

CHAPTER 45
ACCOUNTING AND INTERNAL CONTROLS

Authority

N.J.S.A. 5:12-5, 63, 69, 70, 99, 100.41.2 and 145.

Source and Effective Date

R.2007 d.368, effective November 1, 2007.
See: 39 N.J.R. 3495(a), 39 N.J.R. 5105(a).

Chapter Expiration Date

Chapter 45, Accounting and Internal Controls, expires on November 1, 2012.

Chapter Historical Note

Chapter 45, Accounting And Internal Controls, was adopted as R.1978 d.178, effective May 25, 1978. See: 10 N.J.R. 212(a), 10 N.J.R. 306(d). Chapter 45 was amended by R.1975 d.172, effective June 19, 1975. See: 7 N.J.R. 343(a); R.1979 d.336, effective August 22, 1978. See: 11 N.J.R. 307(a), 11 N.J.R. 530(d); R.1980 d.504, effective on November 18, 1980. See: 12 N.J.R. 447(b), 13 N.J.R. 48(a); R.1981 d.272, effective August 16 and September 10, 1981. See: 13 N.J.R. 47(c), 13 N.J.R. 628(a), 13 N.J.R. 541(a); R.1981 d.437, effective November 16, 1981. See: 13 N.J.R. 534(b), 13 N.J.R. 848(b); R.1982 d.171, effective June 7, 1982. See: 13 N.J.R. 534(b), 14 N.J.R. 582(a); R.1982 d.189, effective June 21, 1982. See: 14 N.J.R. 381(a), 14 N.J.R. 664(c); R.1982 d.206, effective July 6, 1982. See: 13 N.J.R. 534(b), 14 N.J.R. 710(d); R.1982 d.171, effective June 7, 1982 (operative July 15, 1982). See: 13 N.J.R. 534(b), 14 N.J.R. 582(a), 14 N.J.R. 848(b); R.1982 d.189, effective June 21, 1982. See: 14 N.J.R. 381(a), 14 N.J.R. 664(c); R.1982 d.293, effective September 7, 1982. See: 14 N.J.R. 559(a), 14 N.J.R. 983(b); R.1982 d.329, effective October 4, 1982. See: 14 N.J.R. 708(a), 14 N.J.R. 1101(c); R.1983 d.112, effective March 29, 1983. See: 15 N.J.R. 257(a), 15 N.J.R. 627(b).

Pursuant to Executive Order 66(1978), Chapter 45, Accounting and Internal Controls, was readopted as R.1983 d.125, effective April 7, 1983. See: 15 N.J.R. 240(a), 15 N.J.R. 699(a). Chapter 45 was amended by R.1983 d.239, effective June 30, 1983. See: 14 N.J.R. 1052(a), 15 N.J.R. 1040(b); R.1983 d.300, effective August 1, 1983. See: 14 N.J.R. 1053(a), 15 N.J.R. 1259(a); R.1984 d.135, effective April 16, 1984. See: 16 N.J.R. 361(a), 16 N.J.R. 927(a); R.1984 d.623, effective January 21, 1985. See: 16 N.J.R. 2075(b), 17 N.J.R. 211(b); R.1984 d.624, effective January 21, 1985 (operative September 30, 1985). See: 16 N.J.R. 2076(a), 17 N.J.R. 212(a), 17 N.J.R. 1917(b); as R.1985 d.41, effective February 19, 1985. See: 16 N.J.R. 3302(b), 17 N.J.R. 480(c); R.1985 d.229, effective May 20, 1985 (operative December 1, 1985). See: 17 N.J.R. 181(a), 17 N.J.R. 1327(a); R.1985 d.493, effective October 7, 1985 (operative December 1, 1985). See: 17 N.J.R. 1254(a), 17 N.J.R. 2456(a); R.1986 d.36, effective February 18, 1986 (operative March 1, 1986). See: 17 N.J.R. 2970(a), 18 N.J.R. 428(b); R.1986 d.77, effective April 7, 1986. See: 17 N.J.R. 2245(a), 18 N.J.R. 706(b); R.1986 d.212, effective June 16, 1986. See: 17 N.J.R. 2969(a), 18 N.J.R. 1312(a); R.1986 d.240, effective July 7, 1986. See: 17 N.J.R. 2747(a), 18 N.J.R. 1402(c); R.1986 d.302, effective October 6, 1986. See: 18 N.J.R. 2005(a), 19 N.J.R. 1321(a); R.1986 d.308, effective August 4, 1986. See: 18 N.J.R. 1096(a), 18 N.J.R. 1614(b); R.1986 d.365, effective September 8, 1986. See: 18 N.J.R. 935(b), 18 N.J.R. 1839(b); R.1987 d.277, effective July 6, 1987 (operative November 1, 1987). See: 18 N.J.R. 1929(a), 19 N.J.R. 1237(a), 19 N.J.R. 1656(a); R.1987 d.302, effective July 20, 1987. See: 18 N.J.R. 2005(a), 19 N.J.R. 1321(a); R.1987 d.395, effective October 5, 1987. See: 19 N.J.R. 54(b), 19 N.J.R. 1826(b); R.1987 d.428, effective November 2, 1987. See: 19 N.J.R. 923(a), 19 N.J.R. 2065(a); R.1987 d.457, effective November 16, 1987. See: 19 N.J.R. 1290(a), 19 N.J.R. 2202(a); R.1988 d.34, effective January 19, 1988. See: 19 N.J.R. 1890(a), 20 N.J.R. 205(a).

Pursuant to the Executive Order 66(1978), Chapter 45, Accounting and Internal Controls, was readopted as R.1988 d.178, effective March 24, 1988. See: 20 N.J.R. 382(a), 20 N.J.R. 930(a).

Petition for Rulemaking: proposing new rule, N.J.A.C. 19:45-1.26A, regarding the redemption of checks and counterchecks by authorized agents for casino licensees. See: 21 N.J.R. 3677(b).

Pursuant to Executive Order No. 66(1978), Chapter 45, Accounting and Internal Controls, was readopted as R.1993 d.147, effective March 5, 1993. See: 25 N.J.R. 277(a), 25 N.J.R. 1519(a).

Pursuant to Executive Order No. 66(1978), Chapter 45, Accounting and Internal Controls, was readopted as R.1997 d.374, effective August 15, 1997. See: 29 N.J.R. 2629(b), 29 N.J.R. 4139(b).

Chapter 45, Accounting and Internal Controls, was readopted as R.2002 d.300, effective August 15, 2002. See: 34 N.J.R. 1773(a), 34 N.J.R. 3287(a).

Chapter 45, Accounting and Internal Controls, was readopted as R.2007 d.368, effective November 1, 2007. See: Source and Effective Date.

Petition for Rulemaking. See: 40 N.J.R. 5878(b).

Petition for Rulemaking. See: 41 N.J.R. 901(a).

Subchapter 3, Expiration of Gaming-Related Obligations Owed to Patrons, was adopted as new rules by R.2009 d.370, effective December 21, 2009. See: 41 N.J.R. 3052(a), 41 N.J.R. 4826(a).

CHAPTER TABLE OF CONTENTS

SUBCHAPTER 1. GENERAL PROVISIONS

19:45-1.1 Definitions
 19:45-1.1A Gaming day
 19:45-1.2 Accounting records
 19:45-1.3 Licensee's system of internal controls
 19:45-1.4 Records regarding ownership
 19:45-1.5 Forms, records and documents
 19:45-1.5A Patron signature file
 19:45-1.6 Standard financial and statistical reports
 19:45-1.7 Annual audit and other reports
 19:45-1.8 Retention, storage and destruction of books, records and documents
 19:45-1.9 Complimentary services or items
 19:45-1.9A Procedures for transportation expense reimbursements
 19:45-1.9B Procedures for complimentary cash and noncash gifts
 19:45-1.9C Alternative reporting procedures; accessible compli-mentaries database
 19:45-1.10 Closed circuit television system; surveillance depart-ment control; surveillance department restrictions
 19:45-1.11 Casino licensee's organization
 19:45-1.11A Jobs compendium submission
 19:45-1.12 Personnel assigned to the operation and conduct of gaming
 19:45-1.12A Internal control procedures for access badge system and issuance of temporary license credentials
 19:45-1.13 Firearms; possession within casino or casino simul-casting facility
 19:45-1.14 Cashiers' cage; satellite cages; master coin bank; coin vaults
 19:45-1.14A Simulcast counter
 19:45-1.15 Accounting controls for the cashiers' cage, satellite cages, master coin bank and coin vaults
 19:45-1.15A Accounting controls within the simulcast counter
 19:45-1.16 Drop boxes and slot cash storage boxes
 19:45-1.17 Drop boxes, transportation to and from gaming tables; slot cash storage boxes, transportation to and from bill changers; storage
 19:45-1.18 Procedure for accepting cash and coupons at gaming tables

- 19:45-1.18A Presentation of recognized credit card or debit card in exchange for gaming chips or plaques
- 19:45-1.19 Acceptance of tips or gratuities from patrons
- 19:45-1.20 Table inventories; table inventory container; chip reserve compartment
- 19:45-1.21 Procedure for opening tables for gaming
- 19:45-1.22 Procedure for distributing gaming chips, coins and plaques to gaming tables
- 19:45-1.23 Procedure for removing gaming chips, coins and plaques from gaming tables
- 19:45-1.24 Procedure for acceptance, accounting for and redemption of patron cash deposits
- 19:45-1.24A Procedures for accepting, verifying and accounting for wire transfers and electronic fund transfers; wire transfer and electronic fund transfer fees
- 19:45-1.24B Procedure for sending funds by wire transfer or electronic fund transfer
- 19:45-1.25 Procedure for exchange of checks submitted by gaming or simulcast wagering patrons; repurchase of cash equivalents
- 19:45-1.25A Procedure for exchange of slot counter checks by slot patrons
- 19:45-1.26 Substitution, redemption and consolidation of patron checks at the cashiers' cage; return or destruction of redeemed checks
- 19:45-1.26A Acceptance of payments toward outstanding patron checks
- 19:45-1.27 Procedures for granting credit, and recording checks exchanged, redeemed or consolidated
- 19:45-1.27A Patron request for suspension of credit privileges
- 19:45-1.28 Procedure for depositing checks received from gaming patrons
- 19:45-1.29 Procedure for collecting and recording checks returned to the casino after deposit
- 19:45-1.30 Procedure for shift changes at gaming tables
- 19:45-1.31 Procedure for closing gaming tables
- 19:45-1.32 Count room; characteristics
- 19:45-1.33 Procedure for opening, counting and recording contents of drop boxes and slot cash storage boxes and the recording of keno revenue
- 19:45-1.33A Procedure for opening, counting and recording the contents of bill validator boxes from gaming voucher redemption machines; determination of gross revenue deduction
- 19:45-1.34 Slot booths
- 19:45-1.35 Accounting controls for slot booths and change machines
- 19:45-1.35A Accounting controls for automated jackpot payout machines and gaming voucher redemption machines
- 19:45-1.36 Slot machines and bill changers; coin and slot token containers; slot cash storage boxes; entry authorization logs
- 19:45-1.36A Slot machines; hopper storage areas
- 19:45-1.37 Slot machines and bill changers; electronically erasable/programmable storage media; identifications; signs; and meters
- 19:45-1.37A Electronic transfer credit systems
- 19:45-1.37B Slot machine tower light
- 19:45-1.37C Slot machines; tokenization; residual slot credit
- 19:45-1.38 Slot machines and bill changers; authorized locations; movements
- 19:45-1.39 Progressive slot machine jackpots
- 19:45-1.39A Linked slot machines interconnected in more than one casino; slot system operator; computer monitoring room
- 19:45-1.39B Table game progressive payout wagers
- 19:45-1.40 Jackpot and credit meter payouts that are not paid directly from the slot machine
- 19:45-1.40A Jackpot payouts of merchandise or other things of value; cash jackpot payouts offered together with or as an alternative to jackpot payouts of merchandise or other things of value
- 19:45-1.40B Jackpot payouts in the form of an annuity
- 19:45-1.40C Multi-casino slot system jackpot payouts of cash
- 19:45-1.40D Inspection of slot machine jackpots
- 19:45-1.40E Jackpot payouts of cash by a slot attendant from an imprest pouch
- 19:45-1.40F Alternative procedures for a manual slot payout of less than \$10,000
- 19:45-1.41 Procedure for filling payout reserve containers of slot machines and hopper storage areas
- 19:45-1.41A Procedures governing the removal of coin, slot tokens and slugs from a slot machine hopper
- 19:45-1.42 Removal of slot drop buckets, slot drop boxes and slot cash storage boxes; unsecured currency; meter readings
- 19:45-1.43 Procedure for counting and recording contents of slot drop buckets and slot drop boxes
- 19:45-1.44 Commission-controlled keys for dual locks; casino licensee-controlled keys and locks; notice to the Commission and surveillance department upon malfunction and repair, maintenance or replacement of alarms
- 19:45-1.45 Signatures
- 19:45-1.46 Procedures for control of coupon redemption and other complimentary distribution programs
- 19:45-1.46A Procedures and requirements for use of an automated coupon redemption machine
- 19:45-1.46B Procedures and requirements for a bill changer which can accept coupons
- 19:45-1.47 Keno booths; satellite keno booths; keno lockers; roving keno work stations
- 19:45-1.47A Keno runners
- 19:45-1.47B Public keno areas
- 19:45-1.48 Accounting controls for the operation of keno booths and keno work stations
- 19:45-1.49 Keno drawer fill procedures
- 19:45-1.50 Keno drawer credit procedures
- 19:45-1.51 Keno computer system
- 19:45-1.52 Payment of table game progressive payout wagers
- 19:45-1.53 Accounting controls for chippersons and chip carts
- 19:45-1.54 Gaming vouchers; physical characteristics; procedures for issuance and redemption
- 19:45-1.55 Computerized gaming voucher systems; required procedures

SUBCHAPTER 2. CASINO COMPUTER SYSTEMS

- 19:45-2.1 Definitions
- 19:45-2.2 Casino computer systems; authorized locations

SUBCHAPTER 3. EXPIRATION OF GAMING-RELATED OBLIGATIONS OWED TO PATRONS

- 19:45-3.1 Expiration of gaming-related obligations owed to patrons; date of expiration; payment to Casino Revenue Fund

SUBCHAPTER 1. GENERAL PROVISIONS

19:45-1.1 Definitions

The following words and terms, when used in this chapter, shall have the following meanings unless the context clearly indicates otherwise:

"Annuity jackpot trust check" means a check issued by an annuity jackpot trust, as defined in N.J.S.A. 5:12-2.2, in payment of winnings from an annuity jackpot. An annuity jackpot trust check shall be made payable only to the person presenting the check and shall not contain any other endorsements.

keno less the total value of currency and coin paid to patrons for winning keno wagers.

“Keno work station” is defined in N.J.A.C. 19:45-1.47.

“Master coin bank cashier” is defined in N.J.A.C. 19:45-1.15.

“Master Game Report (Stiff Sheet)” means a record of the computation of the win or loss or, for the game of poker, the poker revenue, for each gaming table, each game, and each shift.

“Match play coupon” means a coupon with a fixed, stated value that is issued, utilized and redeemed pursuant to N.J.A.C. 19:45-1.18 and 1.46, and the stated value of which, when presented by a patron with gaming chips which are equal to or greater in value to the stated value of the coupon, is included in the amount of the patron’s wager in determining the payout on any winning bet at an authorized game.

“Opener” means the duplicate copy of the table inventory slip upon which each table inventory is recorded at the end of each shift and serves as the record of each table inventory at the beginning of the next succeeding shift.

“Outstanding patron check” means any Counter Check, Slot Counter Check or replacement check that is not due for deposit or presentation pursuant to N.J.A.C. 19:45-1.28 and has not in fact been deposited or presented for payment or redeemed by the drawer.

“Pari-mutuel window net” means the total value of credit vouchers issued and wagers placed on simulcast horse races at a pari-mutuel window less the total value of simulcast payouts at the same pari-mutuel window. Pari-mutuel window net shall be calculated by the totalisator.

“Patron cash deposit” means the total value of cash, cash equivalents, complimentary cash gifts, slot tokens, prize tokens, gaming chips or plaques deposited with a casino licensee by a patron for his or her subsequent use pursuant to N.J.A.C. 19:45-1.24.

“Patron check” means a Counter Check, a Slot Counter Check or a replacement check.

“Payout” is defined in N.J.A.C. 19:45-1.40, 1.40A, and 1.54.

“Poker revenue” means the total value of rake charged to patrons at all poker tables pursuant to N.J.A.C. 19:47-14.14. The poker revenue is determined by adding the value of cash, coupons, the amount recorded on the Closer, the totals of amounts recorded on the Credits and issuance copies of Counter Checks removed from a drop box, the total of the amounts recorded on documents that evidence the exchange of gaming chips or plaques as part of credit card or debit card chip transactions, and subtracting the amount on the Opener and the total of amounts recorded on Fills removed from a drop box.

“Progressive wager coupon” means a coupon that:

1. Is issued, utilized and redeemed pursuant to N.J.A.C. 19:45-1.18 and 1.46;
2. Has a fixed, stated value that is equal to that required for a table game progressive payout wager; and
3. Is redeemable only at specified table games offering progressive payout wagers pursuant to N.J.A.C. 19:45-1.39B.

“Propriety” means the quality of being proper; conforming to sections of this chapter.

“Rake” is defined in N.J.A.C. 19:47-14.1.

“Recognized credit card” means a credit or charge card that:

1. Is issued by or under an agreement with a company that, as a normal part of its business, supplies its customers, either directly or through a national credit card network, with credit or charge cards that can be used for and are routinely accepted in consumer transactions;
2. Qualifies as a credit card for purposes of Regulation Z issued by the Board of Governors of the Federal Reserve System (12 C.F.R. Part 226);
3. Expires on an expiration date that is imprinted on the card and is later than the date of the transaction for which the card is presented; and
4. Has a clearly visible registered credit card logo that is a permanent part of the card.

“Recognized debit card” means a debit card that:

1. Is issued by or under an agreement with a company that qualifies as a “depository institution” as defined in Section 19(b) of the Federal Reserve Act, 12 U.S.C. § 461(b), and that, as a normal part of its business, supplies its customers, either directly or through a registered debit card verification agency, with access to funds maintained for the cardholder in such depository institution by means of a debit card that is routinely accepted in consumer transactions or used to obtain cash;
2. Qualifies as an access device for purposes of Regulation E issued by the Board of Governors of the Federal Reserve System (12 C.F.R. Part 205); and
3. Has a clearly visible registered debit card logo that is a permanent part of the card.

“Redemption receipt” is defined in N.J.A.C. 19:45-1.26.

“Registered credit card logo” means a logo, permanently affixed on a recognized credit card, that a casino licensee, prior to accepting the card, has designated in its internal controls as the type of logo that must appear on any such card before the casino licensee will accept the card in a credit card cash or chip transaction and that is commonly seen on credit

or charge cards that are routinely accepted in the United States, including, without limitation, the following:

1. American Express;
2. Carte Blanche;
3. Diners Club;
4. Discover;
5. MasterCard; or
6. Visa.

“Registered debit card logo” means a logo, permanently affixed on a recognized debit card, that a casino licensee, prior to accepting the card, has designated in its internal controls as the type of logo that must appear on any such card before the casino licensee will accept the card in a debit card cash or chip transaction and that is commonly seen on debit cards that are routinely accepted in the United States, including, without limitation, the following:

1. Money Access Card (MAC); or
2. New York Cash Exchange (NYCE).

“Registered debit card verification agency” means an organization that:

1. Verifies, upon request from a merchant, the validity and account sufficiency of a recognized debit card in the normal course of its business;
2. Is authorized to perform the verification for purposes of Regulation E issued by the Board of Governors of the Federal Reserve System (12 C.F.R. Part 205); and
3. A casino licensee has identified in its internal controls as a company that will be used to verify recognized debit cards that are presented in debit card cash or chip transactions.

“Registered electronic funds transfer company” means an organization that:

1. Verifies, upon request from a merchant, the validity and account sufficiency of a recognized credit card in the normal course of its business;
2. Is authorized to perform the verification for purposes of Regulation E issued by the Board of Governors of the Federal Reserve System (12 C.F.R. Part 205); and
3. A casino licensee has identified in its internal controls as a company that will be used to verify recognized credit cards that are presented in credit card cash or chip transactions.

“Replacement check” is defined in N.J.A.C. 19:45-1.26.

“Request for Fill” is defined in N.J.A.C. 19:45-1.22.

“Request for Credit” is defined in N.J.A.C. 19:45-1.23.

“Request for Jackpot Payout Slip” is defined in N.J.A.C. 19:45-1.40.

“Residual slot credit” means a slot machine credit, on a slot machine equipped with tokenization, in an amount which is less than the denomination of the token that the slot machine is designed to accept and pay out, and which cannot be totally and automatically paid from the slot machine for that reason.

“Returned check” is defined in N.J.A.C. 19:45-1.29.

“Scan” means to attempt to verify a gaming voucher or coupon in a gaming voucher system or coupon acceptance system by utilizing a device that can read its bar code, or by manually inputting the serial number of the gaming voucher or coupon into the system.

“Security department member” means any person employed by a casino licensee or its agent to provide physical security in an establishment.

“Shift” means the regular, daily work period of a group of employees administering and supervising the operation of table games, slot machines, simulcast counter, keno booths, cashiers’ cage and satellite cages, working in relay with another such succeeding or preceding group of employees or specific times, as approved by the Commission, during the day that all drop boxes attached to gaming tables are removed, expeditiously transported to the count room, and replaced with empty ones.

“Signature” is defined in N.J.A.C. 19:45-1.45.

“Simulcast count sheet” is defined in N.J.A.C. 19:45-1.15A(b).

“Simulcast handle” means the total value of currency, coin, gaming chips, slot tokens and coupons wagered by patrons on a simulcast horse race, less the total value of canceled or refunded tickets.

“Slot booth” is defined in N.J.A.C. 19:45-1.34.

“Slot cashier” is defined in N.J.A.C. 19:45-1.35.

“Slot cash storage box” is defined in N.J.A.C. 19:45-1.16.

“Slot counter check” is defined in N.J.A.C. 19:45-1.25A.

