time and date inserted thereon, of the entire counting process which shall be retained by the surveillance department for at least fourteen days from the date of recordation unless otherwise directed by the Board or the Department.

H) Procedures and requirements for conducting the count shall be the following:

1) As each cash storage box or drop box is placed on the count table, one count team member shall verbalize, in a tone of voice to be heard by all persons present and to be recorded by the audio recording device, the asset number marked thereon for cash storage boxes or drop box.

2) The contents of each cash storage box or drop box shall be emptied on the count table.

3) Immediately after (2) above, the inside of the cash storage box or drop box shall be in full view of a surveillance camera and shall be shown to at least one other count team member to assure all contents of the cash storage box or drop box have been removed, after which the cash storage box or drop box shall be locked and placed in the storage area for cash storage boxes or drop boxes.

4) The contents of each cash storage box or drop box shall be segregated by a count team member into separate stacks on the count table by tickets and by denominations of currency except that the Board may permit the utilization of a machine to automatically separate tickets from currency and sort currency by denomination.

5) Each denomination of currency shall be counted separately by one count team member who shall place individual bills of the same denomination on the count table in full view of a surveillance camera after which the currency shall be counted by a second count team member who is unaware of the result of the original count and who, after completing this count, shall confirm the accuracy of his or her total, either orally or in writing, with that reached by the first count team member. The Board may permit an operator to perform an aggregate count by denomination of all currency collected in substitution of the second count if the Board is satisfied that the original count is being performed automatically by a machine that

counts and automatically records the amount of currency and that the accuracy of the machine has been suitably tested and proven.

6) The number of tickets contained in the cash storage box shall be counted by a count team member manually or by placing the tickets into a device approved by the Board. The number of tickets counted must be compared to the number of tickets on the Cash Storage Box Report.

7) As the contents of each cash storage box are counted, or at the completion of the count, one count team member shall record on the Cash Storage Box Report or supporting documentation the following information:

   a) The asset number of the slot machine to which the cash storage box contents correspond;

   b) The amount of each denomination of currency counted;

   c) The amount of all denominations of currency counted;

   d) The total number and dollar amount of tickets; and

   e) Any additional information as may be required on the Cash Storage Box Report by the Board.

8) As the contents of each table game drop box are counted, one count team member shall record on the count documentation, in ink or by computer, the type of game, table number, shift (if applicable), and the following information:

   a) The amount of each denomination of currency counted,

   b) The amount of all denominations of currency counted,

   c) The amount of coins, chips, and tokens counted,

   d) The total amount counted,

   e) The amount of the opener,

   f) The amount of the closer,

   g) The serial number and amount of each fill,

   h) The amount of all fills,

   i) The serial number and amount of each credit,

   j) The amount of all credit,

   k)The win or loss, and

   l) The amount of coupons authorizing chip purchases.

9) If the licensee's system of internal controls provides for the recording on the master game report or supporting documents of fills, front money deposits, and table inventory slips prior to commencement of

the count, a count team member shall compare for agreement the totals of the amounts recorded thereon to the fills, credits, and table inventory slips removed from the drop boxes.

10) After preparation of the Drop Box Report, each count team member shall sign the reports attesting to the accuracy of the information recorded thereon.

I) At the conclusion of the count:

1) The main bank cashier will enter the count room, bulk count all strapped currency, count all the loose (unstrapped) currency and test count at least one strap of each denomination of cash. The main bank cashier will compare this total with the count team's total prior to having access to the Cash Storage Box or Drop Box Report and in the presence of a count team member; attest to the amount of cash received by signing the Cash Storage Box Report or Drop Box Report; and then transport all monies directly to the vault.

2) The Cash Storage Box Report or Drop Box Report, after signing, as well as all tickets removed during the count, will be transported directly to the accounting department. The accounting department will record the figures from the Cash Storage Box Report or Drop Box Report and calculate the total drop for that gaming day.

III-F-3 Usage and initialization of currency counting machines

An operator may use currency counting machines. The operator will submit a plan to the Board to verify that all currency counting machines to be used during the "soft count" are accurate prior to any count. At a minimum, this process shall involve three members of the "count team." One member of the team will be designated as "lead" or similar title. The "lead" member will be responsible for the verification process and will attest in writing as to the results.

III-F-4 Counting and recording contents of drop buckets

A) The contents of drop buckets shall be counted and recorded in accordance with this section.

B) Each operator shall file with the Board, at a minimum once a year, the specific times during which the contents of drop buckets removed from compartments are to be counted and recorded. Counting and recording shall be done immediately after removal of the drop buckets from their compartments.

C) The counting and recording of the contents of drop buckets shall be performed by at least three employees ("count team") with no incompatible functions.

D) All persons present, except representatives of the Board and Department, in the count room during the counting process shall wear as outer garments, one-piece cover-alls with no pockets and with openings only for the arms, feet, and neck.

E) No person present shall carry a pocketbook or other container into the count room unless it is transparent.

F) Immediately prior to counting the contents of the drop buckets, the doors to the count room shall be securely locked, the counting devices to be used shall be checked for accuracy by employees with no incompatible functions, and, except for the entrance of a main bank cashier at the conclusion of the count and/or members of the Board or Department, no person shall be permitted to enter or leave the count room, except during a normal work break or in an emergency, until the entire counting and recording process is completed. During a

work break or in the event of an emergency, the counting and recording process shall be discontinued unless the appropriate number of personnel as described in (C) above are present.

G) Immediately prior to the commencement of the count, one count team member shall notify surveillance that the count is about to begin, after which surveillance shall make a digital recording, with the time and date inserted thereon, of the entire counting process, including the metal detector check by security, which shall be retained by the surveillance department for at least seven days from the date of recordation unless otherwise directed by the Board or the Department.

H) Coins/tokens shall not be removed from the count room after commencement of the count until the coin/token has been recounted and accepted by a main bank cashier. The recount procedures shall include the recounting of any bagged coins/tokens on a random sample basis.

I) Procedures and requirements for conducting the count shall be the following:

1) Before each drop bucket is emptied, in full view of the surveillance camera, the person recording the count shall record the drop bucket number.

2) The contents of each drop bucket shall be emptied, counted, and recorded separately and such procedures shall at all times be conducted in full view of the surveillance cameras located in the count room.

3) The contents of each drop bucket shall be emptied separately into either a machine that automatically counts the coins/tokens or a scale that automatically weighs the coins/tokens.

4) Immediately after the contents of each drop bucket are emptied into either the count machine or scale, the inside of the drop bucket shall be in full view of the surveillance camera and shall be shown to at least one other count team member to assure all contents of the drop bucket have been removed.

5) As the contents of each drop bucket ~~is~~ are counted by the count machine or weighed by the scale, one member shall record on a Slot Win Sheet, or a similar supporting document, the asset number of the slot machine to which the drop bucket contents corresponds, if not preprinted thereon and the number of coin/token or the weight of the coin/token and/or the value of the coin/token counted. If the coin/token value is not converted until after the count is completed, the conversion shall be prepared and the dollar value of the drop shall be entered by denomination on the Slot Win Report.

6) After the contents of all the drop buckets are counted or weighed and recorded, each count team member shall sign the Slot Win Sheet or other document as approved by the Board attesting to their involvement in the count.

7) After the contents of all the drop buckets are counted or weighed and recorded, any count team employees not required pursuant to (7)(b) below may be permitted to exit the count room provided that the following requirements are satisfied:

a) The Slot Win Sheet or other approved document must be signed by each employee exiting the count room, in accordance with (6) above.

b) At least three count team members must remain in the count room until the verification process is completed.

c) Surveillance must be notified prior to any person entering or exiting the count room.

d) All activity in the hard count room shall be discontinued during any period when an employee is exiting the count room.

e) A security department employee shall check all persons leaving the count room with a metal detector at a location approved by the Board or Department.

