

Deleted "Access control".

Amended by R.2005 d.266, effective August 15, 2005.

See: 36 N.J.R. 4115(a), 37 N.J.R. 3065(a).

Added definitions "Cashiering location" and "CCTV system location"; deleted "Commission inspector" definition.

Amended by R.2008 d.13, effective January 7, 2008.

See: 39 N.J.R. 3289(a), 40 N.J.R. 206(a).

Added definitions "Gaming voucher receipt", "Scan", "Suspicious gaming voucher", "Suspicious gaming voucher report", "Unscanned gaming voucher", "Unscanned gaming voucher transfer form", "Unverified gaming voucher", "Unverified gaming voucher log", "Unverified gaming voucher log summary report" and "Unverified gaming voucher transfer form".

Petition for Rulemaking.

See: 41 N.J.R. 1278(a).

19:45-1.1A Gaming day

(a) The "gaming day" for a casino licensee on a calendar day which has not been approved for extended hours of operation pursuant to N.J.S.A. 5:12-97(a) shall commence at 10:00 A.M. or the actual time when the casino opens to the public, whichever is later, and shall terminate:

1. At 4:00 A.M. on the next calendar day, if the next calendar day is a weekday which is not a holiday;
2. At 6:00 A.M. on the next calendar day, if the next calendar day is a Saturday, Sunday or State or Federal holiday;
3. In accordance with (b) below, if the next calendar day has been approved by the Commission for extended hours of casino operation pursuant to N.J.S.A. 5:12-97(a); or
4. When the casino actually closes if such time is earlier than the time specified in (a)1 through 3 above.

(b) The "gaming day" for a casino licensee on a calendar day which has been approved for extended hours of operation pursuant to N.J.S.A. 5:12-97(a) shall commence and terminate, and the end of the gaming day for the previous calendar day shall terminate, at those times set forth in the approved system of internal procedures and administrative and accounting controls of each casino licensee. Each casino licensee

may establish a gaming day for slot machines which is different from its gaming day for table games and different from its gaming day for the game of keno; provided, however, that no gaming day shall be longer than 24 hours.

New Rule, R.1992 d.110, effective March 2, 1992.

See: 23 N.J.R. 3243(a), 24 N.J.R. 858(c).

Amended by R.1995 d.285, effective June 5, 1995.

See: 26 N.J.R. 2218(a), 27 N.J.R. 2254(a).

19:45-1.2 Accounting records

(a) Each casino licensee shall maintain complete, accurate, and legible records of all transactions pertaining to the revenues and costs for each establishment.

(b) General accounting records shall be maintained on a double entry system of accounting with transactions recorded on the accrual basis. Detailed, supporting, subsidiary records sufficient to meet the requirements of (c) below shall also be maintained in accordance with the requirements of this chapter.

1. The Commission shall periodically prescribe a uniform chart of accounts and accounting classification in order to insure consistency, comparability, and effective disclosure of financial information.

i. The chart of accounts shall provide the classifications necessary to prepare the standard financial statements required by N.J.A.C. 19:45-1.6.

ii. The prescribed chart of accounts shall be the minimum level of detail to be maintained for each accounting classification by the licensee.

iii. The licensee shall not use other than the prescribed chart of accounts but may, with the permission of the Commission, expand the level of detail for some or all accounting classifications and/or alter the account numbering system. In such instances, the licensee shall provide to the Commission, upon request, a cross-reference from the licensee's to the prescribed chart of accounts.