“Slot drop box” is defined in N.J.A.C. 19:45-1.36.

“Slot drop bucket” is defined in N.J.A.C. 19:45-1.36.

“Slot machine drop” means the total value of coins, slot tokens, and foreign slot tokens in a slot drop bucket or a slot drop box, the total value of currency, gaming vouchers and coupons in a slot cash storage box, and the total value of electronic credits withdrawn from patron accounts pursuant to N.J.A.C. 19:45-1.37A, if applicable.

“Slot machine win” means the value determined by subtracting the hopper fills, other than initial fills of slot machine

Amended by R.2005 d.86, effective March 7, 2005.
See: 36 N.J.R. 623(a), 37 N.J.R. 789(a).

Rewrote "Chief executive officer".

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).

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), 1533(a).

Amended by R.2009 d.370, effective December 21, 2009.

See: 41 N.J.R. 3052(a), 41 N.J.R. 4826(a).

In definitions "Gaming voucher receipt", "Suspicious gaming voucher report", "Unscanned gaming voucher transfer form", "Unverified gaming voucher log", "Unverified gaming voucher log summary report" and "Unverified gaming voucher transfer form", updated the N.J.A.C. reference; and in definitions "Unscanned gaming voucher transfer form" and "Unverified gaming voucher transfer form", deleted the last sentence.

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.

Experimental 90-day implementation pursuant to N.J.S.A. 5:12-69(e), (P.L. 1987 c.354), 5:12-70(f) and 5:12-100(e), effective April 11, 1988 (expires July 10, 1988).

See: 20 N.J.R. 769(a).

Amended by R.1988 d.387, effective August 15, 1988.

See: 20 N.J.R. 765(a), 20 N.J.R. 769(a), 20 N.J.R. 2090(a).

Added text to (b)1vi "slot cash storage boxes".

Amended by R.1991 d.381, effective August 5, 1991.

See: 23 N.J.R. 1302(a), 23 N.J.R. 2323(a).

Added "surveillance department" requirements.

In (g): added surveillance department employee provisions.

Amended by R.1993 d.37, effective January 19, 1993.

See: 24 N.J.R. 3695(a), 25 N.J.R. 348(b).

Simulcast provisions added.

Amended by R.1993 d.142, effective April 5, 1993.

See: 24 N.J.R. 278(a), 25 N.J.R. 1522(a).

Added surveillance department to title. Added new (b)1v.

Amended by R.1993 d.318, effective July 6, 1993 (operative October 15, 1993).

See: 25 N.J.R. 1503(b), 25 N.J.R. 2908(a).

Amended by R.1994 d.265, effective June 6, 1994.

See: 25 N.J.R. 5893(a), 26 N.J.R. 2463(a).

Amended by R.1995 d.231, effective May 1, 1995.

See: 27 N.J.R. 654(a), 27 N.J.R. 1815(a).

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

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

Amended by R.1996 d.475, effective October 7, 1996.

See: 28 N.J.R. 3520(a), 28 N.J.R. 4517(a).

Amended by R.1998 d.164, effective April 6, 1998.

See: 29 N.J.R. 2632(a), 30 N.J.R. 1304(a).

Rewrote (b)1x.

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

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

Rewrote the section.

Amended by R.2007 d.117, effective April 16, 2007.

See: 38 N.J.R. 4669(a), 39 N.J.R. 1505(a).

In (b)1x, substituted "keno satellite booths and keno lockers;" for "and keno satellite booths in public keno areas; and"; added new (b)1xi and (b)1xii; and recodified former (b)1xi as (b)1xiii.

Amended by R.2008 d.123, effective May 19, 2008.

See: 40 N.J.R. 607(a), 40 N.J.R. 2568(a).

In (d)1, deleted "or" preceding "is connected" and inserted "or offers the fire bet in the game of craps".

Amended by R.2010 d.209, effective October 4, 2010.

See: 42 N.J.R. 1020(a), 42 N.J.R. 2326(a).

Rewrote (d)10.

Amended by R.2010 d.210, effective October 4, 2010.

See: 42 N.J.R. 1021(a), 42 N.J.R. 2326(b).

In the introductory paragraph of (b)1, substituted "360-degree" for "360 degree", and inserted the second occurrence of "of"; in (b)1vii, deleted "19:45-" preceding "1.43"; and in (b)1viii, inserted "and storage" and "bill validator boxes," and deleted a comma following "drop boxes".

19:45-1.11 Casino licensee's organization

(a) Each casino licensee's system of internal controls shall, in accordance with the provisions of N.J.A.C. 19:45-1.11A, include tables of organization. Each casino licensee shall be permitted, except as otherwise provided in this section and N.J.A.C. 19:53-1.4, to tailor its organizational structure to meet the needs or policies of its own particular management philosophy. The proposed organizational structure of each casino licensee shall be approved by the Commission in the absence of a conflict between the organizational structure and the criteria listed below, which criteria are designed to maintain the integrity of casino and casino simulcasting facility operations. Each casino licensee's tables of organization shall provide for:

1. A system of personnel and chain of command which 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 which permit the authorization or supervision of necessary transactions at all relevant times; and

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

(b) In addition to satisfying the requirements of (a) above, each casino licensee's system of internal controls shall include, at a minimum, the following departments and supervisory positions. Each of the departments and supervisors required or authorized by this section (a "mandatory" department or supervisor) shall cooperate with, yet perform independently of, all other mandatory departments and supervisors of the casino licensee. Notwithstanding the foregoing, a department or supervisor of a casino licensee that is not required or authorized by this section may operate under or in conjunction with a mandatory department or supervisor unless the Commission subsequently disapproves such operation as being inconsistent with the standards contained within N.J.S.A. 5:12-99a(3) and (a) above. Mandatory departments and supervisory positions are as follows:

1. A surveillance department supervised by a person referred to herein as the director of surveillance. The director of surveillance shall be subject to the reporting requirements specified in (c) below. The surveillance department monitoring room shall be supervised by a casino key employee who shall be present in the room at all times, or, if not present, be within immediate contact and at a known location on the premises. The surveillance department shall be responsible for, without limitation, the following:

i. The clandestine surveillance of the operation and conduct of the table games;

ii. The clandestine surveillance of the operation of the slot machines and bill changers;

iii. The clandestine surveillance of the operation of the casino simulcasting facility;

iv. The clandestine surveillance of the operation of automated coupon redemption machines, automated gaming voucher machines and automated jackpot payout machines;

v. The clandestine surveillance of the operation of the cashiers' cage and satellite cages;

vi. The audio-video taping of activities in the count rooms;

vii. The detection of cheating, theft, embezzlement, and other illegal activities in the casino, casino simulcasting facility, count rooms, slot booths, and cashiers' cage;

viii. The detection of the presence in the establishment of any person who is required to be excluded pursuant to N.J.S.A. 5:12-71 or N.J.A.C. 19:48-1.7, or who may be excluded or ejected pursuant to N.J.S.A. 5:12-71.1, or of any person who is prohibited from entering a casino or a casino simulcasting facility pursuant to N.J.S.A. 5:12-119a;

ix. The video taping of illegal and unusual activities monitored;

x. Providing timely notification to appropriate supervisors, the Commission, and the Division upon detecting, and also upon commencing video or audio recording of, any person who is engaging in or attempting to engage in, or who is reasonably suspected of cheating, theft, embezzlement, or other illegal activities, including those activities prohibited in Article 9 of the Act;

xi. Providing timely notification to appropriate supervisors, the Commission and Division upon detecting, and also upon commencing video or audio recording of, any person who is required to be excluded pursuant to N.J.S.A. 5:12-71 or N.J.A.C. 19:48-1.7, or who may be excluded or ejected pursuant to N.J.S.A. 5:12-71.1, or any person who is prohibited from entering a casino or a casino simulcasting facility pursuant to N.J.S.A. 5:12-119(a);

xii. The communication in writing to the supervisor of the credit department of accurate and verifiable information which may be relevant in determining a patron's credit worthiness;

xiii. The clandestine surveillance of all keno gaming and operations on the casino floor and in the casino simulcasting facility and of any keno booths and satellite keno booths located in public keno areas;

xiv. The clandestine surveillance of equipment designated by the Commission in conjunction with the operation of an electronic transfer credit system pursuant to N.J.A.C. 19:45-1.37A and a gaming voucher system pursuant to N.J.A.C. 19:45-1.55;

xv. The clandestine surveillance of the operation of computer monitoring rooms for multi-casino progressive slot systems;

xvi. The installation, maintenance and repair of CCTV system equipment used by the surveillance department;

xvii. CCTV system access to the Commission and Division, to the monitoring room and, if applicable, other locations approved by the Commission; and

xviii. The maintenance of a current surveillance submission, as a condition to the commencement and continuation of gaming operations, detailing minimum staffing and the manner in which the responsibilities set forth in (b)i through xv above shall be met, such submission and any amendments thereto to be approved by the Commission upon a determination that it conforms to the requirements of the Act and provides adequate and effective controls over the operations of the surveillance department.

2. An internal audit department supervised by a person referred to herein as an audit department executive. The audit department executive shall be subject to the reporting requirements specified in (c) below. The internal audit department shall be responsible for, without limitation, the following:

i. The review and appraisal of the adequacy of internal control;

ii. The compliance with internal control procedures;

iii. The reporting of instances of noncompliance with the system of internal control;

iv. The reporting of any material weaknesses in the system of internal control;

v. The recommendation of procedures to eliminate any material weaknesses in the system of internal control; and

vi. If the casino licensee files a written petition seeking Commission approval to designate the MIS department manager as the MIS security officer in accordance with the provisions of (b)3 below, the preparation of a written report in support of the casino licensee's petition and, if the petition is approved by the Commission, updated annually thereafter, which report shall be attested to by the audit department executive and address the following:

(1) A review and appraisal of any risks that may arise as a result of the decision to consolidate the responsibilities of an MIS department manager and MIS security officer into one position; and

(2) An evaluation of the internal controls designed to mitigate such risks with regard to any activity authorized to be performed by or through the use of a casino computer system, including but not limited to, an electronic transfer credit system or gaming voucher system.

3. A management information system ("MIS") department supervised by a person referred to herein as an MIS department manager. The responsibilities of the MIS department shall be performed by any appropriately licensed employee of the MIS department unless the casino licensee has received Commission approval to maintain software and data, or any portion thereof, in a remote

computer located outside the casino hotel facility in accordance with the provisions of N.J.A.C. 19:45-2.2, in which case any responsibilities as to such software and data shall be performed by an MIS security officer who shall report directly to the MIS department manager, be licensed as a casino key employee and who, prior to delegating any security responsibilities, shall determine to the greatest extent practicable that such delegation would maintain the segregation of incompatible functions and the

security and integrity of the casino computer system; provided, however, that the Commission may, upon the filing of a written petition, permit the MIS department manager to be designated as the MIS security officer, which petition shall include, without limitation, the written report prepared and attested to by the audit department executive as required by (b)2vi above. The MIS department shall be responsible for the integrity of all data, as well as the quality, reliability and accuracy of all

computer systems and software used by the casino licensee in the conduct of casino and casino simulcasting facility operations, whether such data and software are located within or outside the casino hotel facility, including, without limitation, specification of appropriate computer software, hardware, and procedures for security, physical integrity, audit, and maintenance of:

- i. Access codes and other computer security controls used to insure appropriately limited access to computer software and data;
- ii. Monitoring logs of user access, security incidents and unusual transactions;
- iii. Logs used to document and maintain the details of any hardware and software modifications;
- iv. Computer tapes, disks, or other electronic storage media containing data relevant to casino operations; and
- v. Computer hardware, communications equipment and software used in the conduct of casino operations.

4. A casino games department supervised by a person referred to herein as a casino manager. The casino games department shall be responsible for the operation and conduct of all authorized games and bill changers in a casino and casino simulcasting facility. Notwithstanding the foregoing, a casino licensee may choose, in its discretion, to:

- i. Operate and conduct the game of poker separately from all other casino games, in which even the operation and conduct of poker shall be supervised by a casino key employee who shall be approved by the Commission;
- ii. Make the casino games department responsible for the operation and conduct of the simulcast counter;
- iii. Make the casino games department responsible for the supervision of slot cashiers in accordance with the provisions of (e) below provided that the casino licensee does not establish an independent slot department pursuant to (b)4v below;
- iv. Make the casino games department responsible for the supervision of changepersons;
- v. Establish an independent slot department that:
 - (1) Shall be supervised by a person referred herein as a slot department manager;
 - (2) Shall be responsible for the operation of all slot machines and bill changers;
 - (3) May be responsible for the supervision of slot cashiers in accordance with the provisions of (e) below;
 - (4) May be responsible for the supervision of changepersons;
 - (5) May be responsible for the operation and conduct of the game of keno; and

(6) May be responsible for the operation and conduct of the simulcast counter; or

vi. Establish an independent keno department that:

- (1) Shall be supervised by a person referred to herein as a keno manager;
- (2) Shall be responsible for the operation and conduct of the game of keno; and
- (3) May be responsible for the operation and conduct of either the simulcast counter or an independent slot machine cage department established pursuant to (b)7ii below, but not both.

5. A credit department supervised by a person referred to herein as a credit manager. The credit department shall be responsible for the credit function including, without limitation, the following:

- i. The verification of patron credit references;
- ii. The establishment of patron credit limits;
- iii. The maintenance, review and update of the patron's credit files; and
- iv. The communication in writing of the names and addresses of patrons with newly approved credit limits to the supervisors of the security and surveillance departments on a daily basis in accordance with the casino licensee's approved procedures.

6. A security department supervised by a person referred to herein as a director of security. The security department shall be responsible for the overall security of the establishment including, without limitation, the following:

- i. The enforcement of the law;
- ii. The physical safety of patrons in the establishment;
- iii. The physical safety of personnel employed by the establishment;
- iv. The physical safeguarding of assets transported to and from the casino, casino simulcasting facility, slot, and cashiers' cage departments, and the immediate notification to the Commission and Division of any incident that has compromised the safeguarding of such assets;
- v. The protection of the patrons' and the establishment's property from illegal activity;
- vi. The detainment, for a reasonable period of time, of each individual as to whom there is probable cause to believe that he or she has engaged in or is engaging in conduct that violates N.J.S.A. 5:12-113 through 116, inclusive, N.J.S.A. 5:12-119 as it relates to underage gambling, or N.J.S.A. 33:1-81 pursuant to section 103d of P.L. 1977, c. 110 (N.J.S.A. 5:12-103), for the purpose of notifying law enforcement or Commission authorities;

vii. The control and maintenance of a system for the issuance of temporary license credentials and vendor access credentials;

viii. The recordation of any and all unusual occurrences within the casino and casino simulcasting facility for which the assignment of a security department employee is made. Each incident, without regard to materiality, shall be assigned a sequential number and, at a minimum, the following information shall be recorded in indelible ink in a bound, laboratory-type notebook from which pages cannot be removed and each side of each page of which is sequentially numbered:

- (1) The assignment number;
- (2) The date;
- (3) The time;
- (4) The nature of the incident;
- (5) The person involved in the incident; and
- (6) The security department employee assigned;

ix. The communication in writing to the supervisor of the credit department of accurate and verifiable information which may be relevant in determining a patron's credit worthiness;

x. The identification and removal of any person who is required to be excluded pursuant to N.J.S.A. 5:12-71 or N.J.A.C. 19:48-1.7, or who may be excluded or ejected pursuant to N.J.S.A. 5:12-71.1, or of any person, other than those who are to be detained pursuant to (b)6vi above, who is prohibited from entering a casino or a casino simulcasting facility pursuant to N.J.S.A. 5:12-119a; and

xi. The performance of all duties and responsibilities in accordance with the procedures and controls submitted and approved pursuant to N.J.A.C. 19:45-1.3(a)(3).

7. A casino accounting department supervised by a person referred to herein as a controller. The controller shall be responsible for all casino and casino simulcasting facility accounting control functions including, without limitation, the preparation and control of records and data, the control of stored data, the control of unused forms, the accounting for and comparison of operational data and forms, and the control and supervision of the cashiers' cage, any satellite cages, the soft count room and the hard count room. The soft count room and hard count room shall each be supervised by a casino key employee, who shall be responsible for the supervision of the soft count or hard count in accordance with N.J.A.C. 19:45-1.33 and 1.43, respectively. A casino licensee that operates more than one casino room within its casino hotel facility may be required to maintain a separate cashiers' cage in each casino room. Each cashiers' cage shall be supervised by a casino key employee referred to herein as a cage manager. The cage manager shall report to the controller and shall be

responsible for the control and supervision of cage and slot cashiers, casino clerks and the cage functions set forth in N.J.A.C. 19:45-1.14, 1.15, 1.34 and 1.35. If a casino licensee elects to operate one or more satellite cages, each satellite cage shall be supervised by a casino key employee in accordance with a supervisory structure approved by the Commission that is consistent with the provisions of N.J.A.C. 19:41-1.1(a)1ix. Notwithstanding the foregoing, a casino licensee may choose, in its discretion, as to each cashiers' cage in its casino hotel facility, to:

i. Separate the cashiers' cage into independent operations for table games and slot machines. If a casino licensee elects to operate a separate table games cage and slot machine cage:

(1) The provisions of N.J.A.C. 19:45-1.14(i) shall not apply (that is, the casino licensee shall be required to have a master coin bank);

(2) Each independent cage operation shall be supervised by a cage manager and each cage manager shall report to the controller;

(3) The cage manager for the independent slot machine cage shall be responsible for the supervision of the master coin bank, slot cashiers and coin impressment personnel; and

(4) The cage manager for the independent table games cage shall be responsible for all cashiers' cage functions not included in (b)7i(3) above; or

ii. Operate an independent slot machine cage as a separate department. If an independent slot machine cage is operated as a separate department:

(1) The slot machine cage department shall comply with the provisions of (b)7i(1) and (3) above;

(2) The cage manager of the slot machine cage department shall report to a casino key employee approved by the Commission;

(3) The slot machine cage department may be responsible for the supervision of changepersons; and

(4) The slot machine cage department may be responsible for the operation and conduct of either the simulcast counter or the game of keno, but not both;

iii. Make the casino accounting department responsible for the supervision of changepersons; or

iv. Make the casino accounting department responsible for the operation and conduct of the simulcast counter.

(c) The supervisors of the surveillance and internal audit departments required by (b) above shall comply with the following reporting requirements:

1. Each supervisor shall report directly to the chief gaming executive of the casino licensee regarding administrative matters and daily operations; provided,

however, a casino licensee may allow each of these supervisors to report directly to a management executive of the licensee other than the chief gaming executive if that executive reports directly to the chief gaming executive.

2. Each supervisor shall report directly to one of the following persons or entities regarding matters of policy, purpose, responsibility and authority. The hiring, termination and salary of each supervisor shall also be controlled by one of the following persons or entities:

i. The independent audit committee of the casino licensee's board of directors;

ii. The independent audit committee of the board of directors of any holding company of the casino licensee which has absolute authority to direct the operations of the casino licensee;

iii. The senior surveillance or internal audit executive of any holding company included in (c)2ii above if such executive reports directly to the independent audit committee of the board of directors of the holding company; or

iv. For casino licensees or holding companies which are not corporate entities, the non-corporate equivalent of any of the persons or entities listed in (c)2i through iii above.

(d) The casino licensee's personnel shall be trained in all internal and accounting control practices and procedures relevant to each employee's individual function. Special instructional programs shall be developed by the casino licensee 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.

(e) Notwithstanding any other provision of this chapter to the contrary, a casino licensee may choose, in its discretion, to make the department that is responsible for the operation of all slot machines and bill changers also be responsible for the supervision of slot cashiers if the internal controls of the casino licensee require compliance with the provisions of either (e)1 or 2 below:

1. Any slot cashier that is subject to the supervision authorized by this subsection shall be prohibited from participating in any transaction that involves the acceptance, issuance, recordation or accounting for of assets that affect the determination of gross revenue including, without limitation, the transactions identified in N.J.A.C. 19:45-1.34(a)6 through 9; or

2. Slot machine and bill changer operations shall be conducted as follows:

i. The casino licensee shall utilize a computerized slot monitoring system that, at a minimum, automatically records the slot machine asset number, date, time

and dollar amount whenever a hand-paid jackpot or hopper fill takes place;

ii. Each slot machine on the casino floor shall be connected electronically to the computerized slot monitoring system and each jackpot payout slip and hopper fill slip shall be computer generated pursuant to N.J.A.C. 19:45-1.40 and 1.41, respectively;

iii. The security features of the computerized slot monitoring system shall, at a minimum, prohibit the deletion, creation or modification of any information required by (e)2i above, unless a permanent record is created that sets forth:

(1) The original information;

(2) Any modification to the original information;

(3) The identity of the employee making the modification; and

(4) If applicable, the identity of each employee authorizing the modification;

iv. The computerized slot monitoring system shall be capable of generating a daily report that contains, at a minimum, the information required by (e)2i and iii above, which report shall be used by the casino accounting department to verify the number and dollar amount of hand-paid jackpots and hopper fills and shall only be available to the casino accounting department until such verifications have been completed;

v. Any modification of \$100.00 or more to the original amount recorded on a computerized jackpot payout slip or hopper fill slip shall be authorized by two employees of the department that is responsible for the operation of the casino licensee's slot machines and bill changers, and at least one of the two employees shall be in a position of equal or greater authority than the individual who initially requested the jackpot payout slip or hopper fill;

vi. The master coin bank and coin impressment personnel of the casino licensee shall be supervised by the casino accounting department; and

vii. The internal controls of the casino licensee shall specify the manner in which the department that is responsible for the operation of the casino licensee's slot machines and bill changers shall interact with the computerized slot monitoring system including, without limitation, access to system menus, the establishment of slot machine profile parameters, and the ability of the department to access, delete, create or modify information contained in the slot monitoring system.

(f) Notwithstanding any other provision of the Commission's rules to the contrary, a casino licensee may, with the prior approval of the Commission, designate and assign more than one person to serve jointly as the manager of a department. Each person approved to serve as a joint manager

of a department shall be individually and jointly accountable and responsible for the operations of that department.

(g) Each department required or authorized by this section shall be supervised at all times by at least one casino key employee; provided, however, that the Commission may, upon request by a casino licensee, exempt the credit department, the internal audit department or the MIS department from this requirement.