8) At the conclusion of the count process any slugs that are found during the drop bucket pick-up or count process will be delivered to a member of the Department together with a copy of a Slug Report. The Slug Report shall include the date, the total number of slugs received, and the signature of the preparer and copies shall be forwarded to the operator's security department and the Department.

J) Procedures and requirements at the conclusion of the count shall be the following:

1) Each count team member shall sign the Slot Win Sheet attesting to the accuracy of the information recorded thereon.

2) The bagged coins/tokens shall be counted in the count room, in the presence of a count team member, by a main bank cashier, prior to the cashier having access to the information recorded on the Slot Win Sheet to verify the accuracy of the amount of coins/tokens received from the slot machines. The coins/tokens thereafter shall remain in the custody of main bank cashiers.

3) A security department employee shall check all persons with a metal detector upon their exiting the count room.

4) The Slot Win Sheet and supporting documents shall be transported directly to the accounting department and shall not be available, except for signing, to any cashiers' cage or slot personnel.

5) The preparation of the Slot Win Sheet shall be completed by accounting department employees with no incompatible functions.

III-G Jackpots

III-G-1 Payouts not paid directly from the slot machine

A) Whenever a patron wins a jackpot of cash or tokens to be exchanged for cash that is not paid directly from the slot machine, the following procedures shall be followed:

1) A request for a jackpot payout is made by an attendant by preparation of a two-part Request for Jackpot Payout Slip. A Request for Jackpot Payout Slip contains:

a) The asset number of the slot machine on which the jackpot was registered;

b) The reference to the winning combination constituting the jackpot;

1. Symbol abbreviations will be listed for single line jackpots.

2. "Bonus" will be listed out for jackpots resulting from a bonus round.

3. "MLJ" will be listed for all jackpots resulting from a multiline combination.

c) The number of credits played;

d) The date and time when the jackpot occurred;

e) The amount to be paid;

f) The signature of the attendant preparing the Request for Jackpot Payout Slip (the preparer); and

g) The signature of the winning patron.

2) After the preparer has signed the Request for Jackpot Payout Slip attesting to the winning combination, the slot machine shall be reset to active status. The original Request for Jackpot Payout Slip will be taken by the preparer to a booth, cage or main bank cashier for preparation of a Jackpot Payout Slip. The duplicate Request for Jackpot Payout will be retained by the winning patron until the actual payout is made.

3) Jackpot Payout Slips shall be serially numbered forms, each series of which shall be used in sequential order, and the series numbers of all Jackpot Payout Slips received shall be accounted for by employees independent of the cashiers' cage and the slot operations department. All original and duplicate void Jackpot Payout Slips shall be marked "VOID" and shall require the signature of the preparer. Notwithstanding the above, a serially numbered, combined Jackpot Payout/Hopper Fill form may also be utilized, as approved by the Board, provided that the combined form shall be used in a manner which otherwise complies with the procedures and requirements established by this section.

4) On originals, duplicates, triplicates, or in stored data of Jackpot Payout Slips, the preparer shall record, at a minimum, the following information:

a) The asset number of the slot machine on which the jackpot was registered.

b) The winning combination constituting the jackpot.

c) The number of credits played.

d) The date and time when the jackpot occurred.

e) The amount to be paid from cashiers' cage or booth funds.

f) The check number, if applicable.

g) The location from which the amount is to be paid (if there are multiple locations).

h) The signature or, if computer prepared, identification code of the preparer.

i) The time of preparation of the Jackpot Payout Slip.

5) Any currency paid or check issued to a patron as a result of winning a jackpot that is less than $5000 and did not require an override shall be disbursed by a cage cashier, general cashier, or main bank cashier to a slot attendant or slot supervisor.

a) If the manual jackpot is $1,200 or more, a slot attendant or supervisor shall transport the coin, currency, or check to the patron. The slot attendant or supervisor shall at the same time carry the duplicate Jackpot Payout Slip for signature.

b) Any currency paid or check issued to a patron as a result of winning a jackpot that is greater than or equal to $5000 or any amount that requires a jackpot override shall be paid in the presence of a security department member. The security department member shall observe the payment of the manual jackpot to the patron and sign the duplicate of the Jackpot Payout slip.

6) Signatures attesting to the accuracy of the information contained on the Jackpot Payout Slip shall be, at a minimum, of the following personnel at the following times:

a) The original:

1. The booth cashier, general cashier, or main bank cashier upon preparation; and

2. A slot attendant or slot supervisor after observing the winning combination of the slot machine up to $9,999 or a slot supervisor after observing the winning combination if the amount of the jackpot is $10,000 or more.

b) The duplicate:

1. The booth cashier, general cashier, or main bank cashier upon preparation;

2. A slot attendant or slot supervisor after observing the winning combination of the slot machine up to $9,999, a slot supervisor after observing the winning combination if the jackpot is in excess of $10,000; and

3. A security department member after observing the payment of monies.

7) Upon meeting the signature requirements as described in (6)(a) and (b) above, the slot attendant shall maintain and control the duplicate and subsequently place it in a locked accounting box which will be located on the premises and will be accessible only by accounting. The booth, general or main bank cashier, who shall maintain and control the original, shall attach the one-part Request for Jackpot Payout to it.

8) In the event that the jackpot winner is a previous winner and his/her player information is currently in the system, the jackpot payout maybe processed electronically through a system approved by the Gambling Control Board or its designee.

9) At the end of each gaming day, at a minimum, the original and duplicate of the jackpot payout slip shall be forwarded as follows:

a) If the booth cashier prepared the Jackpot Payout Slip, the booth cashier shall forward the original to the main bank cashier in exchange for coin or currency, after which the original shall be forwarded to the accounting department for agreement with the triplicate or stored data.

b) If the general cashier prepared the Jackpot Payout Slip, the general cashier shall forward the original to the main bank cashier in exchange for coin or currency, after which the original shall be forwarded to the accounting department for agreement with the triplicate or stored data.

c) If the main bank cashier prepared the Jackpot Payout Slip, the main bank cashier shall forward the original directly to the accounting department for agreement with the triplicate or stored data.

d) The duplicate Jackpot Payout Slip shall be picked up by representatives of the accounting department for recording on the Slot Win Sheet, agreement with the meter reading stored on the Slot Meter Sheet, and agreement with the triplicate or stored data.

10) All payments equal to or greater than $1,200 must have a W-2G prepared.

11) For establishments in which Jackpot Payout Slips are manually prepared, each series of Jackpot Payout Slips shall be a three-part form, at a minimum, with the triplicate remaining in a continuous, unbroken form. Access to the triplicates shall be maintained and controlled at all times by employees responsible for controlling and accounting for the unused supply of jackpot payout slips. These employees shall have no incompatible functions.

12) For establishments in which Jackpot Payout Slips are computer prepared, each series of Jackpot Payout Slips shall be a two-part form, at a minimum, and shall be inserted in a printer that will simultaneously print an original and a duplicate and store, in a machine-readable form, all information printed on the original and duplicate; and discharge the original and duplicate. The stored data shall not be susceptible to change or removal by any personnel after preparation of a Jackpot Payout Slip.

13) Surveillance must be notified of all jackpots. All jackpots paid out must be under camera coverage and saved for a minimum of seven (7) days.

III-G-2 Payouts of merchandise or other things of value

A) This section shall apply to all jackpot payouts of merchandise or other things of value.

B) The cash equivalent of all merchandise or things of value offered as part of a payout shall be included in the total of winnings paid to patrons for purposes of determining gross revenue. The cash equivalent value of such merchandise or thing of value will be recorded at an amount based upon the actual cost to the operator of acquiring such merchandise or thing of value.

C) Prior to the initial offering or any substitution, the operator shall provide documentation to the Board relating to the acquisition and valuation of any merchandise or thing of value to be offered as a payout. The documentation shall include the following:

1) A detailed description of the merchandise or thing of value;

2) A copy of the invoice from the vendor for the merchandise or thing of value;

3) Any time limitation on the offering;

4) Language to be included on the posted sign;

5) Starting date for the offering; and

6) Asset numbers of the slot machines that will offer the merchandise or thing of value as prizes.