Amended by R.1995 d.652, effective December 18, 1995.
 See: 27 N.J.R. 3595(b), 27 N.J.R. 5043(a).
 Amended by R.1996 d.356, effective August 5, 1996.
 See: 28 N.J.R. 2352(b), 28 N.J.R. 3818(b).
 Administrative correction.
 See: 28 N.J.R. 4805(a).
 Amended by R.1997 d.134, effective March 17, 1997.
 See: 28 N.J.R. 2531(a), 29 N.J.R. 928(a).
 Added (b)4xiv.
 Amended by R.1997 d.427, effective October 6, 1997.
 See: 28 N.J.R. 5060(a), 29 N.J.R. 4307(b).
 Added (b)4xv.
 Amended by R.1997 d.447, effective October 20, 1997.
 See: 29 N.J.R. 2811(a), 29 N.J.R. 4560(a).
 In (b)8, inserted "and the soft count room or hard count room"; and inserted (b)8v.
 Amended by R.1998 d.18, effective January 5, 1998.
 See: 29 N.J.R. 3432(b), 30 N.J.R. 112(b).
 In (a), amended N.J.A.C. references; in (b), rewrote the second sentence; in (b)4, rewrote the second sentence and added the third sentence; deleted existing (b)4i through (b)4xiv; inserted new (b)4i through (b)4iv; recodified (b)5 as (b)4v; recodified (b)6 through (b)8 as (b)5 through (b)7; rewrote (b)7i through (b)7iv; deleted (b)9 and (b)10; deleted (d) and recodified existing (e) as (d); deleted (f); and added new (e) through (g).
 Amended by R.1998 d.113, effective March 2, 1998.
 See: 29 N.J.R. 4671(a), 30 N.J.R. 869(a).
 Added (h).
 Amended by R.1998 d.164, effective April 6, 1998.
 See: 29 N.J.R. 2632(a), 30 N.J.R. 1304(a).
 In (b), rewrote the introductory paragraph and 1xiii.
 Amended by R.1998 d.371, effective July 20, 1998.
 See: 29 N.J.R. 4672(a), 30 N.J.R. 2639(b).
 In (b), rewrote the introductory paragraph and 4.
 Amended by R.2002 d.4, effective January 6, 2003.
 See: 34 N.J.R. 2012(a), 35 N.J.R. 259(a).
 In (b)1, added xiv; in (e)1, amended N.J.A.C. reference.
 Amended by R.2003 d.314, effective August 4, 2003.
 See: 34 N.J.R. 4323(a), 35 N.J.R. 3565(a).
 In (b)1, added xv.
 Amended by R.2005 d.86, effective March 7, 2005.
 See: 36 N.J.R. 623(a), 37 N.J.R. 789(a).
 In (c), substituted "chief gaming executive" for "chief executive officer" in 1; in (h), rewrote the introductory paragraph.
 Petition for Rulemaking.
 See: 37 N.J.R. 812(a).
 Amended by R.2005 d.216, effective July 5, 2005.
 See: 36 N.J.R. 3242(a), 37 N.J.R. 2561(a).
 Rewrote (b).
 Amended by R.2005 d.266, effective August 15, 2005.
 See: 36 N.J.R. 4115(a), 37 N.J.R. 3065(a).
 Rewrote (b)1 and 6.
 Administrative correction.
 See: 37 N.J.R. 3857(b).
 Petition for Rulemaking.
 See: 40 N.J.R. 6873(a).
 Petition for Rulemaking.
 See: 41 N.J.R. 685(a).

Case Notes

Casino's failure to have a proper independent audit committee in place when its merger closed with another corporation was a violation of N.J.A.C. 19:45-1.11(c)2 and, among other factors, justified the New Jersey Casino Control Commission's refusal to renew its casino license under N.J.S.A. 5:12-84. In re Adamar of New Jersey, Inc., 401 N.J. Super. 247, 950 A.2d 231, 2008 N.J. Super. LEXIS 144 (App.Div. 2008).

Casino Control Act does not confer private cause of action in favor of losing players. Miller v. Zoby, 250 N.J. Super. 568, 595 A.2d 1104 (A.D.1991), certification denied 606 A.2d 366, 127 N.J. 553.

Credit transaction may not be bifurcated with casino personnel receiving payment of counter check at off-site location and counter check then being released when funds are received at cashiers' cage. Petition of Adamar of New Jersey, Inc., 222 N.J. Super. 464, 537 A.2d 704 (A.D.1988).

Commission need not accept relationship between casino applicant and parent company in licensing determination; licensing requirement of "meaningful contribution" to training program invalid as vague and as improper rulemaking. In re Application of Playboy-Elsinore Associates, 203 N.J. Super. 477 (App.Div.1985).

No "state action" involved in search of casino patron and drug seizure; implication of exclusionary rule. State v. Sanders, 185 N.J. Super. 258 (App.Div.1982).

Violations; corporate responsibility; penalties. Div. of Gaming Enforcement v. Sterr, 8 N.J.A.R. 449 (1986).