(h) Notwithstanding (b) above, in the event of a vacancy in the chief executive officer position, the chief gaming executive position required by N.J.A.C. 19:45-1.1, the equal opportunity officer position required by N.J.A.C. 19:53-1.4 or in any department supervisor position required or authorized by this section:

1. The casino licensee shall notify the Commission thereof no later than five days from the date of vacancy. Such notice shall be in writing and shall indicate, without limitation, the following information:

- i. The vacant position;
- ii. The date on which the position became vacant; and
- iii. The date on which it is anticipated that the vacancy will be filled on a permanent basis;

2. The casino licensee shall designate a person to assume the duties and responsibilities of the vacant position no later than 30 days from the date of vacancy. Such person may assume the duties and responsibilities of the vacant position on a temporary basis, provided that:

- i. Such person does not function as the department supervisor for any department required by this section;
- ii. Such person's areas of responsibility will not be so extensive as to be impractical for one person to monitor;
- iii. The chief executive officer or the chief legal officer of the licensee shall assume the responsibilities of the equal opportunity officer until such position is filled on a permanent basis; and

iv. Such position shall be filled on a permanent basis within 120 days of the original date of vacancy;

3. Within five days of filling any vacancy pursuant to (h)2 above, the casino licensee shall notify the Commission thereof. Such notice shall be in writing and shall indicate, without limitation, the following:

- i. The position;
- ii. The name of the person designated;
- iii. The date that the vacancy was filled; and
- iv. An indication of whether the position has been filled on a temporary or permanent basis; and

4. All notices required by this subsection shall be directed to the Commission's Employee License Bureau, at the address specified in N.J.A.C. 19:40-3.1, and to the Commission's principal inspector at that establishment.

Amended by R.1984 d.624, effective January 21, 1985.
See: 16 N.J.R. 2076(a), 17 N.J.R. 212(a).

Section substantially amended.

Amended by R.1986 d.212, effective June 16, 1986.

See: 17 N.J.R. 2969(a), 18 N.J.R. 1312(a).

(c)2 substantially amended.

Amended by R.1986 d.308, effective August 4, 1986.

See: 18 N.J.R. 1096(a), 18 N.J.R. 1614(b).

(c)4vi added.

Petition for Rulemaking: Casino organization.

See: 20 N.J.R. 1002(b).

Experimental 90-day implementation pursuant to N.J.S.A. 5:12-69(e), (P.L. 1987 c.354), 5:12-70(f) and 5:12-100(e), effective April 11, 1988 (expires July 10, 1988).

See: 20 N.J.R. 769(a).

Amended by: R.1988 d.387, effective August 15, 1988.

See: 20 N.J.R. 765(a), 20 N.J.R. 769(a), 20 N.J.R. 2090(a).

Added "or her" and "bill changers".

Amended by R.1990, d.222, effective May 7, 1990.

See: 21 N.J.R. 3446(a), 22 N.J.R. 1380(b).

In (c)7: added text to specify staff to whom the director of security shall report.

Amended by R.1991 d.381, effective August 5, 1991.

See: 23 N.J.R. 1302(a), 23 N.J.R. 2323(a).

General revision to organization rules, restructuring subsection of text. Text amended to reflect new structuring of departments and responsibilities. Deleted existing subsection (a), recodifying (b)-(g) as (a)-(f). Added (a)1-4 as new text. Deleted existing (c)2 and recodified (c)3 as (b)2. Revised (b)9 with new text regarding supervisor of the cashiers' cage. Added new (c)1-2 and new text to new subsection (f).

Amended by R.1991 d.532, effective November 4, 1991.

See: 23 N.J.R. 2231(a), 23 N.J.R. 3348(a).

Added "red dog" game to (b)4viii.

Amended by R.1991 d.616, effective December 16, 1991.

See: 23 N.J.R. 2922(a), 23 N.J.R. 3820(b).

Added new (b)4viii, sic bo.

Amended by R.1992 d.151, effective April 6, 1992.

See: 23 N.J.R. 3434(a), 24 N.J.R. 1376(a).

Added new text to (b)3 regarding a MIS system.

Amended by R.1992 d.406, effective October 19, 1992.

See: 24 N.J.R. 569(a), 24 N.J.R. 1517(a), 24 N.J.R. 3742(a).

Pai gow poker provisions added.

Amended by R.1992 d.411, effective October 19, 1992.

See: 24 N.J.R. 558(a), 24 N.J.R. 3753(a).

Pai gow added.

Amended by R.1993 d.37, effective January 19, 1993.

See: 24 N.J.R. 3695(a), 25 N.J.R. 348(b).

Simulcast provisions added.

Amended by R.1994 d.141, effective March 21, 1994.

See: 25 N.J.R. 5906(a), 26 N.J.R. 1380(a).

Amended by R.1994 d.221, effective May 2, 1994.

See: 26 N.J.R. 784(a), 26 N.J.R. 1852(a).

Amended by R.1994 d.265, effective June 6, 1994.

See: 25 N.J.R. 5893(a), 26 N.J.R. 2463(a).

Temporary Amendment: Double Down Stud.

See: 26 N.J.R. 4445(a).

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

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

Amended by R.1995 d.306, effective June 19, 1995.

See: 27 N.J.R. 1162(a), 27 N.J.R. 2455(a).

Amended by R.1995 d.430, effective August 7, 1995.

See: 27 N.J.R. 1767(b), 27 N.J.R. 2967(a).

Added Caribbean stud poker game at (b)4xii.

Amended by R.1995 d.469, effective August 21, 1995.

See: 27 N.J.R. 1788(a), 27 N.J.R. 3225(a).

Excepted certain operations from the application of N.J.A.C. 19:45-1.14(j). Amended by R.1995 d.534, effective October 2, 1995.

See: 27 N.J.R. 2119(a), 27 N.J.R. 3795(b).

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), 1533(b), 2810(a), 3124(b).
 Amended by R.2009 d.353, effective December 7, 2009.
 See: 41 N.J.R. 3062(a), 41 N.J.R. 4465(a).
 In (b)6vi, inserted " , for a reasonable period of time," and "N.J.S.A. 5:12-119 as it relates to underage gambling, or N.J.S.A. 33:1-81 pursuant to section 103d of P.L. 1977, c. 110 (N.J.S.A. 5:12-103);" and in (b)6x, inserted " , other than those who are to be detained pursuant to (b)6vi above,".

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.

(b) The gaming chips, coins and plaques counted shall be recorded on Table Inventory Slips by the casino supervisor assigned to the gaming table of the outgoing shift or the casino supervisor assigned to the gaming table at the time of a drop box shift change.

(c) Table Inventory Slips shall be two-part forms, at a minimum, and on the original of the slip ("Closer") and the duplicate of the slip ("Opener"), the casino supervisor shall record the following:

1. The date and identification of the shift ended;
2. The game and table number;
3. The total value of each denomination of gaming chips, coins and plaques remaining at the gaming table; and
4. The total value of all denominations of gaming chips, coins and plaques remaining at the gaming table.

(d) Signature attesting to the accuracy of the information recorded on the Table Inventory Slips shall be of either the dealer or boxman and the casino supervisor assigned to the incoming and the outgoing shifts of the dealer or boxman and the casino supervisor assigned to the gaming tables at the time of a drop box shift change.

(e) Upon meeting the signature requirements as described in (d) above, the Closer shall be deposited in the drop box that is attached to the gaming table immediately prior to the change of shift and the Opener shall be deposited in drop box that is attached to the gaming table immediately following the change of shift.

19:45-1.31 Procedure for closing gaming tables

(a) Whenever gaming activity at a gaming table is concluded, the gaming chips, coins and plaques remaining at the gaming table shall be counted by the dealer or boxman assigned to the gaming table and observed by a casino supervisor assigned to the gaming table.

(b) The gaming chips, coins and plaques counted shall be recorded on a Table Inventory Slip by the casino supervisor assigned to the gaming table.

(c) The Table Inventory Slips shall be two-part forms, at a minimum, and on the original copy of the slip ("Closer") and the duplicate of the slip ("Opener"), the casino supervisor shall record the following:

1. The date and identification of the shift ended;
2. The game and table number;
3. The total value of each denomination of gaming chips, coins and plaques remaining at the gaming table; and
4. The total value of all denominations of gaming chips, coins and plaques remaining at the gaming table.

(d) Signatures attesting to the accuracy of the information recorded on the Table Inventory Slips at the time of closing gaming tables shall be of the dealer or boxman and the casino supervisor assigned to the gaming table who observed the dealer or boxman count the contents of the Table Inventory.

(e) Upon meeting the signature requirements described in (d) above, the Closer shall be deposited in the drop box attached to the gaming table immediately prior to the closing of the table.

(f) Upon meeting the signature requirements described in (d) above, the Opener and the gaming chips and plaques remaining at the table shall be placed in the container specified in N.J.A.C. 19:45-1.20, after which the container shall be locked and either transported directly to the cashiers' cage by a security department member or secured to the gaming table provided that there is adequate security, as approved by the Commission. If the locked containers are transported to the cashiers' cage, a cage cashier shall determine that all locked containers have been returned, or if the locked containers are secured to the gaming table, a casino representative shall account for all the locked containers.

Amended by R.1981 d.437, effective November 16, 1981.

See: 13 N.J.R. 534(b), 13 N.J.R. 848(b).

(f): "commission" was "chairman".

Amended by R.1992 d.110, effective March 2, 1992.

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

In (a): stylistic revisions; In (f): recodified subsection (g) as part of subsection (f), deleting phrase "At the end of each gaming day ...".

19:45-1.32 Count room; characteristics

(a) Except as provided in (d) below, each casino licensee shall have immediately adjacent to the cashier's cage a room, to be known as the "count room," specifically designated, designed and used for counting the contents of drop boxes, slot cash storage boxes, slot drop buckets and slot drop boxes.

(b) The count room shall be designed and constructed to provide maximum security for the materials housed therein and for the activities conducted therein. Each casino licensee shall design and construct a count room with, at a minimum, the following security measures:

1. A metal door installed on each entrance and exit;
2. Each entrance and exit door shall be equipped with:
 - i. Two separate locks;
 - ii. An alarm device, approved by the Commission, which audibly signals the monitoring rooms required by N.J.A.C. 19:45-1.10 and the casino security department whenever a door to the count room is opened at times other than those times for which the casino licensee has provided prior notice pursuant to N.J.A.C. 19:45-1.33(b) or 1.43(b); and
 - iii. A light system, approved by the Commission, which illuminates one or more lights in the monitoring

rooms required by N.J.A.C. 19:45-1.10, at each count room door, and at such other locations as the Commission may require, for purposes of maintaining constant surveillance on whether each count room door is open or closed;

3. Each lock required by (b)2i above shall be controlled by a key which is different from:

- i. The key to the other lock on that door;
- ii. The keys to the locks securing the contents of each drop box, slot cash storage box, and slot drop box; and
- iii. The keys to the locks of each slot drop bucket compartment;

4. The key to one of the locks required by (b)2i above shall be maintained and controlled by the casino security department in a secure area within the casino security department, access to which may be gained only by a security supervisor, and the key to the other lock shall be maintained and controlled by a Commission inspector; and

5. The casino security department shall establish a sign-out procedure for all keys removed from the security department.

(c) Located within the count room shall be:

1. A table constructed of clear glass or similar material for the emptying, counting, and recording of the contents of drop boxes and slot cash storage boxes which shall be known as the "count table";

2. Closed circuit television cameras and microphone wired to monitoring rooms capable of, but not limited to, the following:

- i. Effective and detailed audio-video monitoring of the entire count process;
- ii. Effective, detailed video-monitoring of the interior of the count room, including storage cabinets or trolleys used to store drop boxes and slot cash storage boxes; and
- iii. Audio-video taping of the entire count process and any other activities in the count room.

(d) Each casino licensee may count the contents of slot drop buckets and slot drop boxes in a different room, to be known as the "hard count room," from that used for counting the contents of drop boxes and slot cash storage boxes, in which event the latter room shall be known as the "soft count room." In all other respects the hard count room shall comply with the requirements of this section, except that the hard count room need not contain the audio equipment required by (c)2i and (c)2iii above. In addition, the hard count room shall contain a fixed-door type or hand-held metal detector to inspect all persons exiting the hard count room.

(e) In addition to the light system required by (b)2iii above, each hard count room shall contain a separate light system or other device approved by the Commission which shall provide a continuous visual signal at the count room door, the Commission booth and such other locations as the Commission may require whenever any access door to the count room is open while the system is activated. The light system or device shall:

1. Maintain the visual signal until the system is reset or deactivated; and
2. Be designed so as to permit its activation, deactivation or resetting only by the Commission.

Petition for Rulemaking: Slot machine bill changer system.

See: 19 N.J.R. 1110(a).

Amended by R.1987 d.277, effective July 6, 1987 (operative November 1, 1987).

See: 18 N.J.R. 1929(a), 19 N.J.R. 1237(a), 19 N.J.R. 1656(a).

Added text in (d) "In addition, the ... the count room." Correction deferred operative date from September 1, 1987 to November 1, 1987.

Experimental 90-day implementation pursuant to N.J.S.A. 5:12-69(e), (P.L. 1987 c.354), 5:12-70(f) and 5:12-100(e), effective April 11, 1988 (expires July 10, 1988).

See: 20 N.J.R. 769(a).

Amended by R.1988 d.387, effective August 15, 1988.

See: 20 N.J.R. 765(a), 20 N.J.R. 769(a), 20 N.J.R. 2090(a).

Added slot cash storage boxes.

Amended by R.1993 d.37, effective January 19, 1993.

See: 24 N.J.R. 3695(a), 25 N.J.R. 348(b).

"Casino" changed to "casino licensee."

Amended by R.1993 d.318, effective July 6, 1993 (operative October 15, 1993).

See: 25 N.J.R. 1503(b), 25 N.J.R. 2908(a).

Amended by R.1993 d.493, effective October 4, 1993.

See: 25 N.J.R. 2855(a), 25 N.J.R. 4622(a).

Amended by R.1994 d.265, effective June 6, 1994.

See: 25 N.J.R. 5893(a), 26 N.J.R. 2463(a).

Amended by R.1996d.122, effective May 4, 1996.

See: 27 N.J.R. 1775(a), 28 N.J.R.1399(a).

19:45-1.33 Procedure for opening, counting and recording contents of drop boxes and slot cash storage boxes and the recording of keno revenue

(a) The contents of the drop boxes and slot cash storage boxes shall be counted and recorded in the count room in conformity with this section and a workflow diagram which shall be filed with the Commission's Principal Inspector, Division and the surveillance department.

1. The workflow diagram shall indicate, at a minimum, the location of all equipment in the count room, all equipment used in the counting process (for example, baskets and bins) and the flow of all currency, coupons, gaming vouchers, and paperwork from the start of the count to the conclusion of the count.

2. Each casino licensee shall include in its internal control submission a description of all computer equipment used in the counting and recording process and all other systems, if any, that communicate with that computer equipment for purposes related to the counting of gross revenue. The submission shall include, at a minimum:

i. A detailed description of the design and use of the computer equipment and any software, screens, menus and reports related to the counting process;

ii. The names of all revenue files and who has access and what type of access they have to these files;

iii. Procedures for controlling changes in software which provide for, at a minimum, notification to the Commission at least 72 hours prior to the implementation of any proposed change; and

iv. Controls that prevent access to any count room information by anyone outside of the count room until the entire count process is concluded.

(b) Each casino licensee shall place on file with the Commission and the Division the specific times during which the contents of drop boxes removed from gaming tables and contents of slot cash storage boxes are to be counted and recorded. Slot cash storage boxes shall be removed from bill changers in accordance with N.J.A.C. 19:45-1.42(a) and shall be counted and recorded, at a minimum, once a week. Drop boxes shall be removed from gaming tables and counted and recorded, at a minimum, once each gaming day, provided, however, a drop box need not be so removed if:

1. The drop box is from a gaming table that was never opened for gaming on that gaming day pursuant to N.J.A.C. 19:45-1.21; and

2. The casino licensee has established internal control procedures, as approved by the Commission, which ensure that the casino security department knows which drop boxes to collect and the count room supervisor knows which drop boxes should be counted.

(c) The opening, counting, and recording of the contents of drop boxes and slot cash storage boxes (the "soft count") shall be performed in the presence of a Commission inspector and a casino key employee who shall be referred to herein as a count room supervisor. The soft count shall be performed by at least three employees ("count team"), which may include the count room supervisor. To gain entrance to the count room, the Commission inspector shall present an official identification card containing his or her photograph issued by the Commission.

(d) All persons present in the count room during the counting process, except representatives of the Commission and the Division, shall wear as outer garments, only a full-length, one-piece pocketless garment with openings only for the arms, feet, and neck.

(e) No person present shall:

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

2. Remove his or her hands from or return them to a position on or above the count table, banking table or counting equipment unless the backs and palms of his or

her hands are first held straight out and exposed to the view of other members of the count team and the closed circuit television camera.

(f) Except as otherwise provided in this section, access to the count room during the counting process shall be limited to those persons whose presence is necessary to complete the count. No count room employee shall, during the counting process, enter a storage area for table drop boxes or slot cash storage boxes that is adjacent to the count room to perform any function that is not directly related to the counting process.

1. Immediately prior to the commencement of the count:

i. The doors to the count room shall be securely locked and remain locked at all times except when the doors are opened for an authorized purpose pursuant to (f)2 below;

ii. A count team member shall notify a person assigned to the closed circuit television monitoring station in the establishment that the count is about to begin, after which such person shall make a continuous audio-video recording, with the time and date inserted thereon, of the entire counting process;

iii. The count room supervisor or his or her supervisor shall notify the Commission inspector, in writing, of the name and Commission license number of each member of the count team and whether each such individual is scheduled to:

(1) Be present in the count room during the entire counting process;

(2) Enter the count room during the counting process; or

(3) Leave the count room prior to the conclusion of the counting process; and

iv. The Commission inspector shall ensure that the Commission key that unlocks the contents of the drop boxes and slot cash storage boxes is secured to the count table in a manner approved by the Commission.

2. Once the counting process has started, the doors to the count room shall only be opened for one of the following purposes:

i. To allow one or more members of the count team to take a work break or to allow for a change of Commission Inspectors;

ii. At the start or conclusion of a count team employee's shift;

iii. To permit table drop boxes or slot cash storage boxes to be secured in the count room;

iv. To permit empty table drop boxes, slot cash storage boxes, emergency table game drop boxes or

emergency slot cash storage boxes that were not part of the current count to be removed from the count room in accordance with procedures approved by the Commission;

v. To allow a main bank cashier or cage supervisor to enter the count room to perform the responsibilities set forth in (i) below;

vi. In the event of an emergency; or

vii. To allow the count team and the Commission inspector to exit the room at the conclusion of the count.

(g) No person shall be permitted to enter or leave the count room during the counting process unless his or her name is on the written notice required by (f) above. Notwithstanding the foregoing, the name of any person who enters or leaves the count room in furtherance of a purpose identified in (f)2iii through vi above shall not have to be included on the written notice required by (f) above if he or she enters or leaves the count room during the counting process solely for that purpose.

1. If any person enters or leaves the count room during the counting process, any employee remaining in the count room shall be required to display his or her hands in accordance with (e) above and to step away from the count table, banking table and counting equipment until the person has entered or left the count room.

2. The counting and recording process shall be discontinued whenever less than three count team members are present in the count room. If the entire count team will be taking a break, prior to leaving the count room:

i. All cash and coupons that have been removed from either a drop box or slot cash storage box shall be counted at least once and secured in a manner approved by the Commission until the return of at least three soft count team members from the break; and

ii. Any trolleys that contain uncounted drop boxes or slot cash storage boxes shall be secured with both locks during the break.

3. Once the counting process has been started, the count room supervisor shall be required to notify the closed circuit television monitoring room whenever a count room door will be opened.

4. Once all currency, gaming vouchers, and coupons have been counted and the final count totals have been obtained, no employee shall be permitted to leave the count room, except in an emergency, until the recount and presentation procedures in (i) below have been completed.

(h) Procedures and requirements for conducting the count shall be as follows:

1. As each drop box or slot cash storage 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 game, table

number, and shift marked thereon for drop boxes, or the asset or unique identification number marked thereon for slot cash storage boxes;

2. In full view of the closed circuit television cameras located in the count room, the contents of each drop box or slot cash storage box shall be emptied on the count table and either manually counted separately on the count table or counted on a currency, gaming voucher, or coupon counting machine which has been approved by the Commission and is located in a conspicuous location on, near or adjacent to the count table;

3. Immediately after the contents of a drop box or slot cash storage box are emptied onto the count table, the inside of the drop box or slot cash storage box shall be held up to the full view of a closed circuit television camera to assure all contents of the drop box or slot cash storage box have been removed, after which the drop box or slot cash storage box shall be locked and placed in the storage area for drop boxes and slot cash storage boxes. Any drop box or slot cash storage box shall be reopened at any time upon the request of a Commission inspector to assure that all the contents have been removed;

4. The contents of each drop box or slot cash storage box shall be segregated by a count team member into separate stacks on the count table by each denomination of coin, tokens, gaming chips, currency and coupon, and by type of form, record or document, except that the Commission may permit the utilization of a machine to sort currency or coupons automatically by denomination. All gaming vouchers shall also be separated by slot cash storage box. A count team member shall also separate out any mutilated or torn currency, gaming vouchers, and coupons, ensure that each item is properly counted and recorded by denomination and by box, and attempt to match pieces of mutilated or torn currency to determine if a complete bill exists.

i. Mutilated or torn currency shall be recorded as revenue if the bill includes one entire serial number and one letter and number of the serial number from the other half of the bill.

ii. Mutilated or torn currency that is not recorded as revenue shall be placed in a sealed transparent envelope or container and transferred to the main bank by the main bank cashier or cage supervisor at the end of the count.

iii. All mutilated or torn coupons and gaming vouchers shall be recorded as revenue regardless of their condition;

5. Each denomination of coin, token, gaming chip, currency and coupon and any gaming vouchers shall be counted separately by one count team member who shall place individual bills, coins and coupons of the same denomination and any gaming vouchers on the count table in full view of a closed circuit television camera, after

which the coin, currency, gaming vouchers, and coupons 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 the total, either verbally or in writing, with that reached by the first count team member, except that the Commission may permit a casino licensee to perform the following:

i. Aggregate counts by denomination of all currency and coupons collected in substitution of the second count by drop box or slot cash storage box, if the Commission is satisfied that the original counts are being performed automatically by a machine that counts and automatically records the value of currency or coupons, and the accuracy of the machine has been suitably tested and proven in accordance with the provisions of (h)6 below; and

ii. An aggregate count of all gaming vouchers collected in substitution of the second count by drop box or slot cash storage box, if the Commission is satisfied that the original counts are being performed automatically by a machine that determines the value of each gaming voucher by independently examining information printed on the voucher, which information is used by the machine to either calculate the value internally or obtain the value directly from the gaming voucher system in a secure manner as approved by the Commission, the accuracy of which machine has been suitably tested and proven in accordance with the provisions of (h)6 below. If the gaming voucher system is utilized to obtain the value of a gaming voucher, the gaming voucher system shall perform a calculation or integrity check, as approved by the Commission, to ensure that the value has not been altered in the system in any manner whatsoever since the time of issuance.