D) A quarterly report must be filed with the Board, on a form approved by the Board, which shall, at a minimum, provide the current quarter and year-to-date itemized listing of the cash equivalent value, number of payouts, dates won and descriptions of the merchandise or things of value paid to patrons.

E) Whenever a patron wins a jackpot which includes any merchandise or thing of value, an accounting representative with no incompatible functions shall prepare a Jackpot Payout Slip. Jackpot Payout Slips shall be serially numbered forms, each series of which shall be used in sequential order, and the series of numbers of all Jackpot Payout Slips received by an operator shall be accounted for by employees independent of the cashiers' cage and the slot operations department. All original and duplicate void Jackpot Payout Slips shall be marked "Void" and shall require the signature of the preparer.

F) On the original and all copies of the Jackpot Payout Slip, or in stored data, the preparer shall record, at a minimum, the following information:

1) The asset number of the slot machine on which the jackpot was registered;

2) The winning combination of characters constituting the jackpot;

3) The number of credits played;

4) The date and time when the jackpot occurred;

5) A description of the merchandise or thing of value won and its cash equivalent value;

6) The selection of merchandise or its cash equivalent value as made by the patron;

7) The time of the Jackpot Payout Slip's preparation; and

8) The signature or, if computer prepared, identification code of the preparer.

G) Signatures attesting to the accuracy of the information contained on the Jackpot Payout Slip shall be, at a minimum, of the following personnel at the following times:

1) The original:

a) An accounting representative with no incompatible functions upon preparation; and

b) A slot supervisor after observing the combination of characters indicated on the slot machine.

2) The duplicate:

a) An accounting representative with no incompatible functions upon preparation; and

b) A slot supervisor after observing the combination of characters indicated on the slot machine; and

c) A security department member after observing the payout of the other thing of value.

3) Upon meeting the signature requirements as described in (G)(1) and (2) above, the slot department shall maintain and control the duplicate and subsequently place it in a locked accounting box which will be located on the premises and will be accessible only by accounting. The accounting department shall maintain and control the original.

4) At the end of each gaming day, at a minimum, the original and duplicate of the Jackpot Payout Slip shall be forwarded as follows:

a) The original shall be used by the accounting department for agreement with the triplicate copy or stored data.

b) The duplicate shall be picked up by the accounting department for agreement with the triplicate copy or stored data.

H) Except as otherwise provided in (J) below, any merchandise or thing of value to which a patron is entitled as a result of a payout shall be given to the patron. Documentation supporting the receipt by the patron of such merchandise, thing of value or, in accordance with (J) below, cash equivalent value shall be prepared by a representative of the operator having no incompatible functions and shall agree to the triplicate copy of the Jackpot Payout Slip or stored data.

I) An operator may, at any time, establish a time limit of not less than 30 days for the offering of a jackpot of merchandise or other thing of value by providing notice of the time limit.

J) The operator may permit winning patrons to request and receive the exact cash equivalent value of the merchandise or thing of value in lieu of the merchandise or thing of value. If an operator chooses to offer patrons this option, the operator shall so state on a sign visible to all.

K) Any advertising involving payouts of any merchandise or thing of value by the operator shall include an accurate description of the merchandise or thing of value, the dates the merchandise or thing of value will be offered if the operator establishes a time limit for offering the merchandise or thing of value pursuant to (I) above, and the cash equivalent value of the merchandise or thing of value.

L) For establishments in which Jackpot Payout Slips are manually prepared, each series of Jackpot Payout Slips shall be a three-part form, at a minimum, and shall be inserted in a locked dispenser that will permit an individual slip in the series and its copies to be written upon simultaneously while still locked in the dispenser, and that will discharge the original and duplicate while the triplicate remains in a continuous unbroken form in the dispenser. Access to the triplicate copy shall be maintained and controlled at all times by employees responsible for controlling and accounting for the unused supply of Jackpot Payout Slips, placing Jackpot Payout Slips in the dispensers, and removing from the dispensers each day the triplicate copy remaining therein. These employees shall have no incompatible functions.

M) For establishments in which Jackpot Payout Slips are computer prepared, each series of Jackpot Payout Slips shall be a two-part form, at a minimum, and shall be inserted in a printer that will: simultaneously print an original and duplicate and store, in machine readable form, all information printed on the original and duplicate; and discharge the original and duplicate. The stored data shall not be susceptible to change or removal by any personnel after preparation of a Jackpot Payout Slip.

III-G-3 Inspection of slot machine jackpots

A) Prior to the payment of any slot jackpot which has a total value in cash and/or merchandise of at least $25,000, or any jackpot where there is evidence of a malfunction, an operator will notify the central site monitoring system provider and the Department that a winning combination or malfunction has been registered. The central site monitoring system provider will conduct a systems check on the slot machine and will notify the Department immediately if any irregularities are noted. Upon notification of a jackpot or malfunction, the Department shall respond at its earliest convenience to conduct an inspection and/or investigation. The operator may award payment of the jackpot to the winning patron at its discretion once the central system provider has been notified. The operator will provide the Department with:

1) A photocopy of the patron's W-2G;

2) A photocopy of the Jackpot Payout Slip;

3) The photo identification used by the winning patron;

4) A surveillance photo of the patron; and

5) A photo of the winning combination display.

B) Failure of the Department to object to the payment of the jackpot upon completion of the inspection shall not constitute waiver or estoppel of any charge, issue, or claim raised in any criminal or regulatory complaint subsequently filed against any person in connection with the winning or payment of that jackpot.

III-G-4 Progressive Jackpots

A) Banks of progressive slot machines will have an overhead progressive meter(s). This requirement may be waived for individual progressive slot machines if there is a progressive meter installed in the slot machine, and the meter is visible to the player.

B) The operator will be liable for payment of a Progressive Jackpot and will maintain a sufficient bankroll for such payment.

III-H Signatures

A) Employee signatures shall:

1) Be, at a minimum, the signer's first initial, last name, and an operator assigned employee number.

2) Be immediately adjacent to or above the clearly and legibly printed, or preprinted title of the signer.

3) Signify that the signer has prepared forms, records, and documents and/or authorized, observed, and/or participated in a transaction to a sufficient extent to attest to the accuracy of the information recorded thereon, in conformity with this regulation and the operator's system of internal accounting control.

B) Signature records shall be prepared for each person who is authorized to sign records and documents and shall include specimens of signatures and titles of signer and the date the signature was obtained. Such signature records shall be maintained in a format approved by the Board or its designee. The signature records shall be adjusted every six months to reflect the current status of personnel.

C) Signature records shall be securely stored in the accounting department.

D) This section shall apply to any signature required in an operator's approved system of internal controls.

III-I Chips and Tokens: Use, receipt, inventory, security, storage, and destruction

III –I-1 Approval of Chips and Tokens; Applications and Procedures

A) A licensee shall not issue any chips or tokens for use in its gaming establishment, or sell or redeem any such chips or tokens, unless the chips or tokens have been approved in writing by the Gambling Control Board or

its designee. A licensee shall not issue any chips or tokens for use in its gaming establishment, or sell or redeem any such chips or tokens that are modifications of chips or tokens previously approved by the Gambling Control Board or its designee unless the modifications have been approved in writing by the Gambling Control Board or its designee.

B) Applications for approval of chips, tokens, and modifications to previously-approved chips or tokens must be made, processed, and determined in such manner and using such forms as the Gambling Control Board or its designee may prescribe. Each application must include, in addition to such other items or information as the Gambling Control Board or its designee may require:

    1) An exact drawing, in color or in black-and-white, of each side and the edge of the proposed chip or token, drawn to actual size or drawn to larger than actual size and in scale, and showing the measurements of the proposed chip or token in each dimension;

    2) Written specifications for the proposed chips or tokens;

    3) The name and address of the manufacturer; and

    4) The licensee's intended use for the proposed chips or tokens.