19:45-1.11A Jobs compendium submission

(a) Each applicant for a casino license shall, pursuant to N.J.S.A. 5:12-70j and 99a(2) and (3), prepare and maintain a jobs compendium consistent with the requirements of this section detailing job descriptions and lines of authority for all personnel engaged in the operation of the hotel, casino and casino simulcasting facility. Unless otherwise directed by the Commission, a jobs compendium shall be submitted to the Commission for approval at least six months prior to the projected date of issuance of a certificate of operation. The Commission shall review each jobs compendium and shall determine whether the job descriptions and tables of organization contained therein conform to the licensing or registration and chain-of-command requirements of the Act and the Commission's regulations. If the Commission finds any insufficiencies, it shall specify the same in writing to the casino license applicant, who shall make appropriate alterations. When the Commission determines a submission to be adequate with respect to licensing or registration and chain-of-command, it shall notify the casino license applicant accordingly. No casino licensee shall commence gaming operations unless and until its jobs compendium is approved by the Commission.

(b) A jobs compendium shall include the following sections, in the order listed:

1. An alphabetical table of contents listing the position title and job code for each job description included in (b)3 below and the page number on which the corresponding job description may be found;
2. A table of organization for each department and division, including all positions regardless of whether the positions require a license or registration, and illustrating, by position title, direct and indirect lines of authority within the department or division. Each page of a table of organization shall specify the following:
 - i. The date of its submission;
 - ii. The date of the previously submitted table of organization which it supersedes; and

iii. A unique title or other identifying designation for that table of organization.

3. A description of each employee position which accurately corresponds to the position title as listed in the table of organization and in the alphabetical table of contents. Each position description shall be contained on a separate page, organized by departments or divisions, and shall include, at a minimum, the following:

- i. Position title and corresponding department;
- ii. Salary range;
- iii. Job duties and responsibilities;
- iv. Detailed descriptions of experiential or educational requirements;
- v. Projected number of employees in the position;
- vi. Equal employment opportunity class or subclass;
- vii. Proposed registration or license rank consistent with the requirements of the Act and the Commission's rules;
- viii. The date of submission of each employee position job description and the date of any prior job description it supersedes; and
- ix. The date of submission and page number of each table of organization on which the employee position title is included.

(c) Except as otherwise provided in (d) below, any amendment to a previously approved jobs compendium, including any amendment to a table of organization, may be implemented by the casino licensee without the prior approval of the Commission, provided that:

1. The amendment is immediately recorded in the jobs compendium maintained by the licensee on its premises; and
2. The amendment is submitted to the Commission by the end of the business day on the date of implementation, including at a minimum, the following:
 - i. A detailed cover letter listing by department each position title to which modifications have been made, a brief summary of each change, instructions regarding any changes in page numbers and the date of implementation; and
 - ii. The proposed changes to the information required by (b) above, including the corresponding job descriptions and tables of organization, contained on pages which may be used to substitute for those sections of the jobs compendium previously approved by the Commission.

(d) A casino licensee shall not be required to comply with the filing requirements of (c) above for amendments to job descriptions for the following positions:

1. Positions which do not require a license or registration;
2. Positions which require a casino service employee registration, provided that the casino licensee files with the Commission a notice of any addition, deletion or amendment to any position that requires casino service employee registration. Such notice shall include the title, department, job code, salary grade and table of organization on which that position is identified.

(e) Notwithstanding any other requirement of this section, each casino shall submit a complete and up-to-date jobs compendium in accordance with (a) above to the Commission 18 months after its receipt of a certificate of operation and every two years thereafter, unless otherwise directed by the Commission.

(f) Each casino licensee shall maintain on its premises a complete, updated copy of its jobs compendium which shall be made available for review upon the request of the Division or the Commission.

(g) Whenever required by this section, a casino licensee shall file three copies of a jobs compendium and three copies of an amendment to a jobs compendium with the Commission. A casino license applicant shall file four copies of a jobs compendium with the Commission and one copy with the Division. Each copy shall be in a format prescribed by the Commission, including a cover indicating the name of the casino licensee or applicant, the date of the submission and the label "Jobs Compendium Submission" or "Jobs Compendium Amendment" as appropriate.

(h) Each casino licensee shall submit to the Commission a list of employees who have received compensation of \$100,000 or more, including salary, bonuses, incentives, profit sharing or any other compensation as indicated on the employees' annual Internal Revenue Service Form W-2. Such list shall be submitted to the Commission by March 31 for the preceding tax year and shall include the following for each employee listed:

1. The name of the employee;
2. The license or casino service employee registration number, if applicable;
3. The position of the employee and the corresponding job code for such position;
4. The total amount of compensation received by the employee; and
5. Each form of compensation received, such as salary, bonuses, incentives or profit sharing, and the amount thereof.