6. The Commission will permit the utilization of currency, gaming voucher, and coupon counting machines if prior to the start of the first use of a counting machine each gaming day, except for (h)6i and ii below, which shall be performed prior to each count, and except when a Commission inspector may direct the testing of an automatic counting machine prior to each count, in the presence of a Commission inspector, the count room supervisor shall:

i. Verify that the counting machine has a zero balance on its terminal unit display panel and has a receipt printed which denotes "-0- cash or coupons on hand" and "-0- notes or coupons in machine," or some other means to indicate that the machine has been cleared of all currency and coupons.

ii. Visually check the counting machine to be sure there are no bills or coupons remaining in the various compartments of the machine.

iii. Supervise a count team member who shall randomly select a drop box or slot cash storage box and

place the entire contents of the drop box or slot cash storage box into the first counting machine, which shall count the currency or coupons by denomination and any gaming vouchers, and produce a print out of the total value of currency, total number and value of gaming vouchers, and total number and value of coupons by denomination. Any soiled or off-sorted bills, gaming vouchers, or coupons shall be re-fed into the machine and manual adjustments made to the total. Any items which the counting machine is not able to count, such as coins, tokens, gaming chips or mutilated or torn currency, gaming vouchers, and coupons shall also cause manual adjustments to be made to the total. The total as recorded on the counting machine and any adjustments thereto shall not be shown to anyone until completion of the final verification process.

iv. Supervise a second count team member, independent of the team member performing the initial count by machine, who shall manually count and summarize the total value of currency, total number and value of gaming vouchers, and total number and value of coupons contained in the drop box or slot cash storage box counted in (h)6iii above. The total shall be posted and maintained separately from the total posted in (h)6iii above. This total shall not be shown to anyone until completion of the final verification process.

v. Supervise the second count team member passing the currency, gaming vouchers, or coupons to a count team member, who is unaware of the results of the manual count. The count team member shall count the contents of the drop box or slot cash storage box counted in (h)6iii above using a second counting machine. Such machine shall produce a printout of the total value of currency, total number and value of gaming vouchers, and total number and value of coupons contained in the drop box or slot cash storage box. Any soiled or off-sorted bills, gaming vouchers, or coupons shall be re-fed into the machine and manual adjustments shall be made to the total. Coins, tokens, gaming chips, or mutilated or torn currency, gaming vouchers, and coupons shall also cause manual adjustments to be made to the total. The total as recorded on the counting machine and any adjustments thereto shall not be shown to anyone until completion of the final verification process.

vi. Following the completion of the test procedures, compare the totals from the test receipts of both counting machines, as computed in (h)6iii and (h)6v above, to the manual total computed in (h)6iv above. If the three totals compared above are in agreement, the count room supervisor will sign and date the test receipts and forward them to the Accounting Department at the end of the count process.

vii. If the three totals do not agree, appropriate repairs shall be made to the counting machine and the procedures in (h)6i through (h)6vi above shall be

repeated until all totals are in agreement. The Commission shall not permit the counting machine to be used until these totals are in agreement.

7. If a counting machine is used to perform the first count in accordance with (h)5 above, cash storage cassettes shall be emptied and held up to the full view of a closed circuit television camera and shall be shown to the Commission inspector to assure that the contents have been emptied prior to replacing the cassette into the counting machine.

8. Notwithstanding (h)5 above, a casino licensee may use one piece of counting equipment to count and strap the currency, gaming vouchers, and coupons; provided, however, that the counting equipment and the procedures for utilizing the equipment have been approved by the Commission and the equipment functions in such a manner that it automatically provides two separate counts of the funds at different stages of the counting process and, if these separate counts are not in agreement, the machine shall document the discrepancy and cease operation until the discrepancy is resolved by a count team member. Currency, gaming vouchers, and coupons not being separately verified in accordance with (h)5 above, including, but not limited to, gaming vouchers for which the counting equipment obtains the value from the gaming voucher system in accordance with (h)5ii above, shall be verified by the operator in a manner approved by the Commission.

9. Any coupon deposited in a drop box or any coupon or gaming voucher deposited in a slot cash storage box shall be counted and included in the calculation of table game win or loss in accordance with (h)11 below or on the slot win report, without regard to the validity of the coupon or gaming voucher.

10. Any coupon which has not already been canceled upon acceptance or during the count shall be canceled prior to the conclusion of the count, in a manner approved by the Commission.

11. The Master Game Report shall be, at a minimum, a two-part form consisting of an original and a duplicate copy unless the casino licensee chooses, pursuant to (i)3 below, to make copies of the original Master Game Report, in which case only an original shall be required. Each additional copy of a multi-part Master Game Report shall be clearly labeled as a copy. As the contents of each drop box are counted, a count team member shall manually record or cause a computer system to record, in a manner approved by the Commission, the following information on the Master Game Report or other supporting documentation by game and table number:

- i. The value of each denomination of currency counted;
- ii. The total value of all denominations of currency counted;

- iii. The value of coin and/or tokens counted;
- iv. The value of gaming chips counted;
- v. The total value of currency, coin/tokens and gaming chips counted;
- vi. The value of each denomination of coupons other than match play coupons;
- vii. The total value of all denominations of coupons other than match play coupons;
- viii. The value of each denomination of match play coupons;
- ix. 50 percent of the total value of all denominations of match play coupons;
- x. The amount recorded on each document evidencing a credit card chip transaction;
- xi. The total of the amounts recorded on all documents evidencing credit card chip transactions;
- xii. The amount recorded on each document evidencing a debit card chip transaction;
- xiii. The total of the amounts recorded on all documents evidencing debit card chip transactions;
- xiv. The amount of the Opener;
- xv. The amount of the Closer;
- xvi. The serial number and amount of each Counter Check;
- xvii. The amount of all Counter Checks counted;
- xviii. The serial number and amount of each Fill;
- xix. The amount of all Fills;
- xx. The serial number and amount of each Credit;
- xxi. The amount of all Credits;
- xxii. The amount recorded on each Complimentary Vigorish Form documenting uncollected baccarat or minibaccarat vigorish;
- xxiii. The total of the amounts recorded on all Complimentary Vigorish Forms documenting uncollected baccarat or minibaccarat vigorish;
- xxiv. The table game win or loss or, for poker, the poker revenue; and
- xxv. The gaming date of the items being recorded, the total number of drop boxes opened and counted and the date the Master Game Report is being prepared or generated.

12. After the contents of each drop box are counted and recorded, a member of the count team shall manually record or cause the computer to record on the Master Game Report, by game, the total value of currency, coin, and

coupons, and the total amounts recorded on Table Inventory Slips, Counter Checks, Complimentary Vigorish Forms that document uncollected baccarat and minibaccarat vigorish, Fills, and Credits counted, and win or loss, together with such additional information as may be required on the Master Game Report by the Commission or the casino licensee.

13. Notwithstanding the requirements of (h)11 and 12 above, if the casino licensee's system of internal controls provides for the recording on the Master Game Report or supporting documents of Fills, Credits, Counter Checks, documents that evidence credit card or debit card chip transactions, Complimentary Vigorish Forms that document uncollected baccarat and minibaccarat vigorish, and Table Inventory Slips by cage cashiers prior to commencement of the count or includes a computerized system whereby all Fills, Credits, Counter Checks, documents that evidence credit card or debit card chip transactions, Complimentary Vigorish Forms that document uncollected baccarat and minibaccarat vigorish, and Table Inventory Slips are entered into the system at the time of preparation, a count team member shall compare for agreement the totals of the amounts previously recorded or entered to the Fills, Credits, Counter Checks, the documents that evidence credit card or debit card chip transactions, Complimentary Vigorish Forms that document uncollected baccarat and minibaccarat vigorish, and Table Inventory Slips that are removed from the drop boxes.

14. The Slot Cash Storage Box Report shall be, at a minimum, a two-part form consisting of an original and a duplicate copy unless the casino licensee chooses, pursuant to (i)3 below, to make copies of the original Slot Cash Storage Box Report, in which case only an original shall be required. Each additional copy of a multi-part Slot Cash Storage Box Report shall be clearly labeled as a copy. As the contents of each slot cash storage box are counted, a count team member shall manually record or cause a computer system to record, in a manner approved by the Commission, the following information on the Slot Cash Storage Box Report or supporting documentation:

- i. The asset number of the bill changer to which the slot cash storage box contents correspond or, if a casino licensee utilizes slot cash storage boxes with a unique identification number, the number shall be recorded along with the asset number of the slot machine;
- ii. The value of each denomination of currency counted;
- iii. The total value of all denominations of currency counted;
- iv. The value of currency counted for each slot machine denomination;
- v. The number and value of each denomination of coupons;

vi. The total number and value of all denominations of coupons;

vii. A listing of each gaming voucher counted by serial number and the value of each gaming voucher counted;

viii. The total number and value of all gaming vouchers counted;

ix. The gaming date of the items being recorded and the total number of all slot cash storage boxes opened and counted; and

x. Any additional information as may be required on the Slot Cash Storage Box Report by the Commission.

15. Notwithstanding the requirements of (h)11, 12 and 14 above, if the casino licensee's system of internal controls provides for the count team functions to be comprised only of counting and recording currency, coin, gaming vouchers, and coupons, accounting department employees shall perform all other counting, recording and comparing duties required by this section.

16. After preparation of the Master Game Report or the Slot Cash Storage Box Report, the count team members performing the banking functions and the count room supervisor shall sign the reports attesting to the accuracy of the information recorded thereon. The count room supervisor shall ascertain that the total number of drop boxes collected and verified by a casino supervisor pursuant to N.J.A.C. 19:45-1.17(b) have been opened and recorded on the Master Game Report or that the total number of slot cash storage boxes collected and verified by a drop team supervisor pursuant to N.J.A.C. 19:45-1.17(c) have been opened and recorded on the Slot Cash Storage Box Report. All other count team members shall either sign the Master Game Report or such other document as approved by the Commission as evidence of their participation in the counting of the drop boxes or slot cash storage boxes. Any person who, in accordance with (f) above, is scheduled to leave the count room prior to the completion of the entire count process, shall also record the time that he or she exited the count room. Any person who enters or leaves the count room due to an emergency shall sign, and record the time of the entry or exit on the Master Game Report or such other document as approved by the Commission; except that, if the person exiting the count room is unable to sign the document due to the emergency, the count room supervisor shall record the person's name and time of exit and a notation describing the emergency on the document.

17. If any problem exists with the soft count procedures and/or machines (for example, computer interface, dropped basket, strap over or short), it shall be brought to the immediate attention of the Commission inspector in the room and a detailed written report explaining the problem, the reason for said problem and the corrective action taken shall be filed by the count room supervisor or above with

the Commission within 48 hours of the conclusion of that count.

(i) After the contents of all drop boxes or all slot cash storage boxes have been counted:

1. All cash, tokens, gaming chips and coupons shall be presented in the count room by a count team member to a main bank cashier or cage supervisor who, prior to having access to the information recorded on the Master Game Report or the Slot Cash Storage Box Report and in the presence of a count team member and the Commission inspector, shall recount, either manually or mechanically, the cash and coupons presented in accordance with the following requirements:

i. The cashier or cage supervisor shall have physical access to all currency and coupons presented for recounting and no currency or coupons presented for recounting shall be wrapped or placed in any sealed bag or container until the entire recount has been completed and the Master Game Report or the Slot Cash Storage Box Report has been signed by the count team members, the count room supervisor, the cashier or cage supervisor and the Commission inspector;

ii. The cashier or cage supervisor may bulk count all strapped currency and coupons;

iii. All partial straps, loose currency and coupons, mutilated or torn currency and coupons, coin, tokens and gaming chips must be recounted by the cashier or cage supervisor either by hand or with an approved counting device;

iv. A Commission inspector may direct that currency straps of any denomination be recounted by the cashier or cage supervisor either by hand or with an approved counting device, if a discrepancy either in denomination total or grand total is discovered during the initial bulk recount; and

v. Not less than 10 percent of the total number of coupon pieces of a denomination as specified by the Commission inspector shall be randomly recounted by hand or with an approved counting device and also inspected for proper cancellation and intermixed denominations.

2. Upon completion of the recount, the cashier or cage supervisor shall attest by signature on the Master Game Report and Slot Cash Storage Box Report, if applicable, the amounts of cash and coupons counted, after which the Commission inspector shall sign the report evidencing his or her presence during the count and the fact that both the cashier or cage supervisor and count team have agreed on the total amounts of cash and coupons counted.

3. Once all required signatures have been obtained, the duplicate or a copy of the original Master Game Report or

Slot Cash Storage Box Report shall be given to the Commission inspector.

i. A casino licensee's internal controls may, in the licensee's discretion, require that an additional copy of a multi-part Master Game Report or Slot Cash Storage Box Report or another copy of the original be produced and given to the cage supervisor or main bank cashier.

ii. Each copy of an original Report which is not part of a multi-part form shall be stamped with the word "copy" by the inspector prior to its distribution.

4. A casino licensee may, in its discretion, present the main bank cashier or cage supervisor with the cash, tokens, gaming chips, and coupons obtained from the count of the drop boxes and the count of the slot cash storage boxes, either:

i. At the same time, in which event the cash, tokens, gaming chips and coupons shall be presented immediately after both counts have been concluded; provided, however, that the casino licensee shall set forth in its approved system of internal controls the procedures for segregating and securing the cash, tokens, gaming chips and coupons from the first count that is concluded until presented to the main bank cashier or cage supervisor after the conclusion of the second count; or

ii. Separately, in which event the cash, tokens, gaming chips, and coupons from each count shall be presented immediately after the conclusion of the count; provided, however, that if the cash, tokens, gaming chips, and coupons from the first count that is concluded are presented while the second count is in progress:

(1) There shall be no cash, tokens, gaming chips, gaming vouchers, or coupons in the count room removed from an opened box that has not already been counted at least once; and

(2) All count room employees shall be required to step away from the count table until the presentation is completed and the cash and coupons from the first count are removed from the count room.

5. The original Master Game Report, after signing, and the Requests for Fills, the Fills, the Requests for Credits, the Credits, the issuance copies of the Counter Checks, the Table Inventory Slips, the documents evidencing a credit or debit card chip transaction, Complimentary Vigorish Forms that document uncollected baccarat and minibaccarat vigorish, the coupons removed from drop boxes and any other supporting documentation shall be transported directly to the casino accounting department and shall not be available to any cashiers' cage personnel. All coupons shall be received and processed by the casino accounting department in the manner set forth in N.J.A.C. 19:45-1.46(l).

6. The original Slot Cash Storage Box Report, after signing, any coupons and gaming vouchers removed from the slot cash storage boxes, and any other supporting documentation shall be transported directly to the casino accounting department and shall not be available to any cashiers' cage personnel. The casino accounting department shall record the figures from the Slot Cash Storage Box Report on the Slot Win Report and calculate the total drop for that gaming day. All coupons shall be received and processed by the casino accounting department in the manner set forth in N.J.A.C. 19:45-1.46(j). All gaming vouchers shall be forwarded to, accepted, and processed by the casino accounting department in the manner set forth in N.J.A.C. 19:45-1.54.

7. If the casino licensee's system of internal control does not provide for the forwarding from the cashiers' cage of the originals of the Fills, Credits, Requests for Credits, and the Requests for Fills, and the issuance copies of the Counter Checks, directly to the accounting department, the originals of all such slips recorded, or to be recorded, on the Master Game Report shall be transported from the count room directly to the accounting department.

8. A count room employee, in the presence of a Commission inspector, shall conduct a thorough inspection of the entire count room and all counting equipment located therein to verify that no cash, tokens, gaming chips, gaming vouchers, or coupons remain in the room.

(j) In addition to the procedures for conducting the count by the count team set forth under (h)4, 5 and 16 above, and the procedures for conducting the recount by a main bank cashier or cage supervisor set forth under (i)1 above, if the total currency or total coupons recounted by the cashier or cage supervisor do not agree with a total on the Master Game Report or Slot Cash Storage Box Report, or if a variance occurs during the verification process by the count team prior to calling the cashier or cage supervisor, an adjustment shall be made to the Master Game Report or Slot Cash Storage Box Report which shall reflect the amount, type (currency or coupon) and source (identified to a gaming table or slot machine, if applicable) of such variance; however:

1. If the source of the variance is a gaming table and the gaming table to which the adjustment should be made cannot be identified, the adjustment shall be deemed to be from the drop box of a predesignated blackjack table;

2. If the source of the variance is a slot machine and the slot machine to which the adjustment should be made cannot be identified, the adjustment shall be deemed to be from the slot cash storage box of a predesignated \$.25 slot machine or a predesignated slot machine with the lowest denomination counted that day; or

3. If the total currency or total coupons recounted by the cashier or cage supervisor do not agree with a total on the Master Game Report or Slot Cash Storage Box Report, or if a variance occurs during the verification process by

the count team prior to calling the cashier or cage supervisor, the denomination of strapped currency involved or coupon pieces shall be recounted by the count team either by hand or by an approved counting device as determined by the Commission inspector.

i. If the source of the variance cannot be identified, any adjustment made to the Master Game Report or Slot Cash Storage Box Report shall be initialed by the Commission inspector and a three-part Drop Variance Report shall be completed by the count room supervisor and distributed as follows:

- (1) Original to the Commission inspector;
- (2) Duplicate to in-house Division; and
- (3) Triplicate to the casino accounting department.

ii. A Drop Variance Report shall contain, at a minimum, the following information:

- (1) The date;
- (2) The source of variance, if known;
- (3) The measures taken to detect the source of the variance (that is, currency or coupons recounted); and
- (4) A description of any adjustment made to the Master Game Report or Slot Cash Storage Box Report (for example, \$10.00 deducted from grand total drop and win columns on Master Game Report).

(k) If the casino licensee offers the game of poker pursuant to N.J.A.C. 19:47-14, the count room supervisor shall review the Master Game Report to ensure that negative poker revenue has not been reported for any poker table. If negative poker revenue has been reported for a poker table, the count room supervisor shall initial the Master Game Report for each such poker table and immediately notify the surveillance department of the poker table(s) and corresponding negative poker revenue reported thereon.

(l) The originals and copies of the Master Game Report, the Slot Cash Storage Box Report, Counter Checks, the documents that evidence credit or debit card chip transactions, Complimentary Vigorish Forms that document uncollected baccarat and minibaccarat vigorish, Requests for Fills, Fills, Requests for Credits, Credits, Table Inventory Slips, gaming vouchers, the documents that evidence the counting of the gaming vouchers, and the test receipts from the currency counting equipment shall, on a daily basis, in the accounting department be:

1. Reviewed for the initials of the count room supervisor indicating that negative poker revenue has been reported at a poker table. If negative poker revenue has been reported, the casino accounting department shall, in consultation with, as necessary, the table games or poker departments, the surveillance department and the security

department, conduct an investigation to determine the reason that negative poker revenue was reported.

i. The casino accounting department shall prepare a written report detailing its findings within five days of the date of the Master Game Report that included negative poker revenue. The original report shall be signed by the preparer and attached to the Master Game Report. A copy of the report shall be filed with the principal inspector and the Commission's Audit Unit.

ii. If the casino licensee can establish that an adjustment to poker revenue as reported on the Master Game Report is necessary to accurately report gross revenue, the Commission shall allow such an adjustment, which shall be supported by the written report required by (l)1i above. If the casino licensee cannot establish that such an adjustment is necessary, negative poker revenue reported at any poker table shall nonetheless be adjusted to reflect a zero revenue amount.

2. Compared for agreement with each other, on a test basis if the originals are received from the count room, by persons with no recording responsibilities and, if applicable, to triplicates or stored data;

3. Reviewed for the appropriate number and propriety of signatures on a tests basis;

4. Accounted for by series numbers, if applicable;

5. Tested for proper calculation, summarization, and recording, including the reconciliation of gaming vouchers pursuant to N.J.A.C. 19:45-1.54;

6. Subsequently recorded; and

7. Maintained and controlled by the accounting department as a permanent accounting record.

(m) The keno computer system shall have the capability of generating a report which lists, by keno work station, the keno drop, total amount won by patrons and keno win or loss for each gaming day. This report shall be audited by a casino accounting department employee. Once the audit procedures have been completed, the casino accounting department employee shall sign the report and either attach the report to the Master Game Report for that gaming day or record the appropriate figures from the report onto the Master Game Report.

(n) If there is a difference between the keno win or loss as represented in the report referenced in (k) above and the figures reported as a result of the reconciliation of the keno drawer pursuant to N.J.A.C. 19:45-1.48(l), the casino licensee shall be required to pay gross revenue tax pursuant to N.J.S.A. 5:12-24 on the larger figure unless the casino licensee can adequately explain and document the reason for said difference. No adjustments to gross revenue shall be permitted without approval from the Commission.

Amended by R.1981 d.437, effective November 16, 1981.
See: 13 N.J.R. 534(b), 13 N.J.R. 848(b).

(j)1: added "if the originals ... room."

Amended by R.1985 d.495, effective October 7, 1985.

See: 17 N.J.R. 1752(a), 17 N.J.R. 2457(a).

Subsection (h) substantially amended.

Petition for Rulemaking. Request amendment to subsection (b).