C) If, after receiving and reviewing the items and information described in subsection (B), the Gambling Control Board or its designee is satisfied that the proposed chips or tokens conform with the requirements of this regulation, the Gambling Control Board or its designee shall notify the licensee in writing and shall request, and the licensee shall thereupon submit, a sample of the proposed chips or tokens in final, manufactured form. If the Gambling Control Board or its designee is satisfied that the sample conforms with the requirements of this regulation and with the information submitted with the licensee's application the Gambling Control Board or its designee shall approve the proposed chips or tokens and notify the licensee in writing. As a condition of approval of chips or tokens issued for use at a specific table or counter game, the Gambling Control Board or its designee may prohibit the licensee from using the chips or tokens other than at the specified game. The Board may retain the sample chips and tokens submitted pursuant to this subsection.

III-I-2 Specifications for Chips and Tokens

A) Chips and tokens must be designed, manufactured, and constructed in compliance with all applicable statutes, regulations, and policies of the United States, and this state, so as to prevent counterfeiting of the chips and tokens to the extent reasonably possible. Chips and tokens must not deceptively resemble any current or past coinage of the United States or any other nation.

B) In addition to such other specifications as the Gambling Control Board or its designee may approve:

    1) The name of the issuing gaming establishment must be inscribed on one side of each chip and token, and the city or other locality and the state where the establishment is located must be inscribed on at least one side of each chip and token;

    2) The value of the chip or token must be inscribed on one side of each chip and token, other than chips used exclusively at roulette;

    3) The manufacturer's name or a distinctive logo or other mark identifying the manufacturer must be inscribed on at least one side of each chip and token; and

4) Each chip must be designed so that when stacked with chips and tokens of other denominations and viewed on closed-circuit, black-and-white television, the denominations of the chip can be distinguished from that of the other chips and tokens in the stack.

C) The names of the city or other locality and the state where the establishment is located must be inscribed on at least one side of each chip and token unless the Gambling Control Board or its designee finds, after application by a licensee, that such an inscription is not necessary because:

1) The name of the issuing establishment is unique to one readily identifiable establishment in all gaming jurisdictions; and

2) The inclusion of the city or other locality and the state is not necessary or beneficial for any regulatory purpose relating to the applicant.

D) Any application submitted pursuant to subsection (C) must be signed by the chief executive officer of the applicant and be on a form prescribed by the Gambling Control Board or its designee.

E) Any approval for the deletion of such an inscription shall be in writing and be limited to that period of time in which the name of the licensee is limited to one establishment and conditioned so that it may be withdrawn in the future if the Gambling Control Board or its designee determines that the deletion results in confusion with the chips or tokens of another establishment or if such inclusion is deemed necessary or beneficial for any regulatory purpose.

III-I-3 Additional Specifications for Tokens

A) Tokens must not be manufactured from material possessing sufficient magnetic properties so as to be accepted by a coin mechanism, other than that of a slot machine.

B) Tokens must not be manufactured from a three-layered material consisting of a copper-nickel alloy clad on both sides of a pure copper core, nor from a copper-based material, unless the total of zinc, nickel, aluminum, magnesium, and other alloying materials is at least twenty percent (20%) of the token's weight.

III-I-4 Reception and Inspection of Chips

A) The operator will inspect all chips or tokens upon receipt from the manufacturer or distributor to ensure, at a minimum, that:

1) The quantity and denomination of the chips or tokens that are actually received from the manufacturer or distributor agrees with the amount of such the chips or tokens listed on the shipping documents.

2) There are no physical defects in the chips or tokens that were received.

B) The inspection required by (A) above will be conducted by at least three people ("inspection team"). Each inspection team will consist of at least one representative from each of the following departments:

1) Accounting;

2) Cashiers' Cage; and

3) Security

C) The operator will report to the Board promptly after an inspection required by (B) the following:

1) The shipment contains defective chips or tokens, or

2) The quantity and denomination of the chips or tokens actually received does not agree with the amount listed on the shipping documents.

D) After the receipt and inspection of the chips or tokens, the operator will record on the Chips or Token Receipt Log the following information:

1) Date of receipt;

2) Description and denomination of the chips or tokens received;

3) Number of the chips or tokens shipped from the manufacturer or distributor (invoice);

4) The actual amount by denomination of the chips or tokens received;

5) Any variance between the number of the chips or tokens on the invoice and the actual number of the chips or tokens received;

6) Total dollar amount received;

7) Signature and license number of the Cashier's Cage representative;

8) Signature and license number of the Accounting representative; and

9) Signature and license number of the Security Department representative.

E) The operator shall supply two chips or tokens of each denomination to the Board or its designee prior to their usage.

III-I-5 Use of Chips and Tokens

A) A licensee that uses chips or tokens at its gaming establishment shall:

1) Comply with all applicable statutes, regulations, and policies of this state and of the United States pertaining to chips or tokens;

2) Sell chips and tokens only to patrons of its gaming establishment and only at their request;

3) Promptly redeem its own chips and tokens from its patrons;

4) Post conspicuous signs at its establishment notifying patrons that the licensee's chips may not be used outside the licensee's establishment for any monetary purpose whatever;

5) Take reasonable steps, including examining chips and tokens and segregating those issued by other licensees to prevent sales to its patrons of chips and tokens issued by another licensee.

6) A licensee shall not accept chips or tokens as payment for any goods or services offered at the licensee's gaming establishment with the exceptions of the specific use for which the chips or tokens were issued,

and the use for tips and gratuities or food and beverage on the casino floor. The licensee may not give chips or tokens as change in any other transaction.

B) A licensee shall not redeem its chips or tokens if presented by a person who the licensee knows or reasonably should know is not a patron of its gaming establishment, except that a licensee shall promptly redeem its chips and tokens if presented by:

1) Another licensee who represents that it redeemed the chips and tokens from its patrons and received them unknowingly, inadvertently, or unavoidably; or

2) An employee of the licensee who presents the chips and tokens in the normal course of employment.

C) A licensee shall not knowingly sell, use, permit the use of, accept, or redeem chips or tokens issued by another licensee, except as follows:

1) A licensee may redeem tokens issued by another licensee if:

a) The tokens are presented by a patron for redemption to a cashier of the licensee's gaming establishment and the patron states that he or she received the tokens at the licensee's establishment from the payout chutes of slot machines or from an employee of the licensee; or

b) The tokens are presented by a patron at a table game, and the licensee redeems the tokens with tokens of its own, places the redeemed tokens in the table's drop box, and separates and properly accounts for the redeemed tokens during the count performed pursuant to the licensee's system of internal control.

2) A licensee may redeem chips issued by another licensee if:

a) The chips are presented by a patron for redemption at the cashier's cage of the licensee's gaming establishment; or

b)The chips are presented by a patron at a table game and the licensee redeems the chips with chips of its own, placed the redeemed chips in the table's drop box, and separates and properly accounts for the redeemed chips during the count performed pursuant to the licensee's system of internal control.

D) Chips whose use is restricted to uses other than at table games or other than at specified table games may be redeemed by the issuing licensee at table games or non-specified table games if the chips are presented by a patron, and the licensee redeems the chips with chips issued for use at the game, places the redeemed chips in the table's drop box, and separates and properly accounts for the redeemed chips during the count performed pursuant to the licensee's system of internal control.