See: 18 N.J.R. 1966(a).

Petition for Rulemaking: Slot machine bill changer system.

See: 19 N.J.R. 1110(a).

Amended by R.1987 d.428, effective November 2, 1987.

See: 19 N.J.R. 923(a), 19 N.J.R. 2065(a).

Added text to (h)5; and added text to (j) "and the test receipts from the currency counting equipment".

Experimental 90-day implementation pursuant to N.J.S.A. 5:12-69(e), (P.L. 1987 c.354), 5:12-70(f) and 5:12-100(e), effective April 11, 1988 (expires July 10, 1988).

See: 20 N.J.R. 769(a).

Amended by: R.1988 d.387, effective August 15, 1988.

See: 20 N.J.R. 765(a), 20 N.J.R. 769(a), 20 N.J.R. 2090(a).

Substantially amended to include procedure for opening slot cash storage boxes.

Amended by R.1991 d.230, effective May 6, 1991.

See: 22 N.J.R. 3325(a), 23 N.J.R. 1461(a).

In (h)1: changed "casino" number to "asset" number.

Amended by R.1992 d.110, effective March 2, 1992.

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

In (i)3: added "gaming" to describe day.

Amended by R.1992 d.475, effective December 7, 1992.

See: 24 N.J.R. 3253(a), 24 N.J.R. 4418(a).

In (h)9: changed "casino number" to "asset number".

Amended by R.1993 d.75, effective February 16, 1993.

See: 24 N.J.R. 2536(a), 24 N.J.R. 4243(a), 25 N.J.R. 717(a).

In (h)2, added in full view of the closed circuit television camera located in the court room. Throughout (h), added "coupon". In (h), added 6 and 7; 6-11 recodified as 8-13. In 8, added v and vi. In (i)2, added coupons to be processed pursuant to 19:45-1.46(l).

Amended by R.1993 d.143, effective April 5, 1993.

See: 25 N.J.R. 279(a), 25 N.J.R. 1523(a).

In (h)1 and 9i, added new text regarding the utilization of a unique identification number.

Amended by R.1994 d.69, effective February 7, 1994.

See: 25 N.J.R. 4471(a), 26 N.J.R. 829(a).

Amended by R.1994 d.141, effective March 21, 1994.

See: 25 N.J.R. 5906(a), 26 N.J.R. 1380(a).

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

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

Amended by R.1996 d.31, effective January 16, 1996.

See: 27 N.J.R. 3921(a), 28 N.J.R. 281(a).

Amended (h)6 and 8.

Amended by R.1996 d.360, effective August 5, 1996.

See: 28 N.J.R. 2357(a), 28 N.J.R. 3823(b).

Amended by R.1996 d.398, effective August 19, 1996.

See: 28 N.J.R. 2536(b), 28 N.J.R. 3975(a).

Amended by R.1996 d.439, effective September 16, 1996.

See: 28 N.J.R. 2809(a), 28 N.J.R. 4236(a).

Amended by R.1996 d.477, effective October 7, 1996.

See: 28 N.J.R. 3063(a), 28 N.J.R. 4518(a).

Amended by R.1997 d.37, effective January 21, 1997.

See: 28 N.J.R. 4575(a), 29 N.J.R. 379(a).

Deleted (f); recodified former (g) as (f); inserted (f)1; added (f)3; inserted new (g); and substantially amended (h)8 through (h)13.

Amended by R.1997 d.155, effective April 7, 1997.

See: 29 N.J.R. 111(a), 29 N.J.R. 1400(a).

In (b), deleted " , which at a minimum, shall be once each gaming day for drop boxes" following "counted and recorded" and added the last sentence and paragraphs (1) and (2).

Administrative correction.

See: 29 N.J.R. 2847(a).

In (h)9, inserted reference to credit/debit card chip transactions.

Amended by R.1997 d.447, effective October 20, 1997.

See: 29 N.J.R. 2811(a), 29 N.J.R. 4560(a).

In (c), rewrote the first and second sentences; and in (f)3, inserted "or his or her supervisor".

Amended by R.1998 d.370, effective July 20, 1998.

See: 30 N.J.R. 1002(a), 30 N.J.R. 2639(a).

In (h), deleted a former 14.

Amended by R.1999 d.28, effective January 19, 1999.

See: 30 N.J.R. 3764(b), 31 N.J.R. 147(a).

In (i)1ii(1), substituted "in the count room removed from an opened" for "on the count table from a" following "coupons".

Amended by R.1999 d.43, effective February 1, 1999.

See: 30 N.J.R. 3173(a), 31 N.J.R. 455(a).

Rewrote (h); in (i), inserted "Complimentary Vigorish Forms that document uncollected baccarat and minibaccarat vigorish," following "transaction," in the first sentence of 2; and in (k), inserted "Complimentary Vigorish Forms that document uncollected baccarat and minibaccarat vigorish," following "transactions," in the introductory paragraph.

Amended by R.2000 d.422, effective October 16, 2000.

See: 31 N.J.R. 4245(a), 32 N.J.R. 3863(c).

Rewrote the section.

Amended by R.2003 d.4, effective January 4, 2003.

See: 34 N.J.R. 2012(a), 35 N.J.R. 259(a).

Rewrote the section.

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

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

Rewrote (f)1ii.

Amended by R.2008 d.308, effective October 20, 2008.

See: 40 N.J.R. 3981(a), 40 N.J.R. 6231(a).

Added new (k); recodified former (k) as new (l); added (l)1; recodified former (k)1 through (k)6 as (l)2 through (l)7; and recodified former (l) and (m) as (m) and (n).

19:45-1.33A Procedure for opening, counting and recording the contents of bill validator boxes from gaming voucher redemption machines; determination of gross revenue deduction

(a) At the end of each gaming day, as determined by its gaming voucher system, the casino licensee shall coordinate the removal of the bill validator boxes from all gaming voucher redemption machines and the insertion of empty, replacement bill validator boxes into the machines (the "bill validator drop") as follows:

1. Prior to the removal of any bill validator boxes, a casino accounting supervisor shall verify and confirm in writing, in a manner approved by the Commission, that the number of empty bill validator boxes being sent as replacements equals the number of boxes scheduled to be collected.

2. An employee of the casino security department and a supervisor of the casino accounting or independent slot machine cage department (supervisor) or a main bank cashier, master coin bank cashier or count team member (cage representative) shall obtain the keys from their respective departments and unlock the cabinets housing the bill validator boxes.

3. In the presence of the casino security department employee, the supervisor or cage representative shall remove all bill validator boxes and place them in a locked cart.

4. Immediately upon removal of each bill validator box, the gaming voucher redemption machine shall generate a receipt (Bill Validator Receipt) that documents the total value of each item (gaming vouchers, coupons and currency) in the box, which receipt shall be placed by the

casino security department employee into a locked accounting box.

5. Prior to the movement of the collected boxes, the supervisor or cage representative shall verify and confirm in writing, in a manner approved by the Commission, that the number of boxes being transported from the casino floor equals the number of boxes in (a)1 above. Any discrepancies shall be immediately reported to the surveillance department and investigated. The supervisor or cage representative shall also account for any boxes collected pursuant to N.J.A.C. 19:45-1.35A prior to the daily scheduled collection, but which have not yet been counted.

6. Accompanied by the supervisor or cage representative and a casino security department employee, the locked cart shall be transported to the cashiers' cage for counting or a secure area approved by the Commission under the control of the main bank or master coin bank and stored there until counted. The locked cart may be transported to the count room only when the count required by N.J.A.C. 19:45-1.33 has been completed and no gross revenue funds remain in the count room.

7. Each gaming voucher redemption machine shall generate a report (Gaming Voucher Redemption Machine Report) that documents each redemption of a gaming voucher performed by the machine during that gaming day, detailing, as to each gaming voucher redemption, the time, serial number, value and amount dispensed.

8. If the gaming voucher redemption machine is approved to accept coupons, the machine shall also generate a report (Coupon Redemption Report) that documents each redemption of a coupon performed by the machine during that gaming day, detailing, as to each coupon redemption, the time, serial number, value and amount dispensed.

9. If the gaming voucher redemption machine is approved to dispense funds in ATM transactions, the machine shall also generate a report (ATM Transaction Report) that documents each ATM transaction performed by the machine during that gaming day, detailing, as to each transaction, the time, amount requested and amount dispensed.

10. The reports required by (a)6 through 9 above shall be provided to the casino accounting department by the MIS department or, provided that they are not susceptible to alteration or deletion, may alternatively be generated by the casino accounting department.

11. If the bill validator boxes are transported to the cashiers' cage, a main bank or master coin bank cashier shall document their contents on a Balance Receipt in accordance with N.J.A.C. 19:45-1.35A(j).

i. The cashier who documents the contents of the bill validator boxes shall retain the original Balance Receipt as an inventory document until forwarded directly to the casino accounting department with the main bank or master coin bank end-of-day paperwork.

ii. The cashier shall place the duplicate Balance Receipt in a locked accounting box located in the main bank or the master coin bank or such other location as approved by the Commission.

12. If the bill validator boxes are transported to a count room for counting, at the conclusion of the count a main bank or master coin bank cashier shall verify the count in accordance with N.J.A.C. 19:45-1.54(g)2i and the procedures in the casino licensee's approved internal controls and document the contents thereof on a Balance Receipt; provided, however, if the counting equipment documents the count of each individual bill validator box, the gaming vouchers, coupons and currency need only be documented for the entire bill validator drop and not for each individual bill validator box.

i. The gaming vouchers and coupons shall be transported directly to the casino accounting department together with the original Balance Receipt and the supporting documentation for each bill validator box.

ii. The currency shall be transported directly to the main bank or master coin bank together with the duplicate Balance Receipt.

13. The casino accounting department shall generate an independent report (Gaming Voucher System Report) from the gaming voucher system which shall detail, at a minimum:

i. The serial number, time of redemption and value of each gaming voucher redeemed at a gaming voucher redemption machine during the gaming day;

ii. The total number and value of gaming vouchers redeemed at each gaming voucher redemption machine during the gaming day; and

iii. The total number and value of gaming vouchers redeemed at all gaming voucher redemption machines during the gaming day.

(b) To determine the gross revenue deduction for gaming vouchers redeemed by gaming voucher redemption machines pursuant to N.J.A.C. 19:45-1.43, the casino accounting de-

partment shall compare the following and, if they do not all agree, report the lowest amount:

1. The total value of redeemed gaming vouchers counted pursuant to N.J.A.C. 19:45-1.54(d)1iii, as recorded on the Balance Receipt or such other document as approved by the Commission that summarizes all Balance Receipts;

2. The total value of redeemed gaming vouchers, as recorded on the Gaming Voucher System Report; and

3. The total amount dispensed for redeemed gaming vouchers, as recorded on the Gaming Voucher Redemption Machine Report and adjusted for any gaming voucher error receipts approved pursuant to the casino licensee's internal controls.

New Rule, R.2007 d.117, effective April 16, 2007.

See: 38 N.J.R. 4669(a), 39 N.J.R. 1505(a).

Amended by R.2010 d.210, effective October 4, 2010.

See: 42 N.J.R. 1021(a), 42 N.J.R. 2326(b).

Added new (a)1 and (a)5; recodified former (a)1 through (a)3 as (a)2 through (a)4 and (a)4 through (a)11 as (a)6 through (a)13; rewrote (a)2, (a)3 and (a)6; in (a)10, substituted "(a)6 through 9 above shall" for "(a)5 through 7 above may", and inserted "may alternatively"; and in the introductory paragraph of (a)12, inserted "for counting".

19:45-1.34 Slot booths

(a) Each establishment may have on or immediately adjacent to the gaming floor one or more physical structures, each to be known as a slot booth, to house one or more slot cashiers and to serve as the central location in the casino or, when there are multiple slot booths, in that portion of the casino, for the following:

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

2. The exchange by patrons of coin for currency or slot tokens;

3. The exchange by patrons of currency for currency, coin or slot tokens;

4. The exchange by patrons of gaming chips, prize tokens or slot tokens for currency, slot tokens or coin;

ii. On means that the slot machine is in disabled mode;

iii. Medium flash means either:

(1) A patron is requesting change and the slot machine door is open; or

(2) The slot machine is in disabled mode and the slot machine door is open; and

iv. Fast flash means the slot machine is in disabled mode and the drop compartment door is open;

3. White light slow flash with colored light:

i. Off means that the slot machine is in tilt mode and the slot machine door is closed;

ii. Slow flash means either:

(1) The slot machine is displaying a hand-paid jackpot and the slot machine door is closed; or

(2) The slot machine is displaying a hand-paid jackpot while in tilt mode and the slot machine door is closed;

iii. Medium flash means either:

(1) The slot machine is displaying a hand-paid jackpot and the slot machine door is open; or

(2) The slot machine is in tilt mode and the slot machine door is open; and

iv. Fast flash means the slot machine is in tilt mode and the drop compartment door is open; and

4. White light fast flash with colored light:

i. Off means the slot machine is in administrative mode and the slot machine door is closed;

ii. Medium flash means the slot machine is in administrative mode and the slot machine door is open; and

iii. Fast flash means the slot machine is in administrative mode and the drop compartment door is open.

(f) Any combination of light states capable of display by a slot machine tower light that is not assigned a particular slot machine operating condition by (d) above may be used by the casino licensee for its own internal signals if such signals are identified in the casino licensee's approved internal control submission; provided, however, that the casino licensee shall be required to conform the light states displayed by its slot machine tower lights with any future modifications to (d) above.

(g) The provisions of this section shall apply to all slot machines submitted for Commission approval after April 2, 2001. Any slot machines approved prior to April 2, 2001 and which do not conform to the above specifications shall either be modified to comply with this section or shall be removed from the casino floor in accordance with the provisions of N.J.A.C. 19:46-1.21.

New Rule, R.2000 d.405, effective October 2, 2000.

See: 32 N.J.R. 1154(a), 32 N.J.R. 3582(a).

Amended by R.2001 d.78, effective March 5, 2001 (operative September 5, 2001).

See: 32 N.J.R. 4381(b), 33 N.J.R. 842(b).

In (b)2, added new vi, renumbered existing vi as vii.

Amended by R.2005 d.12, effective January 3, 2005.

See: 36 N.J.R. 4105(a), 37 N.J.R. 100(a).

Amended by R.2006 d.182, effective May 15, 2006.

See: 37 N.J.R. 4211(a), 38 N.J.R. 2213(a).

Rewrote (b)2.

Amended by R.2009 d.62, effective February 17, 2009.

See: 40 N.J.R. 6434(a), 41 N.J.R. 891(a).

In the introductory paragraph of (b), inserted "except as otherwise provided in (c) below"; added new (c); and recodified former (c) through (f) as (d) through (g).

Amended by R.2010 d.184, effective September 7, 2010.

See: 42 N.J.R. 918(a), 42 N.J.R. 2141(b).

In the introductory paragraph of (b)2, inserted "either" and "available or the denomination currently selected".

19:45-1.37C Slot machines; tokenization; residual slot credit

(a) A slot machine equipped with tokenization shall accept only slot tokens with a denomination of \$1.00 or less if the residual slot credit cannot be redeemed.

(b) Any residual slot credit not played or redeemed by a patron shall be deemed abandoned; provided, however, that any such credit shall remain on the slot machine until:

1. Played or redeemed by a patron; or

2. Cancelled by the casino licensee in a manner approved by the Commission.

(c) Any slot machine equipped with tokenization shall bear the notices required by N.J.A.C. 19:45-1.37(a)4viii.

(d) A casino licensee using slot machines equipped with tokenization shall submit and obtain approval of internal controls that set forth the manner in which tokens from different denominations of tokenized machines will be segregated, counted and recorded by denomination of slot machine including, but not limited to, the following requirements:

1. The front and back of slot drop buckets and slot drop boxes for slot machines equipped with tokenization shall be conspicuously marked in a manner approved by the Commission to identify the fact that the slot machine is equipped for tokenization, as well as the denomination of that slot machine; and

2. If a casino licensee offers slot machines which are equipped for tokenization and other slot machines which accept tokens but are not so equipped, the slot drop buckets and slot drop boxes from slot machines equipped with tokenization shall be segregated from all slot drop buckets and slot drop boxes from slot machines which accept tokens of the same denomination but are not so equipped, from the time they are removed from a slot machine until the contents of the slot drop buckets and slot drop boxes are counted in accordance with N.J.A.C. 19:45-1.43.

New Rule, R.2003 d.161, effective April 21, 2003.
See: 35 N.J.R. 88(a), 35 N.J.R. 1689(b).

19:45-1.38 Slot machines and bill changers; authorized locations; movements

(a) Each slot machine that is on a casino floor shall be:

1. Placed at an authorized location identified on a casino floor plan approved by the Commission pursuant to N.J.A.C. 19:43-7.3 or 7.6; and

2. Identified on the Slot Machine Master List required by N.J.A.C. 19:43-7.4(b).

(b) No slot machine or bill changer shall be removed from or returned to an authorized slot machine location in the casino or moved from one authorized slot machine location to another except in accordance with the requirements of N.J.A.C. 19:43-7.4.

(c) Once a slot machine or bill changer has been placed in the casino, all movements of that machine and/or bill changer from or to a location shall be recorded by a slot department member in a machine movement log which shall include the following:

1. The manufacturer's serial number and the asset number of the moved slot machine and/or bill changer;

2. Whether the slot machine is equipped for tokenization, and if so, the denomination of the slot machine;

3. The date and time of movement of the slot machine and/or bill changer;

4. The location from which the slot machine and/or bill changer was moved;

5. The location to which the slot machine and/or bill changer was moved; and

6. The signatures of the slot shift manager and the lead technician verifying the movement of the slot machine and/or bill changer.

(d) Prior to removing a slot machine from the gaming floor:

1. The machine's slot drop bucket or slot drop box shall be removed and transported to the count room;

2. All meters shall be read and recorded in conformity with the procedures set forth in N.J.A.C. 19:45-1.42;

3. Any coins or slot tokens in any of the slot machine's hoppers or in the corresponding hopper storage area shall be removed, transported, and counted with the slot drop bucket or slot drop box; provided, however, that a slot machine may be removed from the casino with coins or slot tokens contained therein so long as:

i. Removal of the coins or the slot tokens, or any combination thereof, is precluded by mechanical or electrical difficulty;

ii. The casino licensee records in a slot machine movement log whether coins or slot tokens remain in the slot machine that is removed from the casino, and also records in that log the nature of the mechanical or electrical difficulty, the date and time that the coins or slot tokens are removed from the slot machine and transported to the count room, the date and time that the slot machine is removed from the casino, and the date and time that the slot machine is opened; and

iii. The removal and transportation to the count room of the coins or slot tokens is completed immediately after the slot machine is opened;

4. Any prize tokens in a payout-only hopper, in a reserve hopper or in a corresponding hopper storage area shall be removed, transported and counted in accordance with procedures and internal controls submitted to and approved by the Commission pursuant to N.J.A.C. 19:45-1.3;

5. On a slot machine equipped for tokenization pursuant to N.J.A.C. 19:45-1.37C, any credits remaining on the slot machine shall be cancelled in a manner approved by the Commission; and

6. On a slot machine that utilizes non-cashable slot credits or non-cashable electronic transfer credits, any such credits remaining on the slot machine shall be cancelled in a manner approved by the Commission.

(e) Prior to removing a bill changer from the casino floor, the slot cash storage box shall be removed and transported to the count room and all meters except the cash box meter shall be read and recorded in conformity with the procedures set forth in N.J.A.C. 19:45-1.42. A bill changer may be removed from the casino floor with currency, gaming vouchers, or coupons contained therein when removal of the slot cash storage box is precluded by mechanical or electrical difficulty. If currency, gaming vouchers, or coupons remain in a bill changer when it is removed from the casino floor, this fact and the date and time that the slot cash storage box or, if necessary, currency, gaming vouchers, or coupons are removed from the bill changer and transported to the count room shall be recorded in the machine movement log.

Experimental 90-day implementation pursuant to N.J.S.A. 5:12-69(e), (P.L. 1987 c.354), 5:12-70(f) and 5:12-100(e), effective April 11, 1988 (expires July 10, 1988).

See: 20 N.J.R. 769(a).

Amended by: R.1988 d.387, effective August 15, 1988.

See: 20 N.J.R. 765(a), 20 N.J.R. 769(a), 20 N.J.R. 2090(a).

Added location and movements of slot machines.

Amended by R.1991 d.230, effective May 6, 1991.

See: 22 N.J.R. 3325(a), 23 N.J.R. 1461(a).

In (a)1: added N.J.A.C. reference for location number; in (c)1: added "asset" to define number.

Amended by R.1992 d.121, effective March 16, 1992.

See: 23 N.J.R. 2920(a), 24 N.J.R. 974(a).

Rule text amended to eliminate requirement the Commission Inspector sign the machine movement log approving movement of individual slot machines and/or bill changers. Deleted (c)5, recodifying existing 6 as new (c)5, with text changes.

Amended by R.1992 d.360, effective September 21, 1992.

See: 24 N.J.R. 2137(a), 24 N.J.R. 3336(a).

Hopper storage area provisions added.
 Administrative Correction to (c)4.
 See: 25 N.J.R. April 5, 1993.
 Amended by R.1993 d.319, effective July 6, 1993 (operative October 15, 1993).
 See: 25 N.J.R. 1503(b), 25 N.J.R. 2908(a).
 Amended by R.1994 d.69, effective February 7, 1994.
 See: 25 N.J.R. 4471(a), 26 N.J.R. 829(a).
 Amended by R.1994 d.504, effective October 3, 1994.
 See: 26 N.J.R. 2872(a), 26 N.J.R. 3253(a), 26 N.J.R. 4089(a).
 Amended by R.1996 d.122, effective March 4, 1996.
 See: 27 N.J.R. 1775(a), 28 N.J.R. 1399(a).
 Amended by R.2002 d.60, effective March 4, 2002.
 See: 33 N.J.R. 2402(b), 34 N.J.R. 1020(b).
 In (d)4, inserted “; in a reserve hopper” preceding “or in a corresponding hopper”.
 Amended by R.2002 d.4, effective January 6, 2003.
 See: 34 N.J.R. 2012(a), 35 N.J.R. 259(a).
 Rewrote (e).
 Amended by R.2003 d.161, effective April 21, 2003.
 See: 35 N.J.R. 88(a), 35 N.J.R. 1689(b).
 In (c), added new 2; recodified existing 2 through 5 as 3 through 6; in (d), added new 5.
 Amended by R.2005 d.267, effective August 15, 2005.
 See: 36 N.J.R. 4431(a), 37 N.J.R. 3069(a).
 In (d), deleted “and” following “1.3;” in 4, substituted “; and” for “.” following “Commission” in 5, added 6.