III-I-6 Redemption and Disposal of Discontinued Chips and Tokens

A) A licensee that permanently removes from use or replaces approved chips or tokens at its gaming establishment, or that ceases operating its gaming establishment whether because of closure or sale of the establishment or any other reason, must prepare a plan for redeeming discontinued chips and tokens that remain outstanding at the time of discontinuance. The licensee must submit the plan in writing to the Gambling Control Board or its designee not later than thirty (30) days before the proposed removal, replacement, sale, or closure, unless the closure or other cause for discontinuance of the chips or tokens cannot reasonably be anticipated, in which event the licensee must submit the plan as soon as reasonably practicable. The Gambling Control Board or its designee may approve the plan or require reasonable

modifications as a condition of approval. Upon approval of the plan, the licensee shall implement the plan as approved.

B) In addition to such other reasonable provision as the Gambling Control Board or its designee may approve or require, the plan must provide for:

1) Redemption of outstanding, discontinued chips and tokens in accordance with this regulation for at least 120 days after the removal or replacement of the chips or tokens or for at least 120 days after operations cease as the case may be, or for such longer or shorter period as the Gambling Control Board or its designee may for good cause approve or require;

2) Redemption of the chips and tokens at the premises of the gaming establishment or at such other location as the Gambling Control Board or its designee may approve;

3) Publication of notice of the discontinuance of the chips and tokens and of the redemption and the pertinent times and locations in at least two newspapers of general circulation in this state at least twice during each week of the redemption period, subject to approval by the Gambling Control Board or its designee of the form of the notice, the newspapers selected for publication and the specific days of publication;

4) Conspicuous posting of the notice described in paragraph (3) at the gaming establishment or other redemption location; and

5) Destruction or such other disposition of the discontinued chips and tokens as the Gambling Control Board or its designee may approve or require.

C) The destruction of chips or tokens, if carried out by the operator, will take place in the presence of at least three (3) people: representatives of security, accounting, and the cashiers' cage. The operator has the option of transferring tokens to a licensed vendor for destruction.

D) If the operator decides to use a licensed vendor for the destruction of chips or tokens, the operator shall maintain a document that confirms the receipt and the destruction of the chips or tokens from the vendor. This document shall be readily available for inspection by the Board and the Department.

E) The amount and description of all chips or tokens destroyed by the operator or vendor will be recorded in the Chips or Token Destruction Log. The Chip or Token Destruction Log will contain:

1) Date of Destruction or transfer to a vendor.

2) Description and denomination of the chips or tokens being destroyed.

3) Number of chips or tokens per box.

4) Number of boxes being shipped.

5) Total number of chips or tokens being destroyed.

6) Total dollar amount of the chips or tokens being destroyed.

7) Signature and employee number of the Cashiers' Cage representative.

8) Signature and employee number of the Accounting representative.

9) Signature and employee number of Security Department representative.

III-I-7 Destruction of Counterfeit Chips and Tokens

A) As used in this section, "counterfeit chips or tokens" mean any chip-or token-like objects that have not been approved pursuant to this regulation, including objects commonly referred to as "slugs," but not including coins of the United States or any other nation.

B) Unless a peace officer instructs or a court of competent jurisdiction orders otherwise in a particular case, licensees shall destroy or otherwise dispose of counterfeit chips and tokens discovered at their establishments in such manner as the Gambling Control Board or its designee may approve or require.

C) Unless a peace officer instructs or a court of competent jurisdiction orders otherwise in a particular case, licensees may dispose of coins of the United States or any other nation discovered to have been unlawfully used at their establishments by including them in their coin inventories or, in the case of foreign coins, by exchanging them for United States currency or coins and including same in their currency or coin inventories, or by disposing of them in any other lawful manner.

D) Each licensee shall record, in addition to such other information as the Gambling Control Board or its designee may require:

1) The number and denominations, actual and purported, of the coins and counterfeit chips and tokens destroyed or otherwise disposed of pursuant to this section;

2) The month during which they were discovered;

3) The date, place, and method of destruction or other disposition, including, in the case of foreign coin exchanges, the exchange rate and the identity of the bank, exchange company, or other business or person at which or with whom the coins are exchanged; and

4) The names of the persons carrying out the destruction or other disposition on behalf of the licensee.

E) Each licensee shall maintain each record required by this subsection for at least five (5) years, unless the Gambling Control Board or its designee approves or requires otherwise.

III-I-8 Promotional and Tournament Chips and Tokens

A) As used in this section, "promotional chip" means a chip or token-like object issued by a licensee for use in promotions or tournaments at the licensee's gaming establishment.

B) Promotional chips must be designed, manufactured, approved, and used in accordance with the provisions of this regulation applicable to chips and tokens, except as follows:

1) Promotional chips must be distinguishable from other chips and tokens as determined by the Gambling Control Board or its designee.

2) Each side of each promotional chip must conspicuously bear the inscription "No Cash Value";
3) Promotional chips must not be used, and licensees shall not permit their use, in transactions other than the promotions or tournaments for which they are issued; and

4) The provisions of section III-I-7 of this regulation shall not apply to promotional chips.

III-I-9 Inventory of Chips

A) Chips shall be taken from or returned to the reserve chip inventory in the presence of at least two (2) individuals. The denominations, number and amount of chips so taken or returned shall be recorded in the chip inventory ledger together with the date and signatures of the individuals carrying out this process.

B) Each licensee shall, on a monthly basis, compute and record the unredeemed liability for each denomination of chips; the result of such inventory must be recorded in the chip inventory ledger. On a monthly basis, each licensee shall conduct an inventory of chips in reserve and the result of such inventory must be recorded in the chip inventory ledger. If the reserve chips are stored in a locked compartment that is sealed and tamper resistant, a physical inventory must be conducted annually, unless the compartment is opened, at which time an inventory must be conducted.

C) During nongaming hours all chips in the possession of the licensee shall be stored in the chip bank, in the vault, or in a locked compartment in a cashier's cage, except that chips may be locked in a transparent compartment on gaming tables provided that there is adequate security as approved by the Gambling Control Board or its designee.

III-J Key Control

The operator will maintain a list of all keys under the operator's control, listed by end use and quantity, and a list of positions authorized to sign out these keys. The lists must be updated whenever changes occur.

III-K Currency Transaction Reporting

Each operator shall properly report all transactions required to be reported under the Bank Secrecy Act (the "Act") and its regulations, and regulations promulgated by the Internal Revenue Service. Copies of required forms that are completed by the operator to comply with the above regulations shall be forwarded to the Board within five working days after date of filing with the IRS, excluding weekends and holidays.

III-L Expired unclaimed prizes and tickets

A) No ticket or jackpot claim shall be redeemed by an operator more than one year from the date of issuance of the ticket or the date of occurrence of the jackpot. This one-year redemption policy shall be prominently displayed on the premises of an operator.

B) As of February 1 of each year, an operator shall file with the Board, an Expired Unclaimed Jackpot Report and an Expired Ticket Report setting forth the aggregate value of unclaimed prizes and tickets during the previous calendar year. In addition, the report shall contain, at a minimum, the following information on unclaimed prizes and tickets over $1 in value:

1) Customer name (if known);

2) Date won/issued;

3) Amount won/issued (and expired);

4) Asset Number; and

5) Ticket Number.

III-M Ticket-in, Ticket-out (TITO) slot machines

A) Each operator that operates TITO machines shall be equipped with an accounting system that is capable of monitoring and recording all machine transactions including the printing of tickets. The TITO machines shall be equipped with a printer and their bill validator assembly shall also have the capability of receiving and validating tickets.

B) When a ticket is inserted into a slot machine of a different denomination from which the original ticket was generated, the appropriate amount of credits up to the last available unit of current denomination shall be credited on the machine's credit meter. Any remaining amount shall be returned to the patron as a ticket.

C) Certain terminals located on the gaming floor shall also be connected to the TITO accounting system and shall be capable of redeeming ticket.

D) Tickets shall be capable of being redeemed, or wagered, in any TITO ready slot machine by inserting it into the machine's bill validator assembly. Tickets inserted into the bill validator shall be considered redeemed at the time of insertion and the credits from the tickets shall be displayed on the machine.