19:45-1.39 Progressive slot machine jackpots

(a) This section shall apply to any slot machine jackpot that may increase in value as the machine is played (a “progressive jackpot”).

(b) Each slot machine that includes a slot machine game that offers a progressive jackpot which increases in value based upon handle and is adjusted and displayed by a device other than the approved program that controls the operation of the slot machine game shall have the following features:

1. For each progressive jackpot offered by the slot machine game, a mechanical, electrical or electronic device, to be known as a “progressive meter,” visible from the front of the machine which increases in value based upon handle, and which advises the player of the amount which can be won if the progressive jackpot display appears;

2. A mechanical, electrical or electronic device, to be known as a “progressive jackpot meter” that continuously and automatically records the number of times a progressive jackpot is hit;

i. If a slot machine game offers more than one progressive jackpot, it shall have a separate progressive jackpot meter for each progressive jackpot and a “cumulative progressive jackpot meter” that continuously and automatically records the total number of times that progressive jackpots are hit;

ii. All meters required by (b)2 and (b)2i above shall be capable of being read without opening the slot machine;

3. A separate key and key switch to reset the “progressive meter(s)” or such other separate reset mechanism as may be approved by the Commission;

4. A separate key locking the compartment housing the progressive meter(s) or other means by which to preclude any unauthorized alterations to the progressive meters; and

5. Dual key control by the Commission and the casino licensee, or such other key controls as the Commission may approve, of the compartment housing the microprocessor or other control unit that controls the progressive meter(s), which compartment shall be in a location approved by the Commission.

(c) Except as provided in (j) below, each slot machine that is connected to a common progressive meter (“common display unit”) for the purpose of offering the same progressive jackpot on two or more slot machines (a “linked slot machine”) shall:

1. Be of the same denomination and have the same probability of winning the progressive jackpot as every other linked slot machine connected to such common display unit;

2. Require that the same amount of handle be invested to entitle the player to a chance at winning the progressive jackpot and that each increase in handle increment the meter(s) by the same rate of progression as every other linked slot machine connected to such common display unit; and

3. Have its microprocessor or other control unit that controls the common display unit housed in a location approved by the Commission that would allow dual key control by the Commission and the casino licensee, or with such other key controls as the Commission may approve.

(d) Every casino seeking to utilize a linked slot machine shall submit to the Commission for approval the location and manner of installing the common display unit.

(e) No slot machine that includes a slot machine game that offers a progressive jackpot shall be placed on the casino floor until the casino licensee or, as applicable, the slot system operator has submitted to the Commission and the Commission has approved the following:

1. The initial and reset amounts at which the “progressive meter(s)” will be set;

2. The proposed system for controlling the keys and access codes to these machines;

3. The proposed rate of progression for each progressive jackpot; and

4. The calculated probability of winning each progressive jackpot, which probability shall not exceed 50 million to one. For example, a probability of 45 million to one would be permitted, but a probability of 55 million to one would not be permitted. Notwithstanding the foregoing, this paragraph shall not apply to a jackpot with a probability that may exceed 50 million to one during the game cycle due solely to the intervening occurrence of free play

10. No person shall enter or leave the count room during the hard count when a Commission inspector is not present except in an emergency.

11. After the contents of all the slot drop buckets and slot drop boxes are counted or weighed and recorded, each count team member shall sign the Slot Win Sheet or other document as approved by the Commission attesting to their involvement in the hard count. Any person who, in accordance with (f) above, is scheduled to leave the count room prior to the completion of the entire count process, shall also record the time that he or she exited the count room. Any person who enters or leaves the count room due to an emergency shall sign, and record the time of the entry or exit on, the Slot Win Sheet or such other document as approved by the Commission; except that, if the person exiting the count room is unable to sign the document due to the emergency, the count room supervisor shall record the person's name and time of exit and a notation describing the emergency on the document.

12. At the conclusion of the hard count, any slugs that have been found shall be presented to a main bank cashier or master coin bank cashier together with the duplicate Slug Report. The Slug Report shall be a three-part form, at a minimum, which shall include the date, the total number of slugs received, the signature of the preparer and the signature of the main bank cashier or master coin bank cashier who accepted receipt of the slugs from the hard count representative. The original Slug Report shall be delivered to the Commission and the triplicate shall be delivered to the Division's in-house office by the end of the gaming day. The duplicate Slug Report shall remain with the slugs until their destruction.

13. Each prize token issued by any casino licensee that is removed from a slot drop bucket or a slot drop box and counted pursuant to this section shall be counted, for purposes of calculating gross revenue pursuant to N.J.S.A. 5:12-24, as cash received by the casino licensee from gaming operations for the face amount of the prize token, and, notwithstanding the prohibition on prize tokens activating slot machine play, no adjustment to the amount recorded on the Slot Win Sheet in accordance with (i)7iii above shall be allowed.

(j) Procedures and requirements at the conclusion of the hard count shall be as follows:

1. Approximately 15 minutes prior to the end of the hard count, if a Commission inspector is not present, an inspector shall be notified that the hard count is about to be completed.

2. Upon reentering the count room, the Commission inspector shall:

i. Examine the light system or other approved device to ascertain whether any person has entered or exited the count room during the period of his or her absence, and if so, either satisfactorily account for those

events, if possible, or document the incident and promptly report it to the Division; and

ii. Compare the original list of count team members with the persons present at the conclusion of the hard count, ascertain whether the identities of the persons in the count room remained unchanged during the hard count, and if not, either satisfactorily account for any changes in personnel, if possible, or document the incident and promptly report it to the Division.

3. At least one count team member shall sign the Slot Win Sheet attesting to the accuracy of the information recorded thereon.

4. Any prize tokens, foreign slot tokens, wrapped coins, wrapped slot tokens, bagged coins or bagged slot tokens removed from the slot drop buckets and slot drop boxes shall be recounted in the count room by a main bank cashier or master coin bank cashier, in the presence of a count team member and the Commission inspector, prior to the cashier having access to the information recorded on the Slot Win Sheet. Any bagged coins or bagged slot tokens shall be recounted on a random sample basis as follows:

i. The main bank cashier or master coin bank cashier shall randomly select, at a minimum, 10 percent of all bagged coins and bagged slot tokens. The sample bags selected shall then be weighed by the cashier in the presence of a Commission inspector.

ii. If a discrepancy greater than plus or minus \$1.00 for any denomination of bagged coins or greater than plus or minus one token for bagged slot token denominations of \$25.00 and below is found during the weighing of a sample bag, then the sample bag shall be opened and recounted by a counting machine in the presence of the Commission inspector provided, however, for slot token denominations greater than \$25.00, any discrepancy shall require a recount. If more than one sample bag has a discrepancy and the problem cannot be resolved, then the Commission inspector may require that the scales be recalibrated and that all bagged coins and bagged slot tokens be recounted.

5. The inspector shall then compare the value of each of the slot tokens, foreign slot tokens and prize tokens listed on his or her countdown sheet with the value of each of those tokens shown on the Slot Win Sheet, and verify that the amounts are in agreement and are correct, and if not, either satisfactorily account for any discrepancies, if possible, or document the incident and promptly report it to the Division.

6. The cage cashier or master coin bank cashier shall then attest by signature on the Slot Win Sheet to the accuracy of the value of coin, prize tokens, foreign slot tokens and slot tokens received from the slot machines. The inspector shall then sign the Slot Win Sheet evidencing the inspector's presence and the fact that the inspector,

the cashier and count team have agreed on the total value of coin, prize tokens, foreign slot tokens and slot tokens counted. Once the signatures required by (i)11 and (j)3 above and this paragraph have been recorded on the Slot Win Sheet, the duplicate copy or a photocopy of the original Slot Win Sheet shall be given to the inspector. A casino licensee's internal controls may, in the licensee's discretion, require that an additional copy of a multi-part Slot Win Sheet or another photocopy of the original Slot Win Sheet be given to the cage cashier or master coin bank cashier. Each photocopy of the original Slot Win Sheet shall be stamped with the word "copy" by the inspector prior to its distribution. The coins, prize tokens, foreign slot tokens and slot tokens thereafter shall remain in the custody of cage cashiers or master coin bank cashiers.

7. A casino security department employee, in the presence of the Commission inspector, shall:

- i. Inspect all persons with a metal detector upon their exiting the count room; and
- ii. Conduct a thorough inspection of the entire count room and all equipment located therein, for unsecured coins, foreign slot tokens, prize tokens and slot tokens.

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

9. A casino accounting department employee shall complete the original Slot Win Sheet, either manually or through the use of a computer program such as a spreadsheet program, as approved by the Commission, by recording the following information on the Slot Win Sheet or supporting documentation:

- i. If not previously recorded on supporting documentation in accordance with the requirements of N.J.A.C. 19:45-1.33 and 1.43, the value of coin, slot tokens, prize tokens, foreign slot tokens, currency and coupon drop for each slot machine, and the total value of gaming voucher drop for each slot machine as determined in accordance with internal controls approved by the Commission pursuant to N.J.A.C. 19:45-1.54;
- ii. The total value of coin, slot tokens, prize tokens, foreign slot tokens, currency and coupon drop, and the total value of gaming voucher drop as determined in accordance with internal controls approved by the Commission pursuant to N.J.A.C. 19:45-1.54, by denomination of slot machine and in total for all slot machines;
- iii. The total amount of Hopper Fills to each slot machine and its corresponding hopper storage area;
- iv. The total of all Hopper Fills, by denomination of slot machine and the total for all Hopper Fills;
- v. The total amount of Jackpot Payouts for each slot machine;

vi. The total of all Jackpot Payouts, by denomination of slot machine and the total for all slot machines;

vii. The total value of gaming vouchers redeemed at locations other than slot machines as determined in accordance with internal controls approved by the Commission pursuant to N.J.A.C. 19:45-1.54;

viii. The calculated win or loss and statistics for each slot machine; and

ix. The total calculated win or loss for each denomination of slot machine and for all slot machines.

10. The Jackpot Payouts and Hopper Fills shall be:

- i. Compared for agreement with each other and, if applicable, to triplicates or stored data on a test basis;
- ii. Reviewed for the appropriate number and propriety of signatures on a test basis;
- iii. Accounted for by series numbers;
- iv. Tested for proper calculation, summarization, and recording;
- v. Subsequently recorded; and
- vi. Maintained and controlled by accounting department employees.

11. The Slot Win Sheet shall be compared to the information recorded pursuant to N.J.A.C. 19:45-1.42(o) by a casino accounting department employee who shall:

- i. Compare for agreement, for each slot machine, the number of coins or slot tokens counted and recorded by the count team to the drop meter reading recorded pursuant to N.J.A.C. 19:45-1.42(o); provided, however, that the casino accounting department, in making the comparison, shall account for any prize tokens and foreign slot tokens that were counted pursuant to this section after being improperly accepted by the coin acceptor and diverted to the slot drop bucket or slot drop box;
- ii. Compare for agreement, for each slot machine, Jackpot Payouts to the manual jackpot meter reading recorded pursuant to N.J.A.C. 19:45-1.42(o) or (p);
- iii. Compare for agreement, for each slot machine, the gaming voucher information as required in accordance with N.J.A.C. 19:45-1.54; and
- iv. Report all significant differences between meter readings and amounts recorded to the slot department for appropriate action.

Amended by R.1981 d.437, effective November 16, 1981.

See: 13 N.J.R. 534(b), 13 N.J.R. 848(b).

(i)5: deleted "(and the value ... counted)" and added "and/or the value ... Slot Win Report."

Amended by R.1987 d.277, effective July 6, 1987 (operative November 1, 1987).

See: 18 N.J.R. 1929(a), 19 N.J.R. 1237(a), 19 N.J.R. 1656(a).

Added text in (g) “, after which such ... or the division.” Added new (j)2 and renumbered 2-4 as 3-5. Correction deferred operative date from September 1, 1987 to November 1, 1987.

Petition for Rulemaking: Slot machine bill changer system.

See: 19 N.J.R. 1110(a).

Amended by R.1991 d.230, effective May 6, 1991.

See: 22 N.J.R. 3325(a), 23 N.J.R. 1461(a).

In (i)5: added “asset” before number, revising from “casino” number.

Amended by R.1991 d.229, effective May 6, 1991.

See: 22 N.J.R. 3205(a), 23 N.J.R. 1455(a).

In (j): revised text from “slot cashier” to “master coin bank cashier.”

Amended by R.1992 d.110, effective March 2, 1992.

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

In (f): stylistic revisions; in (i)6, amended text regarding required documents; added new (i)7, recodifying prior 7 as 8; in (j): added new (j)1, recodifying prior 1 as 2 and recodifying existing 2-5 as 3-6.

Amended by R.1993 d.318, effective July 6, 1993 (operative October 15, 1993).

See: 25 N.J.R. 1503(b), 25 N.J.R. 2908(a).

Administrative Correction.

See: 25 N.J.R. 2913(b).

Amended by R.1993 d.493, effective October 4, 1993.

See: 25 N.J.R. 2855(a), 25 N.J.R. 4622(a).

Amended by R.1994 d.282, effective June 6, 1994.

See: 26 N.J.R. 1209(b), 26 N.J.R. 2476(c).

Amended by R.1994 d.344, effective July 5, 1994.

See: 26 N.J.R. 1621(a), 26 N.J.R. 2804(a).

Amended by R.1994 d.504, effective October 3, 1994.

See: 26 N.J.R. 2872(a), 26 N.J.R. 3253(a), 26 N.J.R. 4089(a).

Amended by R.1996 d.110, effective February 20, 1996.

See: 27 N.J.R. 3923(a), 28 N.J.R. 1224(b).

Amended by R.1996 d.314, effective July 15, 1996.

See: 28 N.J.R. 1612(a), 28 N.J.R. 3622(a).

Amended by R.1996 d.417, effective September 3, 1996.

See: 28 N.J.R. 1498(a), 28 N.J.R. 4111(b).

Amended by R.1997 d.37, effective January 21, 1997.

See: 28 N.J.R. 4575(a), 29 N.J.R. 379(a).

In (e), deleted provision limiting entry/exit of counting room to specified persons; added (f)3; and substantially amended (g) and (i).

Amended by R.1997 d.447, effective October 20, 1997.

See: 29 N.J.R. 2811(a), 29 N.J.R. 4560(a).

In (a), rewrote the first and second sentences; and in (f)3, inserted “or his or her supervisor”.

Amended by R.1997 d.489, effective November 17, 1997.

See: 29 N.J.R. 1289(a), 29 N.J.R. 4862(b).

In (j)9ii, added requirement for recording the hopper storage area.

Amended by R.1998 d.149, effective March 16, 1998.

See: 30 N.J.R. 37(a), 30 N.J.R. 1059(b).

Rewrote (b), (f) and (g).

Amended by R.1998 d.524, effective November 2, 1998.

See: 30 N.J.R. 2846(a), 30 N.J.R. 3971(b).

In (i), added a new iii in 1 and inserted “value” following “dollar” in 7iii; and rewrote (j).

Amended by R.1999 d.28, effective January 19, 1999.

See: 30 N.J.R. 3764(b), 31 N.J.R. 147(a).

In (i)2, added an exception at the end of the first sentence.

Amended by R.2002 d.4, effective January 6, 2003.

See: 34 N.J.R. 2012(a), 35 N.J.R. 259(a).

Rewrote the section.

Amended by R.2003 d.161, effective April 21, 2003.

See: 35 N.J.R. 88(a), 35 N.J.R. 1689(b).

In (i)7i added “and denomination” following “asset number”; in (i)7ii, added “of the slot machine” following “by denomination”.

Amended by R.2007 d.116, effective April 16, 2007.

See: 38 N.J.R. 3289(a), 39 N.J.R. 1519(a).

In the introductory paragraph of (j)11, substituted “information recorded pursuant to N.J.A.C. 19:45-1.42(o)” for “Slot Meter Sheet”; in (j)11i, substituted “pursuant to N.J.A.C. 19:45-1.42(o)” for “on the Slot Meter Sheet”; and in (j)11ii, substituted “pursuant to N.J.A.C. 19:45-1.42(o) or (p)” for “on the Slot Meter Sheet”.

19:45-1.44 Commission-controlled keys for dual locks; casino licensee-controlled keys and locks; notice to the Commission and surveillance department upon malfunction and repair, maintenance or replacement of alarms

(a) Any key that is required by N.J.S.A. 5:12-100c and this chapter to be controlled and maintained by a Commission inspector and any corresponding locking device for a dual key control locking system shall be patented and shall be approved by the Commission. Such key shall be legally duplicable only by the manufacturer or an approved agent or successor thereof, and shall be capable of unlocking the locking device on no more than one type of secure box, compartment or location used or maintained within any casino hotel facility. To the extent a casino licensee is not in compliance with the provisions of this subsection, the casino licensee shall submit internal controls for Commission approval by January 5, 2001 detailing its prospective implementation of any upgrades to its dual key locking systems in accordance herewith. Such internal controls shall, at a minimum, include a completion date for all upgrades by November 6, 2002, and an enumeration of those incidents or events which, if they occurred, would compromise the security of the casino licensee’s dual key control locking systems and require it to immediately comply with the provisions herein. Notwithstanding the above, nothing herein shall preclude the Commission from exempting a type of secure box, compartment or location from the requirements of this subsection upon a determination that the security of such box, compartment or location would not otherwise be compromised. The types of secure boxes, compartments or locations that require a unique Commission key shall include, without limitation, the following:

1. Drop boxes, as required pursuant to N.J.A.C. 19:45-1.16(a);
2. Slot cash storage boxes, as required pursuant to N.J.A.C. 19:45-1.16(b);
3. Trolleys to transport drop boxes from gaming tables to a secure location, as required pursuant to N.J.A.C. 19:45-1.17(b);
4. Trolleys or cabinets used to transport or store, respectively, slot cash storage boxes, as required pursuant to N.J.A.C. 19:45-1.14(d);
5. Count room entrance and exit doors, as required pursuant to N.J.A.C. 19:45-1.32(b);
6. Compartments housing slot drop buckets, as required pursuant to N.J.A.C. 19:45-1.36(b);
7. Slot drop boxes, as required pursuant to N.J.A.C. 19:45-1.36(c)3;
8. Compartments housing slot drop boxes, as required pursuant to N.J.A.C. 19:45-1.36(d);
9. Areas in which slot cash storage boxes are located, as required pursuant to N.J.A.C. 19:45-1.36(f);

10. Compartments housing microprocessors or other control units controlling progressive meter(s) for progressive slot machines, as required pursuant to N.J.A.C. 19:45-1.39(b)5;

11. Locations housing a computer that controls a progressive payout wager system for gaming tables offering a progressive payout wager, as required pursuant to N.J.A.C. 19:45-1.39B(b)6;

12. Storage cabinets or trolleys for unattached slot drop boxes, as required pursuant to N.J.A.C. 19:45-1.42(a); and

13. Compartment housing a random number generator for the keno system, as required pursuant to N.J.A.C. 19:45-15.5.

(b) Each casino licensee shall establish inventory internal controls for any key required by the rules of the Commission to be controlled and maintained by a casino licensee and for any corresponding locking device including, without limitation, any key and locking device required by N.J.S.A. 5:12-100c and this chapter for a dual key control locking system. The key and locking device inventory controls of each casino licensee shall include, at a minimum, procedures for:

1. Maintenance of inventory ledgers by identified, authorized personnel for purposes of documenting:

- i. The requisitioning of keys and locking devices from vendors;
- ii. The receipt of blank key stock;
- iii. The storage and issuance of keys and locking devices;
- iv. Any loss, removal from service, and subsequent replacement of keys and locking devices;
- v. The destruction of keys and locking devices; and
- vi. The results of physical inventories;

2. The storage of duplicate keys and locking devices, including a physical description of any storage location and the identification of authorized personnel in control of such location;

3. The destruction of keys and locking devices, including documentation detailing in whose presence any destruction shall occur; and

4. Physical inventories of all keys and locking devices at least once every 12 months.

(c) A casino licensee shall notify the Commission and its surveillance department immediately upon becoming aware of any malfunction of any alarm system or alarmed door required by the Act and these rules, or required by the Commission pursuant thereto, and upon any emergency service to restore their proper function. In addition, a casino licensee shall provide the Commission and its surveillance department with at least 24 hours written notice prior to effect-

ing any non-emergency repair, maintenance or replacement of any such alarm system or alarmed door including, without limitation:

1. Alarm systems for any emergency exit from the casino floor or casino simulcasting facility, as required pursuant to N.J.A.C. 19:43-6.2(a)3;

2. Alarm systems for the casino cage, its ancillary office space and any related casino vault, as required pursuant to N.J.A.C. 19:45-1.14(c)2;

3. Alarm systems for any master coin bank located outside the casino cage, as required pursuant to N.J.A.C. 19:45-1.14(d);

4. Alarmed emergency exit door(s) for the casino cage, as required by N.J.A.C. 19:45-1.14(c)3iii;

5. Alarmed doors to casino vaults signaling the closed circuit television system, as required by N.J.A.C. 19:45-1.14(f)3;

6. Alarmed doors to count rooms signaling the monitoring rooms and the casino security department, as required pursuant to N.J.A.C. 19:45-1.32(b)2;

7. Alarm systems providing for a continuous visual signal whenever any access door to the count room is open, as required pursuant to N.J.A.C. 19:45-1.32(e);

8. Alarm systems for any slot cashier window in a slot booth, as required pursuant to N.J.A.C. 19:45-1.34(c);

9. Alarm systems for separate work stations within a keno booth or satellite keno booth, as required pursuant to N.J.A.C. 19:45-1.47(c)1i and (f); and

10. Alarm systems for keno work stations in keno lockers, as required pursuant to N.J.A.C. 19:45-1.47(g)1.

New Rule, R.1999 d.361, effective November 1, 1999.