E) Once a ticket has been redeemed, the TITO accounting system shall not allow it to be redeemed a second time.

F) Signs shall be posted on the gaming floor notifying patrons that tickets may be redeemed at the cage or may be reinserted into the bill validator assembly on a TITO enabled slot machine.

G) Tickets issued at an operator location shall only be redeemed at that facility.

H) No ticket shall be accepted as payment for any goods or services.

I) All tickets shall be dated and valid for one (1) year from the date imprinted on the slip.

J) No payment for a ticket shall be made unless the credit slip meets the following requirements:

1) It is presented on a fully legible, valid, printed ticket on paper approved by the Board, containing the information as required.

2) It is not mutilated, altered, unreadable, or tampered with in any manner, or previously paid.

3) It is not counterfeit in whole or in part.

4) It is presented by a person authorized to play.

III–N Table Games

A) Access to playing cards, dice and other instruments used in the playing of table games

1) New and used playing cards to be issued to a table shall be maintained in a secure location to prevent unauthorized access and reduce the possibility of tampering. Used playing cards that are not to be re-used shall be properly canceled and removed from service.

2) All dice or playing cards that are not being utilized at a live gaming device shall be kept in locked compartments.

3) Dice and playing cards shall not be left at a live gaming device while unattended.

4) Casino licensees shall maintain an inventory of all dice and playing cards on forms approved by the board. The inventory shall contain all of the following information:

a) The date on which dice and playing cards are received.

b) The quantity of the dice and playing cards received.

c) The name, business address, and business telephone number of the manufacturer from which the dice or playing cards are received.

d) The quantity of dice and playing cards that are placed into play each day.

e) The quantity of dice and playing cards that are removed from play due to suspected tampering and the date of the removal.

f) The quantity of dice and playing cards that are removed from play and canceled each day.

5) A casino licensee shall conduct a physical inventory of the dice and playing cards every 3 months. A casino licensee shall record the results of the physical inventory on forms approved by the board. A casino licensee shall reconcile inventory maintained in sub rule (3) of this rule with the results of the physical inventory. A casino licensee shall immediately report any discrepancies in the inventory forms and the physical inventory to the board.

B) Playing card specifications

1) All playing cards utilized by a casino licensee shall be in compliance with all of the following specifications:

a) Unless otherwise provided in this part or in the rules of the game document, all decks of cards shall be 1 complete standard deck of 52 cards in 4 suits. The 4 suits shall be hearts, diamonds, clubs, and spades. Each suit shall consist of all of the following numerical cards:

1. Two to 10.

2. A jack.

3. A queen.

4. A king.

5. An ace.

b) The backs of each card in a deck shall be identical and no card shall contain any marking, symbol, or design that will enable a person to know the identity of any element printed on the face of the card or that will differentiate the back of that card from any other card in the deck.

c) All edges shall be perfectly square with each side at a precise 90 degree angle to each adjacent side of the card.

d) The radius of all 4 corners shall be exactly the same.

e) The name, trade name, or logo of the casino licensee or casino license applicant shall be imprinted on the back side of each playing card twice in a mirror image. The mirror imaged name, trade name, or logo of the casino licensee or casino license applicant shall be spaced a minimum of 3/4 of an inch apart.

f) If playing cards have a white border, then the border shall be a minimum of 3/16 of an inch on each side of the card.

g) In the hearts suit, the hearts shall be a burgundy red color.

h) In the diamonds suit, the diamond pips shall be a burgundy red color.

i) In the spades suit, the spades shall be a black color.

j) In the clubs suit, the trefoil-shaped figure shall be a black color.

k) All finished card decks are to be packaged using a cellophane or shrink wrap in single deck boxes that have a tamper-resistant security seal and a tear band.

l) The manufacturer's identification name shall be placed on each deck box.

m) The manufacturer's identification name shall be placed on each box containing individual decks of playing cards.

C) Dice specifications

1) All dice utilized by a casino licensee shall be in compliance with all of the following specifications:

a) Be formed in the shape of a perfect cube and of a size no smaller than 0.750 inches on each side nor larger than 0.775 inches on each side.

b) The name, trade name, or logo of the casino licensee shall be imprinted on or in each die utilized by the casino licensee or casino license applicant.

c) Be transparent and made exclusively of cellulose, except for the following:

1. Spots.

2. Name, trade name, or logo of the casino licensee.

3. Serial number or letters, or both.

d) The surface of each side of the die shall be perfectly flat and the spots contained in each side of the die shall be perfectly flush with the area surrounding the spots.

e) The edges and corners of each die shall be perfectly square and form 90 degree angles with each adjacent side.

f) The texture and finish of each side shall be exactly identical to the texture and finish of all other sides.

g) The weight of each die shall be equally distributed throughout the cube, and no side of the cube may be heavier or lighter than any other side of the cube.

h) Have 6 sides bearing white circular spots from 1 to 6, respectively, with the diameter of each spot equal to the diameter of every other spot on the die.

i) Have spots arranged so that all of the following provisions are satisfied:

1. The side containing 1 spot is directly opposite the side containing 6 spots.

2. The side containing 2 spots is directly opposite the side containing 5 spots.

3. The side containing 3 spots is directly opposite the side containing 4 spots.

j) Each spot shall be placed on the die by drilling, or the equivalent, into the surface of the cube and filling the drilled out portion with a compound that is equal in weight to the weight of the cellulose drilled out and that forms a permanent bond with the cellulose cube.

D) Inspection of cards

1) When playing cards are accepted for play at a live gaming device, the licensed employee accepting the playing cards shall inspect the playing cards to ensure the playing cards comply with this rule.

2) Playing cards shall be inspected by sorting the cards sequentially by suit and inspecting the sides of the cards for crimps, bends, cuts, shaving, or any other defect that would affect the integrity or fairness of the game.

E) Inspection of dice

1) Before dice are placed into play at a live gaming device, the pit boss, or his or her equivalent, shall inspect the dice to ensure the dice comply with this rule.

2) Dice shall be inspected by all of the following methods on a flat surface that allows the inspection of the dice to be monitored by the surveillance system:

a) A micrometer or any other approved instrument that performs the same function.

b) A balancing caliper.

c) A steel set square and magnet.

3) A casino licensee shall store the micrometer or other approved instrument, the balancing caliper, and the steel set square and magnet in a secure place that is not accessible by the public.

F) Removal of cards or dice from play.

1) A casino licensee shall remove any dice or playing cards if there is an indication of any of the following:

a) The dice or playing cards have been tampered with.

b) The dice or playing cards are flawed.

c) The dice or playing cards are defective and the defect may affect the integrity or fairness of the game.

2) If there is an indication that dice or playing cards have been tampered with, then the pit boss, or his or her equivalent, shall place the dice or playing cards in an envelope, seal the envelope, and give the envelope to the Department. The pit boss, or his or her equivalent, shall note all of the following information on the outside of the envelope:

a) The date and time the dice or playing cards were removed from play.

b) The live gaming device from which the dice or playing cards were removed from play.

c) The characteristics that indicate that the dice or playing cards were tampered with.

d) The name of all licensees at the live gaming device from which the dice or playing cards were removed, and the name of the pit boss, or his or her equivalent, who removed the dice or playing cards from play.

3) Except for dice that are removed from play due to the possibility of tampering, all dice shall be canceled when removed from play. Dice may be canceled by any of the following means:

a) Drilling a circular hole that is not less than 1/4 of an inch in diameter through the center of each die.

b) Destroying the die by shredding.

c) Canceling the die in any other manner approved by the Board or its designee.

4) Except for playing cards that are removed from play due to the possibility of tampering, all playing cards shall be canceled by one of the following methods:

a) Drilling a circular hole that is not less than 1/4 of an inch in diameter through the center of each card in the deck.

b) Shaving not less than 2 corners of each playing card so that each side is no longer at 90 degree angles with each adjacent side.

c) The cards are destroyed by shredding.

d) Canceling the cards by any other method approved by the Board or its designee.