See: 30 N.J.R. 3765(a), 31 N.J.R. 3529(a).

Amended by R.2000 d.445, effective November 6, 2000.

See: 31 N.J.R. 3245(a), 32 N.J.R. 4004(a).

Added new (a); recodified former (a) as (b).

Amended by R.2001 d.381, effective October 15, 2001.

See: 33 N.J.R. 1874(a), 33 N.J.R. 3673(a).

Added a new (b) and recodified former (b) as (c).

Amended by R.2001 d.402, effective November 5, 2001.

See: 33 N.J.R. 2633(a), 33 N.J.R. 3762(a).

In (a)11, substituted "a computer that controls a progressive payout wager system" for "the supercontroller and CPU disk drive for the progressive meter".

19:45-1.45 Signatures

(a) Signatures shall:

1. Comply with either of the following requirements:

- i. Be, at a minimum, the signer's first initial, last name and Commission license number, written by the signer, and be immediately adjacent to or above the clearly printed or preprinted title of the signer; or

ii. Be the employee's identification number or other computer identification code issued to the employee by the casino licensee, if the document to be signed is authorized by the Commission to be generated by computer, and such method of signature is approved or required by the Commission;

2. 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 casino licensee's system of internal accounting control; and

3. Signify that the signer required by this chapter to count or observe gaming chips and plaques has counted or observed the count of such chips and plaques and such count was made by breaking down stacks of chips to the extent necessary.

(b) Signature records shall be prepared for each person required by the rules of the Commission to sign records and documents and shall include specimens of signatures, titles of signers and the date the signature was obtained. Such signature records shall be filed alphabetically by last name either on a company-wide or departmental basis. The signature records shall be adjusted on a timely basis to reflect changes of personnel.

(c) Signature records shall be securely stored in the accounting department, except that signature records stored in electronic form shall be maintained by the MIS Department in a secure format which is backed up regularly to a disk or such other media so that such signature records can be promptly retrieved in the event of a computer failure.

(d) This section shall apply to any signature required in a casino licensee's approved system of internal procedures and administrative and accounting controls, including, without limitation, procedures required by N.J.A.C. 19:46.

Amended by R.1981 d.272, effective August 6, 1981.
See: 13 N.J.R. 47(c), 13 N.J.R. 541(a).

(a)4: delete "except in counts required under sections 19:45-1.21, 19:45-1.30 and 19:45-1.31 of this regulation".

(b): delete "or initial forms" after "regulation to sign", and delete "and initials" after "specimens of signatures".

Amended by R.1988 d.468, effective October 3, 1988.
See: 20 N.J.R. 1069(a), 20 N.J.R. 2468(a).

Added (d).

Amended by R.1994 d.223, effective May 2, 1994.
See: 26 N.J.R. 912(b), 26 N.J.R. 1853(a).

Amended by R.1995 d.372, effective July 17, 1995.
See: 27 N.J.R. 1533(a), 27 N.J.R. 2707(a).

Amended by R.2005 d.13, effective January 3, 2005.
See: 36 N.J.R. 1185(a), 37 N.J.R. 103(a).

Rewrote (c).

19:45-1.46 Procedures for control of coupon redemption and other complimentary distribution programs

(a) For the purposes of this chapter, a complimentary distribution program is a contest or promotion pursuant to

which complimentary services or items are provided directly or indirectly by a casino licensee to the public without regard to the identity or level of gaming activity of the individual recipients. The procedures contained in (c) through (t) below shall apply to casino licensees offering coupon redemption complimentary distribution programs which entitle patrons to use match play coupons or progressive wager coupons or to redeem coupons for complimentary cash, gaming chips, slot tokens, slot credits or simulcast wagers issued in connection with bus and other complimentary distribution programs. No match play coupons, progressive wager coupons, complimentary cash, gaming chips, slot tokens, or slot credits may be distributed, or complimentary simulcast wagers accepted, by a casino licensee under any coupon redemption complimentary distribution program that does not comply with the requirements of this section. Detailed procedures controlling complimentary distribution programs regulated by (c) through (t) below shall be prepared prior to implementation and maintained by the casino accounting department. A coupon redemption complimentary distribution program may also allow patrons to use or redeem electronic transfer credits through the use of a coupon inserted into an electronic transfer credit system approved pursuant to N.J.A.C. 19:45-1.37A, provided that the storage, issuance, verification, redemption and reconciliation of such coupons is accomplished in a manner approved by the Commission.

(b) Detailed procedures controlling all complimentary distribution programs entitling patrons to complimentary cash, slot tokens, or slot credits not regulated by (a) above shall be prepared prior to implementation of the programs and shall be maintained by the casino accounting department. Complimentary items or services, including cash, slot tokens, slot credits or simulcast wagers, distributed through programs regulated by this subsection shall be reported in accordance with the procedures contained in (m) and (o) below.

(c) Each coupon or part thereof issued by a casino licensee directly or through an authorized vendor shall only be redeemable for a specific amount of cash, gaming chips, slot tokens, slot credits or simulcast wagers.

(d) All coupons issued pursuant to this section shall contain a serial number and each series of coupons shall be issued in sequential order. Each coupon shall be printed with a description of what is being offered, the location where which it may be redeemed, and either a statement specifying the date on which the coupon becomes invalid or some other means to indicate the date when a coupon becomes invalid. If a coupon is of a type that is devisable into sections or is multipart, each such separate part or copy shall contain the information required by this subsection.

(e) The provisions of this subsection and (f) through (h) and (k) below shall only apply to coupons that will be distributed directly to patrons by a casino licensee. Coupons received by a casino licensee from a manufacturer or distributor or produced internally by the casino licensee pursuant to (t) below shall be opened and examined by at least one member

of the accounting department. Any deviations between the invoice or control listing accompanying the coupons, the purchase or requisition order, and the actual coupons received shall be reported promptly to the supervisor of the casino accounting department or to a higher authority in a direct reporting line and the Internal Audit Department.

1. Upon examination of the coupons received, the casino licensee shall cause to be recorded in a Coupon Control Ledger the type and quantity of coupons received, the date of such receipt, the beginning serial number, the ending serial number, the new quantity of unissued coupons on hand, the purchase order or requisition number, any deviations between the number of coupons ordered and received and the signature of any individual who examined such coupons.

2. All unissued coupons shall be stored in a secured and locked area, controlled by an accounting department supervisor.

3. A representative from the accounting department shall prepare a monthly inventory of unissued coupons. Any deviations between the coupon inventory and the Coupon Control Ledger shall be reported to the Casino Controller or to a higher in a direct reporting line.

4. For purposes of this section, "accounting department" shall be deemed to refer to any accounting personnel employed by the casino licensee who report in a direct line to the supervisor of the casino accounting department.

(f) A representative of the casino licensee shall estimate the number of coupons needed by shift each day. An accounting department representative shall obtain the quantity of coupons to be issued. If a date indicating when the coupon becomes invalid is not preprinted thereon, the accounting department representative shall affix a stamp indicating the date the coupon becomes invalid or shall issue color coded coupons indicating the date that the coupons become invalid. The following, at a minimum, shall be recorded in the Coupon Control Ledger:

1. The date the coupons were issued;
2. The type of coupons issued;
3. The beginning serial number of the coupons issued;
4. The ending serial number of the coupons issued;
5. The quantity issued and the quantity remaining; and
6. The signatures of the accounting department representative issuing the coupons and such other department's representative receiving the coupons.

(g) The casino licensee shall require unused coupons obtained from the accounting department representative to be stored in a locked cabinet until they are distributed to patrons. Any coupons remaining unused at the end of a shift shall either be returned to the accounting department for receipt and redistribution or kept for use by the following shift

provided accountability between shifts is maintained. All expired coupons must be returned to the accounting department on a daily basis. Any coupons that are not used by the date indicated on the coupons when they become invalid shall be voided when returned to the accounting department.

(h) Documentation, as required by the casino licensee, shall be prepared by a representative of the casino licensee for the distribution of coupons to patrons. The documentation shall have the following information, at a minimum, recorded on it:

1. The date and time or shift of preparation;
2. The type of coupons used;
3. The beginning serial number of the coupons used;
4. The ending serial number of the coupons used;
5. The total number of coupons used;
6. Independent verification of the number of people receiving the coupons, e.g., bus driver's manifest;
7. The total number of coupons remaining for use by the next shift or returned to the accounting department; and
8. The signature(s) of the casino licensee's representative who distributed the coupons.

(i) No casino licensee shall issue or use a match play coupon, a progressive wager coupon or a coupon for slot credits for gaming purposes until a sample coupon has been submitted to and approved by the Commission.

1. A coupon redeemable for gaming chips, a match play coupon and a progressive wager coupon shall be designed and printed so that the denomination and type of the coupon is clearly visible from the closed circuit television system when accepted or being wagered at a gaming table and when deposited in a drop box. A match play coupon shall contain an area designated for the placement thereon of the required gaming chips, which area shall be located on the coupon so as not to obscure or interfere with visibility of the type and denomination of the coupon.

2. A casino licensee may, in its discretion and upon fair notice to the public, issue coupons for cashable or non-cashable slot credits. A slot credit is cashable if it can be converted into cash by the patron; a slot credit is non-cashable if it cannot be converted into cash by the patron but can only be used to activate play at a slot machine.

i. No winning slot machine wager, including a winning wager made with a non-cashable slot credit, shall be paid with non-cashable slot credits.

ii. If a slot machine has both cashable and non-cashable slot credits available for play, all non-cashable slot credits shall automatically be wagered before any cashable slot credits are wagered.

iii. A coupon for non-cashable slot credits shall contain a conspicuous notice that it cannot be redeemed for cash and may only be redeemed for non-cashable slot credits at a slot machine. Such a coupon, as well as all written promotional materials and application forms relating to such credits shall disclose all restrictions upon the use of non-cashable slot credits, including, at a minimum, notice that a non-cashable slot credit cannot be converted into cash, must be wagered or abandoned, and is automatically wagered before any cashable slot credits are wagered. Such a coupon shall also be designed and printed so that the denomination and non-cashable status of the coupon is visually distinguishable from a coupon for cashable slot credits, and is also distinguishable from a coupon for cashable slot credits by a system which reads, verifies, validates and accepts or rejects coupons for cashable and non-cashable slot credits.

(j) Coupons shall be redeemed in the following manner:

1. Coupons redeemable for coin, currency or slot tokens shall be redeemed by changepersons or at the slot or keno booths, the cashier's cage, or at any other location within the casino hotel facility approved by the Commission in a casino licensee's internal control submission. A changeperson, slot cashier or general cage cashier shall accept the coupons in exchange for the stated amount of cash or slot tokens, or a keno writer shall accept the coupons in exchange for the stated amount of cash or keno ticket, and shall cancel the coupons upon acceptance. A coupon redeemable for currency may also be redeemed by slot attendants, who shall accept the coupon in exchange for the stated amount of currency and shall cancel the coupons upon acceptance. Cancellation of coupons by changepersons and slot attendants shall be in a manner that will permit subsequent identification of the individual who accepted and canceled the coupon.

i. Redeemed coupons shall be maintained by the slot or general cashier or keno writer and shall be exchanged with the Main or Master Coin Bank at the conclusion of gaming activity each day, at a minimum.

ii. Notwithstanding the above, an automated coupon redemption machine, gaming voucher redemption machine or bill changer may be utilized to accept coupons provided that:

(1) The acceptance of coupons by an automated coupon redemption machine complies with this section and N.J.A.C. 19:45-1.46A;

(2) The acceptance of coupons by a gaming voucher redemption machine complies with this section and 19:46-1.28B; and

(3) The acceptance of coupons by a bill changer complies with this section and N.J.A.C. 19:45-1.46B.

iii. If coupons are mailed to a patron pursuant to (q) or (r) below, an automated coupon redemption machine,

gaming voucher redemption machine or bill changer may be used for redemption only if these devices have the capability to perform and document the verification required by (q)5 below and to verify and document the identity of the patron as required by (q)6 below.

2. Coupons redeemable for electronic transfer credits shall only be redeemed at a slot booth, the cashiers' cage or at a slot machine connected to an electronic transfer credit system approved pursuant to N.J.A.C. 19:45-1.37A. The electronic transfer credit system shall verify the validity of the coupons prior to redemption, and shall electronically cancel the coupons in a manner approved by the Commission.

i. A slot cashier or general cage cashier shall redeem the coupons only in exchange for the amount of cash stated thereon. A record of redeemed coupons shall be maintained by the slot cashier or general cage cashier and shall be exchanged with the Main or Master Coin Bank at the conclusion of each cashier's shift, at a minimum.

ii. A record, separate from the record required pursuant to N.J.A.C. 19:45-1.37A(f), shall be generated at the end of each gaming day and maintained by the casino licensee. This record shall, at a minimum, identify the dollar value and identification number of each coupon redeemed at each slot machine, the date and time each coupon was redeemed, and the asset number of the slot machine at which the coupon was redeemed.

3. Coupons redeemable for simulcast wagers shall only be accepted by casino pari-mutuel cashiers at the simulcast counter in exchange for the simulcast wagers stated on the coupons. Cancellation of coupons by casino pari-mutuel cashiers shall be in a manner that permits subsequent identification of the individual who accepted and canceled the coupon. Redeemed coupons shall be maintained by the casino pari-mutuel cashier, or in the simulcast vault, and shall be exchanged with the Main Bank for a like amount of cash not less frequently than at the conclusion of each day.

4. A coupon redeemable for gaming chips shall be redeemed only:

i. At a gaming table and only by a dealer or boxperson, who shall, in accordance with N.J.A.C. 19:45-1.18, accept the coupon in exchange for the stated amount of gaming chips and shall deposit the coupon into the drop box upon acceptance; or

ii. By a chipperson, who shall accept the coupon only from a patron seated at a poker table at which a game is in progress, in exchange for the stated amount of gaming chips and shall cancel the coupon upon acceptance. The coupon shall be cancelled in a manner that will permit subsequent identification of the individual who accepted and cancelled the coupon. The cancelled coupons shall be exchanged with the main bank at the conclusion of the chipperson's shift, at a minimum.

5. A match play coupon shall be redeemed only at a gaming table which offers an authorized game in which patrons wager only against the house and, except for the Pass and Don't Pass wagers in craps and the Red, Black, Odd, Even, 1-18, 19-36, 1st 12, 2nd 12, and 3rd 12 wagers in roulette, which has an individual betting area for each player on the gaming table layout. Such a coupon shall be redeemed only by a dealer, and only if accompanied by the proper amount of gaming chips required by the coupon. The dealer shall, in accordance with N.J.A.C. 19:45-1.18, accept the coupon as part of the patron's wager and deposit the coupon into the drop box after the wager is won or lost.

6. A progressive wager coupon shall be redeemed only at an authorized game offering progressive payout wagers pursuant to N.J.A.C. 19:45-1.39B. Such a coupon shall be redeemed only by a dealer. The dealer shall, in accordance with N.J.A.C. 19:45-1.18, redeem the progressive wager coupon by placing a chip from the table inventory container that is equal in value to the progressive wager coupon into the progressive wager acceptor device and depositing the progressive wager coupon immediately into the drop box.

(k) When unused and expired coupons are returned to the Accounting Department, a representative of the accounting department shall record the following information in the Coupon Control Ledger:

1. The date the coupons were returned;
2. The type of coupons returned;
3. The beginning serial number of the coupons returned;
4. The ending serial number of the coupons returned;
5. The quantity returned and the quantity remaining; and
6. The signatures of the accounting department representative receiving the returned unused coupons and such other department's representative returning the unused coupons.

(l) All documentation, unused coupons, voided coupons, coupons returned by the post office, and redeemed coupons maintained in conformity with (g), (h), (i) and (j) above and (q) and (r) below shall be forwarded on a daily basis to the accounting department where they shall be:

1. Reviewed for propriety of signatures on documentation and for proper cancellation of all coupons;
2. Recounted and examined for proper calculation, summarization and recording on documentation, including, without limitation, the Master Game Report and the Slot Cash Storage Box Report;
3. Reconciled by:

i. Total number of coupons given to representatives of the department making distribution to patrons, returned for reissuance, distributed to patrons, voided, returned by the post office and redeemed; or

ii. Total number of coupons mailed by an authorized vendor, returned by the post office and redeemed;

4. Subsequently recorded; and

5. Maintained and controlled by the accounting department until destruction of the coupons is approved by the Commission.

(m) Each casino licensee shall:

1. Prepare a quarterly report for all programs regulated by (a) above, which shall list, by type of coupon, the total number of coupons used, the total number of coupons redeemed, the total value of the complimentary cash, gaming chips, slot tokens, match play coupons, progressive wager coupons or simulcast wagers given to patrons in redemption of coupons and any liability to patrons remaining on unredeemed coupons, which report shall be made available upon request by the Commission or Division; and

2. Prepare a quarterly report for all programs regulated by (b) above, which shall list, by program offered during the quarter, a description of the complimentary items and services provided, the total number of persons receiving complimentary items or services, the total dollar amount of complimentary items or services provided, and the names of all persons receiving a complimentary item or service in a dollar amount greater than \$1,000. Such report shall be made available upon request by the Commission or Division.

(n) The report shall be signed by the Casino Controller, or a higher authority in a direct reporting line, indicating that no material discrepancies were noted for the period covered by the report or if a material discrepancy is noted it shall be explained in detail.

(o) In addition to the reports required in (m) above, the casino licensee shall accumulate both the dollar amount of and the number of persons redeeming coupons pursuant to (a) above, and the dollar amount of and the number of persons receiving complimentary items or services pursuant to (b) above, and shall include this information on the quarterly complimentary report required by N.J.A.C. 19:45-1.9. Complimentary items or services, including match play coupons and progressive wager coupons, cash, gaming chips, slot tokens and simulcast wagers, distributed through programs regulated by this section shall no be subject to the daily complimentary reporting requirements imposed pursuant to N.J.A.C. 19:45-1.9.

(p) Prize tokens shall not be distributed as complimentary services or items pursuant to this section.

(q) A casino licensee that intends to mail coupons regulated by (a) above directly to its patrons shall not be required to comply with the requirements of (h) above but shall be required to include the following additional procedures, at a minimum, in its internal controls:

1. The casino licensee shall prepare and maintain in its computer system, for the time period during which the coupon is valid, a list of each patron to whom a coupon shall be mailed, which list shall include, at a minimum, the following information:

- i. The patron name;
- ii. The patron address;
- iii. The patron identification number;
- iv. The coupon denomination, and if redeemable for slot credits, whether the credits are cashable or non-cashable;
- v. The coupon expiration date; and
- vi. A unique coupon serial number which shall include a method of identifying the casino licensee issuing the coupon.

2. Each coupon issued pursuant to this subsection shall include a bar code or magnetic strip that will enable the casino licensee's computer system to identify the information required by (q)1 above.

3. The information required by (q)1 above shall be provided to the accounting department, which shall maintain this information for purposes of the reconciliation required by (l) above.

4. The envelopes used to mail the coupons shall include the casino licensee's address as the return address and shall request the return of the envelope to the sender if not deliverable to the addresses. The return of any coupon by the post office shall be recorded by the casino licensee in its computer system.

5. Prior to the redemption of a coupon issued pursuant to this subsection or upon electronic cancellation pursuant to (s) below, the casino licensee shall be required to verify the validity of the coupon by comparing the information maintained in its computer system pursuant to (q)1 above or a control number, which is derived from the patron's identification number and the coupon's serial number, with the information or control number recorded in the coupon's bar code or magnetic strip. This verification of the information required in (q)1 above may be performed electronically. The casino licensee shall not redeem the coupon unless the casino licensee also confirms that:

- i. The coupon has not expired; and
- ii. The coupon has not been previously redeemed.

6. Prior to redemption of any coupon with a value of more than \$500.00 issued pursuant to this subsection, the

casino licensee shall be required to verify the identity of the patron in order to confirm that he or she is the person to whom the coupon was mailed.

7. All coupons issued pursuant to this subsection shall be redeemed in accordance with (j) above and shall be electronically canceled in the casino licensee's computer system immediately upon redemption or in accordance with (s) below so as to preclude subsequent redemption of the same coupon. On a daily basis, a report shall be generated of all coupons that are electronically canceled. This report shall contain, at a minimum, a list of the serial numbers of the canceled coupons and shall be forwarded, on a daily basis, to the accounting department for purposes of the reconciliation required by (l) above.

(r) Any casino licensee that intends to authorize a vendor to print and mail coupons regulated by (a) above directly to the casino licensee's patrons shall be required to comply with the provisions of (q)1 through 7 above and shall include the following additional procedures, at a minimum, in its internal controls:

1. The casino licensee shall provide the vendor via electronic or magnetic tape medium a list of the information required by (q)1 above for each patron to whom a coupon shall be mailed.

2. The vendor shall print coupons only for the patrons authorized by the casino licensee pursuant to (r)1 above. Within 48 hours of mailing any coupons, the vendor shall provide documentation to the casino licensee's accounting department regarding the coupons that were printed and mailed. This documentation shall include the serial numbers of the coupons that were printed and mailed and a representation, signed by an officer or partner of the vendor, that only the coupons requested by the casino licensee were printed and mailed and that any misprints were destroyed.

3. The vendor may include material other than the coupon in the mailing if authorized by the casino licensee.

4. The casino licensee shall develop procedures for reconciling the total number of coupons authorized for issuance by the casino licensee pursuant to (r)1 above to the total number of coupons mailed by the vendor, returned by the post office and redeemed by patrons and shall calculate the daily outstanding liability of the casino licensee for unredeemed coupons issued pursuant to this subsection.

(s) Notwithstanding (q)5 and 7 above, a casino licensee may accept a coupon which has been mailed to a patron without first verifying its validity and without immediately canceling the coupon electronically in the computer system if:

1. The value of the coupon is \$500.00 or less;
2. The coupon is redeemed by a general cashier, dealer at a gaming table, slot attendant, changeperson, chipperson or slot cashier;

3. The general cashier, dealer, slot attendant, change-person, chipperson or slot cashier verifies the expiration date contained on the coupon and confirms the coupon has not expired;

4. The coupon is physically canceled in some manner and physically segregated and secured until verified and electronically canceled; and

5. The coupon is verified in the computer system, pursuant to (q)1 and 5 above, and electronically canceled in the system within eight hours of acceptance; provided, however, that a coupon accepted by a dealer at a gaming table and deposited into that table's drop box may be verified and canceled when the drop box is removed from the table and taken to the count room.