5) This rule shall not prevent a licensee from removing cards and dice from a game at any time in its discretion.

G) Table limits

1) The rules of the game submitted by the casino licensee or casino license applicant shall require that table limits for each table will be clearly posted for the public.

2) A casino licensee may amend the minimum and maximum wager at a table if the new maximum wager is not above the house maximum wager for the game. A casino licensee may amend the minimum and maximum wagers of a table if both of the following actions are taken:

   a) A sign is posted at the gaming table advising patrons of the new minimum and maximum wagers in effect for the table.

   b) Patrons at the table are advised of the change.

3) A casino licensee may raise the house limit for individual patrons by following procedures for raising the limits that have been submitted with the rules of the game and approved in accordance with these rules.

III-N-1 Handling of Cash and Chips

A) All games shall be conducted only with the use of chips or approved tokens or other instrumentalities which have been approved by Gambling Control Board or their designee or with lawful currency or coinage of the United States of America. All table game payout by licensees shall be made in the form of chips, approved tokens, and/or coinage only. Each employee in gaming operations, owner or licensee who receives currency of the United States (other than tips or gratuities) from a patron in the gaming area of a gaming establishment must promptly place the currency in the locked box in the table or, in the case of a cashier, in the appropriate place in the cashiers' cage. For those games which do not have a locked box, the cash or chips shall be placed in an appropriate place on the table, in the cash register or other repository which has been approved by the Gambling Control Board or its designee.

B) When a patron redeems chips, the gaming establishment shall immediately return the full value of the chips to the patron in the form of cash, check, or customer deposit withdrawal.

C) All chips shall be the standard colors commonly accepted for each denomination within the industry. Those colors are: One dollar ($1.00), white; five dollar ($5.00), red; twenty-five ($25.00), green; one hundred dollars ($100.00), black; and five hundred dollar ($500.00) chips will be purple.

D) All tips and gratuities in denominations of $5.00 or greater shall be immediately deposited into a locked box reserved for that purpose that is attached to the gaming table, change cart, change belt, wall or other object, as approved by the Board. Tips and gratuities in denominations less than $5.00 may be maintained next to the tip and gratuity locked box until the time when the sum of the tips and gratuities is equal to $5.00 at which point the tips and gratuities will be converted to $5.00 denomination and immediately deposited into the locked box reserved for that purpose. If non-value chips are received as a gratuity, a supervisor shall witness the immediate conversion of non-value chips to value chips.

III – N - 2 Fill and Credit Slips.

All fill slips and credit slips shall be serially numbered forms and shall be in triplicate in a continuous series utilizing the property identification logo, so that no facility may ever utilize the same documents. Only one series of each type may be used at a time in any establishment. This series must be inserted in a consecutive order in a locked machine that will permit the original and duplicate to be utilized by the establishment in accordance with the detailed rules for each type of slip set forth, and will only permit the third copy to be retained intact in a continuous unbroken form by a member of the accounting department. The third series, after use, must not be available to personnel in the gaming operations of an establishment, or cashier's cage, who have access to the original and duplicate of the series, and must be retained in a secure place on the premises. All series numbers that are received by the establishment must be accounted for. All void slips shall be marked "VOID" and shall require the signatures and unique identification

number of the two persons voiding the slip. Information on the fill or credit slip must include the denomination of gaming chips to be distributed to the gaming tables or being returned, the total amount of each denomination of gaming chips, the game and table number to which the gaming chips are to be distributed or returned, and the time and date of the fill or credit. For licensees in which fills or credits are computer prepared, each series shall be a two (2) part form and shall be inserted in a printer that will simultaneously print an original and a duplicate and store, in machine readable form, all information printed on the original and duplicate. The stored data shall not be susceptible to change or removal by any personnel after preparation.

III – N – 3 Procedure for Distributing Gaming Chips to Game Tables (Fills).

A request for fill shall be prepared by a table games supervisor. The request shall be a two-part form, and access to the request shall, prior to use be restricted to authorized users. All fill slips requesting chips or money must be prepared at the time a fill is made and must be signed by the cashier or his/her assistant and by the casino supervisor or his/her assistant by using the full name in a legible manner. The original fill slip and the fill shall then be hand carried from the cashier's cage to the table requesting the fill by security or another employee whose function is to transport fills. Persons designated to transport fills may not be employed in the cage or table games areas. The dealer or box man must count the amount of the fill and sign the form attesting that the table has received the amount of fill indicated. The person who carried the fill to the table must also certify that the fill was deposited on the table by signing his full name in a legible manner. The original fill slip shall then be deposited into the drop box on the table by the dealer, where it will appear in the soft count room with the cash receipts for the shift. The duplicate fill slip shall remain in sequence in the series at the cashier's cage, or location where they are kept, to provide a means of reconciliation of fill slips by the gaming establishment. This duplicate cannot be accessible to pit personnel.

III- N - 4 Procedure for Distributing Gaming Chips to Game Tables (Credits).

A request for credit shall be prepared by a casino supervisor to authorize the preparation of a credit slip for the removal of gaming chips from gaming tables to the cashier's cage. The access to this form shall, prior to use, be restricted to casino supervisors. The signature of the casino supervisor or his assistant must be on this form using the full name in a legible manner. A credit slip shall be prepared to authorize the removal of gaming chips from gaming tables to the cashier's cage. The signatures of the casino supervisor or his/her assistant, and dealer or box man assigned to the gaming table from which the gaming chips are to be removed must be on the original credit slip using the full name in a legible manner along with work permit number. The credit slip must be signed by the security personnel, or employee responsible for delivering the credit to the cage, at the time the funds are exchanged. The original credit slip, along with the gaming chips to be removed from the table, shall be hand carried by security or another person whose function is to transport credits to the cashier's cage. Persons designated to transport credits may not be employed in the cage or table games areas. The cashier must count the amount of the credit and certify by signature that the table has returned the amount of the credit indicated. The person carrying the credit must also sign to certify that the credit was received at the cashier's cage. The duplicate credit slip is to be deposited in the drop box by the dealer where it will appear in the counting room with the cash receipts. The original credit slip shall remain in sequence at the cashier's cage or location where they are kept to provide a means of reconciliation of credit slips for the gaming establishment.

III – N – 5 Procedures for Closing Gaming Tables

At the end of each day, or after each shift if the drop boxes are collected by shift, or whenever gaming activity at a table is concluded, the gaming chips remaining at the gaming table shall be counted by the dealer or boxman assigned to the gaming table and observed by a casino supervisor, or his/her assistant, assigned to the gaming table. The gaming chips counted shall be recorded on a table inventory slip by the casino supervisor or his/her assistant assigned to the gaming table. The table inventory slip shall be a three-part form and on the original copy of the slip ("closer") and the duplicate of the slip ("opener"), the casino supervisor shall record the date and identification of the shift ended, the game and table number, the total value of each denomination of gaming chips remaining at the gaming

table, and the total value of all denominations of gaming chips remaining at the gaming table. Signatures attesting to the accuracy of the information recorded on the table inventory slips at the time of the shift's end shall be of the dealer or boxman or outgoing supervisor and the incoming casino supervisor or his assistant assigned to the gaming table. The original closer shall be deposited by the dealer in the drop box attached to the gaming table immediately prior to the closing of the table, the first copy shall be deposited in the oncoming drop box, and the second copy opener shall be forwarded to the accounting department for later verification. The gaming chips remaining at the table shall be placed in a container which shall then be locked if the table is closed. The accounting department shall be responsible for daily verification of the opener with the closer of the preceding day. Any discrepancy must be immediately reported to the licensee who shall investigate and take any appropriate action.

III – N –6 Minimum Standards for Table Games Key Control

A) The table games release key to drop the table games drop box must be keyed separately from the key to access the table games drop box contents.

B) Table Games Supervisory personnel are required to accompany table game release and drop box storage rack keys and observe the entire drop process each time the drop boxes are removed from, or placed in, storage racks. During the drop process, the employees authorized to remove drop boxes from the tables are the only employees authorized to have access to the drop box release keys. Count team members may have access to the drop box release keys during the count of soft revenue, in order to reset the drop boxes. Employees authorized to drop the table games drop boxes are not allowed access to the drop box contents keys.

III – N--7 Restrictions on Use of Shills and Proposition Players

A) Shills may not check and raise or play in any manner between themselves or in collusion with others to the disadvantage of other players within the game.

B) Each establishment employing shills or proposition players shall identify such shills or proposition players upon request and shall display a sign clearly legible from each table which states: "State of Maine gaming regulations allow the use of shills and proposition players. Shills and proposition players shall be identified by management upon request."

C) Each licensee shall maintain, in a manner as in the case of all other employees, employment records on each individual engaged as a shill or proposition player. Each licensee must also maintain a list of all shills and proposition players at the card room bank, readily available for inspection.

D) Persons who participate in the management or supervision of games subject to this regulation shall not be permitted to act as a shill or proposition player.

E) All advances to and winnings of a shill shall be utilized only for wagering in card games or turned in to the card room bank at the conclusion of play.

F) Use of shills or proposition players will be submitted with the rules of the game for approval by the Board or its designee.

G) Shills may only wager chips or coins.

III-N-8 Restrictions on Other Players

A) Stakes players shall not be utilized by any licensee.

B) No dealer may wager in any game in which he is dealing.

III-O Card Games

III – O – 1 Minimum Standards of Internal Control for Card Games

A) This regulation prescribes the minimum standards for adoption by each licensee and which apply to card games such as poker, bridge, whist, solo, and panguingui.

1) The procedure for the collection of card game drop boxes and the count of the contents thereof will comply with all procedures applicable to the table game drop boxes. The card games drop boxes shall be removed on the same schedule with the table games and the contents therein counted on the same schedule. Removal of the boxes at any other time is prohibited.

2) A person functioning as a designated supervisor shall be present at all times the card room is operating.

3) Card table banks shall be used only for the purposes of making change or handling player buy-ins. It is to be physically located in the table tray (a receptacle used to hold the card table bank) on the card table. The card room bank is to be used only for the purposes of issuance and receipt of shill funds, the maintenance of card table banks used in card games, and the purchase and redemption of chips by players. All advances to and winnings of a shill shall be utilized only for wagering in card games or turned into the card room bank at the conclusion of play.

4) Transfers between the card table banks and the card room bank, or casino cage if a card room bank is not used, must be authorized and verified by the supervisor, card room dealer and the runner.

5) If applicable, transfers between the card room bank and the casino cage are to be properly authorized and documented by the card room supervisor, cashier and the runner.

6) When the card table bank is to be replenished with chips from the card room bank, all cash or chips to be transferred must be counted down by the dealer in public view on the card table and verified by the person who transported the cash or chips (runner) and the dealer.

7) Rake-off, which is a percentage of the pot taken by the licensee for maintaining or dealing a game, shall only be pulled from the pot by the dealer in an obvious manner after call or at the completion of the hand. The rake-off shall be placed in a designated rake circle and shall remain there until a winner is declared and paid. The rake-off shall then be deposited into the drop box. The rake circle must be clearly visible to all players and shall be positioned in a location on the table where it is at least four inches from and in front of the table tray and at least eight inches from the table drop slot, unless the table is equipped with a drop slot located at least two inches to the right of and even with the top right-hand corner of the table tray, with a cover over the drop slot, which when activated will cause the rake to drop directly into the drop box; such drop slot shall serve as the rake circle. The amount of any rake-off must be conspicuously posted at or near the table.

8) All time buy-ins, which is a charge to a player determined on a time basis by the licensee for the right to participate in a game, or any other fees charged to a patron shall be immediately placed in the drop box.

9) No cash or chips received for the sale of stakes shall be commingled with any rake-offs or other compensation received by the licensee from the players for the right to play. Stakes are the funds with which a player enters the game.

10) Playing cards, both used and unused, are to be maintained in a secure location to prevent unauthorized access and to reduce the possibility of tampering.

11) The amount of the main card room bank is to be counted, recorded and reconciled on, at least, a daily basis. At the end of the shift the amount of the table bank is counted, recorded, and reconciled by at lease two persons with such count being attested to by signatures on the check-out form.

12) Issuance of shill funds shall have the written approval of the supervisor, shill returns shall be recorded and verified, and the replenishment of shill funds is to be documented.

III-O-2 Card Game Drop Box Procedures

A) Each card table shall have one card game drop box with the drop slot located at least four inches in front of the table tray and to the right thereof, unless the table is equipped with a drop slot located at least two inches to the right of and even with the top right-hand corner of the table tray, with a cover over the drop slot, which when activated will cause the rake to drop directly into the drop. The card game drop box shall be a locked container marked with a permanent number corresponding to a permanent number on the card table and permanently marked to indicate game and shift, all of which markings shall be clearly visible at a distance of 20 feet. The locked container shall be locked to the card table and shall be separately keyed from the container itself.

B) All card game drop boxes shall be removed from their respective card tables at the times previously submitted in writing to and approved by the Executive Director. The removal of card game drop boxes shall be without any interruptions so that an observer may be able to observe the markings on the boxes. The boxes must be transported directly to the room designated for counting where they shall be stored in a secure place or immediately counted. In the event of electronic or mechanical malfunction, or any other situation which prevents the placement of money in the drop box, the licensee may perform an emergency drop on the malfunctioning device. Such emergency drop must be recorded on the casino surveillance systems.

III-O-3 Accounting For Transactions Between Card Table Bank And Card Room Bank.

A) When the card table bank is to be replenished with chips from the card room bank, all cash or chips to be transferred must be counted down by the dealer in public view on the card table and verified by the person who transports the cash or chips.

B) The transfer shall be preceded by the placement of appropriately designated marker buttons on the card table of a value equivalent to the cash or chips to be transferred to the card room bank. Such marker buttons may only be removed by the dealer after the transaction has been completed.

C) Upon written approval of the Gambling Control Board or its designee, those licensees wishing to utilize the casino cage in lieu of a card room bank may do so provided that the same procedures as set forth in this section and sections 3 and 5 of this regulation, and related provisions thereto, shall be followed by the casino cage for such transactions.

III-O-4 Limitations On The Use Of Card Room Banks And Card Table Banks.

A) Card room banks shall be used exclusively for the purposes of the issuance and receipt of shill funds, the maintenance of card table banks used in card games, and the purchase and redemption of chips by players.

B) Card table banks shall be used only for the purposes of making change or handling player buy-ins.

III-O-5 Restrictions on Use of Shills and Proposition Players

A) Shills may not check and raise or play in any manner between themselves or in collusion with others to the disadvantage of other players within the game.

B) Each establishment employing shills or proposition players shall identify such shills or proposition players upon request and shall display a sign clearly legible from each table which states: "State of Maine gaming regulations allow the use of shills and proposition players. Shills and proposition players shall be identified by management upon request."

C) Each licensee shall maintain, in a manner as in the case of all other employees, employment records on each individual engaged as a shill or proposition player. Each licensee must also maintain a list of all shills and proposition players at the card room bank, readily available for inspection.

D) Persons who participate in the management or supervision of games subject to this regulation shall not be permitted to act as a shill or proposition player.

E) All advances to and winnings of a shill shall be utilized only for wagering in card games or turned in to the card room bank at the conclusion of play.

F) Use of shills or proposition players will be submitted with the rules of the game for approval by the Board or its designee.

G) Shills may only wager chips or coins.

III-O-6 Restrictions on Other Players

A) Stakes players shall not be utilized by any licensee.

B) No dealer may wager in any game in which he is dealing.