(t) A casino licensee may, through its MIS department or any other department as approved by the Commission, internally manufacture or print coupons that are governed by (a) above provided that internal controls governing the production and subsequent reconciliation of such coupons are submitted to and approved by the Commission.

Amended by R.1982 d.170, effective June 7, 1982 (operative July 15, 1982).

See: 14 N.J.R. 203(a), 14 N.J.R. 582(b).

Amended by R.1982 d.293, effective September 7, 1982.

See: 14 N.J.R. 559(a), 14 N.J.R. 983(b).

Added new (b).

Amended by R.1984 d.623, effective January 21, 1985.

See: 16 N.J.R. 2075(b), 17 N.J.R. 211(b).

(i) substantially amended.

Petition for Rulemaking: To provide limitations on the extent of complimentary reporting required for promotional prizes and awards.

See: 19 N.J.R. 1578(c).

Amended by R.1988 d.209, effective May 16, 1988.

See: 19 N.J.R. 1975(b), 20 N.J.R. 1102(a).

Substantially amended.

Petition for Rulemaking: To allow the use of coupon cashing machines for the redemption of complimentary cash or slot tokens.

See: 21 N.J.R. 1750(b).

Experimental 90-day implementation pursuant to N.J.S.A. 5:12-69(e), (P.L. 1987 c.354), 5:12-70(f) and 5:12-100(e), effective August 27, 1990 (expires November 25, 1990).

See: 22 N.J.R. 2542(a).

Temporary Amendment of accounting and internal controls pursuant to the automated coupon redemption machine experiment. Also affects New Rule N.J.A.C. 19:45-1.46A.

See: 22 N.J.R. 3638(c).

Amended by R.1991 d.152, effective March 18, 1991.

See: 22 N.J.R. 3708(b), 23 N.J.R. 885(a).

In (i), added automated coupon redemption machine provision.

Amended by R.1992 d.501, effective December 21, 1992.

See: 24 N.J.R. 3254(a), 24 N.J.R. 4575(a).

In (l)1: specified filing of a quarterly report.

In (l)2: specified preparation of a monthly report. Added text that report shall be available upon request by the Commission or Division.

In (n): deleted "monthly" describing report.

Amended by R.1993 d.37, effective January 19, 1993.

See: 24 N.J.R. 3695(a), 25 N.J.R. 348(b).

Simulcast provisions added.

Amended by R.1993 d.75, effective February 16, 1993.

See: 24 N.J.R. 2536(a), 24 N.J.R. 4243(a), 25 N.J.R. 717(a).

In (a), added gaming chips and other complimentary distribution programs. Added (i).

Recodified (i)-(n) as (j)-(o).

Amended by R.1993 d.144, effective April 5, 1993.

See: 24 N.J.R. 2692(b), 25 N.J.R. 1520(a).

In (a) and (b): added text regarding complimentary distribution program.

In (n): revised N.J.A.C. citation.

Amended by R.1993 d.145, effective April 5, 1993.

See: 24 N.J.R. 4505(a), 25 N.J.R. 1521(a).

In (l)2: increased dollar amount to \$500.00 from \$100.00.

Amended by R.1993 d.319, effective July 6, 1993.

See: 25 N.J.R. 1673(a), 25 N.J.R. 2911(a).

Amended by R.1993 d.492, effective October 4, 1993.

See: 25 N.J.R. 3107(b), 25 N.J.R. 4618(a).

Administrative Correction.

See: 25 N.J.R. 5943(c).

Amended by R.1994 d.69, effective February 7, 1994.

See: 25 N.J.R. 4471(a), 26 N.J.R. 829(a).

Amended by R.1994 d.137, effective March 21, 1994.

See: 25 N.J.R. 5902(a), 26 N.J.R. 1373(b).

Amended by R.1994 d.298, effective June 20, 1994.

See: 26 N.J.R. 1441(a), 26 N.J.R. 2594(b).

Amended by R.1994 d.504, effective October 3, 1994.

See: 26 N.J.R. 2872(a), 26 N.J.R. 3253(a), 26 N.J.R. 4089(a).

Amended by R.1994 d.575, effective November 21, 1994.

See: 26 N.J.R. 1322(a), 26 N.J.R. 4640(a).

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

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

Amended by R.1995 d.468, effective August 21, 1995.

See: 27 N.J.R. 2124(a), 27 N.J.R. 3223(a).

Required procedures for controlling complimentary distribution programs.

Amended by R.1996 d.12, effective January 2, 1996.

See: 27 N.J.R. 3771(a), 28 N.J.R. 180(b).

In (m)2 substituted "\$1,000" for "\$500.00".

Amended by R.1996 d.160, effective March 18, 1996.

See: 28 N.J.R. 75(a), 28 N.J.R. 1559(a).

Amended by R.1996 d.562, effective December 2, 1996.

See: 28 N.J.R. 3900(a), 28 N.J.R. 5082(a).

Amended by R.1997 d.111, effective March 3, 1997.

See: 28 N.J.R. 5064(a), 29 N.J.R. 793(a).

Changed requirements for coupon serial numbers and procedures for redeeming coupons; and added (q) through (t).

Amended by R.1997 d.423, effective October 6, 1997.

See: 28 N.J.R. 4181(b), 29 N.J.R. 4304(b).

In (j)4, inserted reference to the roulette wagers.

Amended by R.1997 d.426, effective October 6, 1997.

See: 29 N.J.R. 3209(a), 29 N.J.R. 4307(a).

In (s)2 and 3, inserted "slot attendant, changeperson".

Amended by R.1997 d.448, effective October 20, 1997.

See: 29 N.J.R. 3202(a), 29 N.J.R. 4561(a).

In (m)2, in the first sentence, deleted "equal to or" preceding "greater than \$1,000".

Amended by R.1998 d.81, effective February 2, 1998.

See: 29 N.J.R. 5058(b), 30 N.J.R. 566(b).

In (s)1, substituted "100.00 or less" for "less than \$100.00"; in (s)2, added "dealer at a gaming table"; in (s)3, added "dealer"; and in (s)5, added language regarding time limit of verifying and canceling a coupon accepted by a dealer.

Amended by R.1998 d.525, effective November 2, 1998.

See: 30 N.J.R. 2613(a), 30 N.J.R. 3972(a).

In (s)5, substituted "eight hours" for "four hours" following "in the system within".

Amended by R.1999 d.379, effective November 1, 1999.

See: 30 N.J.R. 4147(b), 31 N.J.R. 3527(a).

In (j), rewrote 3; and in (s), inserted references to chippersons in 2 and 3.

Amended by R.2001 d.4, effective January 2, 2001.

See: 32 N.J.R. 3215(a), 33 N.J.R. 62(b).

Rewrote (j)1.

Administrative correction.

See: 34 N.J.R. 2802(a).

Amended by R.2004 d.9, effective January 5, 2004.

See: 35 N.J.R. 2795(a), 36 N.J.R. 199(a).

In (q)6 and (s)1, substituted "\$500" for "\$100".

Petition for Rulemaking.

See: 37 N.J.R. 677(a), 1256(a).

Amended by R.2005 d.267, effective August 15, 2005.

See: 36 N.J.R. 4431(a), 37 N.J.R. 3069(a).

Rewrote (a) through (c), (i), (j), and (q).
Amended by R.2007 d.117, effective April 16, 2007.

See: 38 N.J.R. 4669(a), 39 N.J.R. 1505(a).

Rewrote (j)1ii; added designations (j)1ii(1) through (j)1ii(3) and (j)1iii; and in (j)1iii, inserted “, gaming voucher redemption machine”.

Amended by R.2008 d.235, effective August 18, 2008.

See: 39 N.J.R. 4390(a), 40 N.J.R. 4830(a).

In (j)2ii, updated the N.J.A.C. reference.

19:45-1.46A Procedures and requirements for use of an automated coupon redemption machine

(a) All coupons utilized with or accepted by an automated coupon redemption machine shall be accounted for and controlled pursuant to N.J.A.C. 19:45-1.46 unless otherwise authorized by the Commission.

(b) All coupons accepted by an automated coupon redemption machine shall have encoded thereon, in addition to the requirements of N.J.A.C. 19:45-1.46(d), a bar code which contains either the dollar value of the coupon or a serial number and a unique code or other security measure as approved by the Commission, that is readable only by the automated coupon redemption machine to ensure that the coupon is valid.

(c) Each automated coupon redemption machine shall establish the validity and value of the coupon by either:

1. Comparing the value and the unique code or other security measure contained in the bar code on the coupon referenced in (b) above to the information programmed into the machine; or

2. Causing the coupon acceptance system to compare the serial number in the bar code on the coupon referenced in (b) above to the information programmed into the system, after which the system shall inform the automated coupon redemption machine whether or not the coupon is valid and, if valid, the value of the coupon.

(d) The method or methods utilized to comply with the requirements referenced in (c) above shall be submitted to and approved by the Commission.

(e) Each automated coupon redemption machine shall, at a minimum, accumulate the following data on a meter or a computer generated tape:

1. The total amount of currency, coin or slot tokens dispensed by the automated coupon redemption machine; and

2. The total dollar amount of coupons accepted by the automated coupon redemption machine.

(f) Automated coupon redemption machines may be located on or immediately adjacent to the casino floor, provided that closed circuit television coverage of all automated coupon redemption machines is provided, pursuant to N.J.A.C. 19:45-1.10 and 1.11. Each automated coupon redemption machine shall have imprinted, affixed or impressed on the outside of the machine a unique asset identification number.

Each automated coupon redemption machine shall contain a lockable coupon storage box which retains the coupons accepted by the machine. Each coupon storage box located inside the machine shall also have imprinted, affixed or impressed thereon the asset identification number of the corresponding machine.

(g) Each automated coupon redemption machine shall have, at a minimum, the following:

1. One lock securing the compartment housing the coupon storage box and one lock securing the coupon storage box within the compartment, the keys to which shall be different from each other. Such keys shall be controlled by two separate departments or by different employees of the slot department;

2. One lock securing the currency dispensing compartment housing the currency cassettes, the key to which shall be controlled by the slot department;

3. One lock securing the compartment housing the coin storage container, the key to which shall be controlled by the slot department; and

4. One lock securing the contents of the coupon storage box, the key to which shall be different from the keys referenced in (g)1 through 3 above. Such key shall be controlled by an employee of the slot department other than the employee(s) controlling the keys referenced in (g)1 through 3 above.

(h) At least once each gaming day, a slot cashier shall remove the coupons accepted by the automatic coupon redemption machine. Any currency, coin or slot tokens removed from the automated coupon redemption machine during the removal of coupons or during any other time shall be placed in a secured container, as approved by the Commission, with the automated coupon redemption machine asset identification number attached or recorded thereon. Upon removal of the coupons and/or currency, coins or slot tokens from the automated coupon redemption machine, a serially prenumbered three-part form, at a minimum, shall be prepared by the slot cashier. Each series of forms shall be used in a sequential order, and the series numbers of all forms received by a casino shall be accounted for by employees with no incompatible functions. All original, duplicate and triplicate void forms shall be marked “VOID” and shall require the signature of the preparer. The following copies shall contain, at a minimum, the following information:

1. The original and the duplicate and triplicate copies of the form shall contain, at a minimum, the following information:

- i. The date and time of preparation;

- ii. The denomination of the automated coupon redemption machine;

- iii. The automated coupon redemption machine asset identification number;

- iv. The total amount of currency, coin or slot tokens appearing on the meter or computer generated tape as dispensed by the automated coupon redemption machine;
- v. The total dollar amount of coupons or the converted value of coupons appearing on the meter or computer generated tape as accepted by the automated coupon redemption machine; and
- vi. The signature of the slot cashier who removed the coupons and/or currency, coin or slot tokens from the automated coupon redemption machine.
2. The original form shall contain the following information in addition to the information in (h)1 above:
- i. The total dollar amount of coupons received from the security representative referenced in (h)1vii above and counted by a master coin bank cashier or a slot cashier, other than the slot cashier who removed the coupons from the machine;
- ii. The total dollar amount of currency, coin or slot tokens removed by the slot cashier referenced in (h)1vi above and counted by a master coin bank cashier or a slot cashier, other than the slot cashier who removed the currency or coins from the machine;
- iii. Any additional information as may be required by the Commission to reconcile the coupons removed from the automated coupon redemption machine; and
- iv. The signature of the master coin bank cashier or slot cashier who received and counted the coupons and/or coin or slot tokens.
- (i) The slot cashier shall:
1. Prepare the form referenced in (h) above by recording the information in (h)1i through v above;
 2. Sign the form; and
 3. Place the duplicate and triplicate copy of the form in the automated coupon redemption machine for subsequent forwarding, at the end of the gaming day, to accounting.
- (j) Upon removal from the automated coupon redemption machine, the slot cashier shall transport the coupons, currency, coin or slot tokens to the slot booth or master coin bank.
- (k) A master coin bank cashier or a slot cashier, other than the slot cashier who removed the coupons and any currency, coin or slot tokens from the automated coupon redemption machine, shall:
1. Count the coupons, currency, coin or slot tokens and record such amounts on the original copy of the form;
 2. Reconcile the amount(s) counted to the amount(s) recorded in accordance with (h)1iv and v above;
3. Sign the original form attesting to the reconciliation; and
 4. Retain the original copy of the form for subsequent forwarding to accounting at the end of the gaming day.
- (l) Each automated coupon redemption machine shall cause any coupon that is accepted to be cancelled immediately upon exchange, in a manner approved by the Commission, so that the coupon is not redeemable in accordance with N.J.A.C. 19:45-1.34(a) or acceptable by a slot machine's bill changer, an automated coupon redemption machine or a gaming voucher redemption machine.
- (m) Whenever currency, coins or slot tokens are distributed to an automated coupon redemption machine, a serially prenumbered three-part form, at a minimum shall be prepared by a slot cashier. Each series of forms shall be used in sequential order, and the series numbers of all slips received by a casino shall be accounted for by employees with no incompatible functions. All original, duplicate and triplicate copies of void forms shall be marked "VOID" and shall require the signature of the preparer. The slot cashier shall:
1. Record the following information on the original and all copies of the form:
 - i. The date and time of preparation;
 - ii. The automated coupon redemption machine asset identification number;
 - iii. The dollar amount of currency or, if coin or slot tokens, the number of bags and the dollar amount of each bag to be distributed; and
 - iv. The total dollar amount of the fill.
 2. Present the original and all copies of the form to the master coin bank cashier;
 3. Obtain the signature of the master coin bank cashier who prepared the currency, coins or slot tokens for distribution to the automated coupon redemption machine;
 4. Present the original copy of the form to the master coin bank cashier;
 5. Transport the duplicate and triplicate copies of the form, along with the funds to the automated coupon redemption machine;
 6. Sign the duplicate copy of the form; and
 7. Place the duplicate copy of the form in the automated coupon redemption machine until forwarded to accounting at the end of the gaming day and return the triplicate copy to the master coin bank cashier to be matched with the original copy.
- (n) At the end of each gaming day, at a minimum, the original, duplicate and triplicate copies of the forms referenced in (h), (i), (j), (k), (m) and (n) above shall be forwarded

to the accounting department for agreement and shall be used to reconcile each automated coupon redemption machine in a manner as approved by the Commission.

(o) Notwithstanding this section, in addition to accepting coupons, an automated coupon redemption machine may accept currency for changing bills of one denomination into bills of a smaller denomination and coin in exchange for currency, provided the procedures governing the control and reconciliation of coupons, currency and coin removed from the machine are approved by the Commission.

(p) Prize tokens shall not be dispensed from automated coupon redemption machines.

New Rule, R.1991 d.152, effective March 18, 1991.

See: 22 N.J.R. 3708(b), 23 N.J.R. 885(a).

Amended by R.1992 d.110, effective March 2, 1992.

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

In (h) and (o): stylistic revisions.

Amended by R.1993 d.142, effective April 5, 1993.

See: 24 N.J.R. 278(a), 25 N.J.R. 1522(a).

In (f): added text regarding location of automated coupon machines.

Amended by R.1994 d.69, effective February 7, 1994.

See: 25 N.J.R. 4471(a), 26 N.J.R. 829(a).

Amended by R.1994 d.504, effective October 3, 1994.

See: 26 N.J.R. 2872(a), 26 N.J.R. 3253(a), 26 N.J.R. 4089(a).

Amended by R.2003 d.463, effective December 1, 2003.

See: 35 N.J.R. 2476(a), 35 N.J.R. 5436(b).

Rewrote the section.

Petition for Rulemaking.

See: 37 N.J.R. 677(a), 1256(a).

Amended by R.2007 d.117, effective April 16, 2007.

See: 38 N.J.R. 4669(a), 39 N.J.R. 1505(a).

In (b), inserted "either" and "or a serial number"; rewrote (c) and (l); in introductory paragraph of (m), deleted "and" following "original,"; in (m)7, inserted "and return the triplicate copy to the master coin bank cashier to be matched with the original copy"; deleted (n); and recodified (o) through (q) as (n) through (p).

19:45-1.46B Procedures and requirements for a bill changer which can accept coupons

(a) Each bill changer which can accept coupons shall be able to establish the dollar value and validity of each coupon inserted therein by interpreting the coded information which must be contained on the coupon pursuant to (b) below.

(b) In addition to complying with the requirements of N.J.A.C. 19:45-1.46, each coupon which can be accepted by a bill changer shall contain encoded data that identifies the dollar value of the coupon and such other information as the Commission may require. Each coupon shall also contain a unique code or other security measure, which can be interpreted only by the bill changer, to ensure that the coupon is valid.

(c) The methods by which a bill changer and each coupon which can be accepted therein will comply with the requirements of (a) and (b) above shall be submitted to and approved by the Commission before any such bill changer or coupon may be used by a casino licensee.

(d) Unless the slot machine to which the bill changer is attached contains the coupon meters identified in N.J.A.C.

19:45-1.37(e)3 and 19:46-1.26(d), a bill changer which can accept coupons shall be equipped with mechanical, electrical or electronic devices as follows:

1. A "numerical coupon meter" that continuously, automatically and separately counts the total number of all coupons accepted by the bill changer; and

2. A "value coupon meter" that continuously, automatically and separately counts the total dollar value of all coupons accepted by the bill changer.

(e) Each coupon accepted by a bill changer shall be deposited and stored in the bill changer's slot cash storage box. Each such coupon shall be counted as part of the slot cash storage box drop in accordance with the count procedures in N.J.A.C. 19:45-1.33.

(f) Each coupon accepted by a bill changer shall be cancelled in a manner approved by the Commission which shall prevent the acceptance of the cancelled coupon by any bill changer, any automated coupon redemption machine or any other form of authorized redemption. The coupon shall be cancelled by the bill changer immediately upon acceptance or, pursuant to N.J.A.C. 19:45-1.33(h), in the count room prior to the conclusion of the count.

(g) Unless otherwise authorized by the Commission, any coupon which can be accepted by a bill changer shall be accounted for and controlled pursuant to N.J.A.C. 19:45-1.46.

New Rule, R.1994 d.69, effective February 7, 1994.

See: 25 N.J.R. 4471(a), 26 N.J.R. 829(a).

Amended by R.1994 d.504, effective October 3, 1994.

See: 26 N.J.R. 2872(a), 26 N.J.R. 3253(a), 26 N.J.R. 4089(a).

Petition for Rulemaking.

See: 34 N.J.R. 1750(c), 2344(a), 3546(b).

Amended by R.2003 d.4, effective January 6, 2003.

See: 34 N.J.R. 2012(a), 35 N.J.R. 259(a).

In (f), changed N.J.A.C. reference.

Petition for Rulemaking.

See: 37 N.J.R. 677(a), 1256(a).

19:45-1.47 Keno booths; satellite keno booths; keno lockers; roving keno work stations

(a) Keno gaming operations shall only be conducted in a separate and distinct area approved by the Commission, although a casino licensee may conduct the same keno game or different keno games in separate approved areas. Any area designated for keno gaming activity shall be located:

1. On the casino floor;

2. In a casino simulcasting facility; or

3. In a public keno area in accordance with the provisions of N.J.A.C. 19:45-1.47B.

(b) Any area designated for keno may contain a physical structure known as a keno booth to house the keno writers and to serve as the central location for the following:

1. The custody of the keno booth inventory, including currency, coin, coupons, gaming chips, slot tokens, and

forms and documents normally associated with the operation of a keno booth;

2. The exchange by patrons of coupons for currency, coin or keno tickets in conformity with N.J.A.C. 19:45-1.46(j);

3. The receipt of currency, coin, gaming chips, coupons and slot tokens for wagering at the game of keno;

4. The issuance of cash to patrons upon the presentation of a recognized credit or debit card in accordance with N.J.A.C. 19:45-1.25(i);

5. The payment of winning wagers at the game of keno; and

6. Such other functions normally associated with the operation of a keno booth.

(c) The keno booth shall be designed and constructed to provide maximum security for the materials housed therein and the activities performed therein, and shall include the following:

1. Separate work stations which shall include:

i. Manually triggered silent alarm systems connected directly to the monitoring rooms of the closed circuit television system, the security department office and the on-site office of the Division;

ii. A computer terminal which shall be used to issue keno tickets and calculate payouts for winning keno tickets; and

iii. An area for the storage of a keno drawer.

2. A segregated area for the storage of the keno computer equipment. The location and security of the keno computer equipment shall be approved by the Commission. Nothing herein shall preclude a casino licensee from storing its keno computer equipment in another segregated and secure area of the casino hotel facility, provided that the location of and the security measures for such area have been approved by the Commission.

(d) In addition to the requirements in (c) above, a keno booth may contain the following:

1. A segregated and secure area for the storage of locked keno drawers pursuant to N.J.A.C. 19:45-1.48; and

2. A segregated and secure area, maintained on an imprest basis by the keno supervisor, which may be used to establish opening keno inventories and complete keno fills and keno credits pursuant to the requirements of this chapter.

i. The casino licensee shall submit for review and approval procedures governing how this area will be maintained on an imprest basis. In addition, each keno supervisor shall prepare a count sheet to record the opening and closing balance for their shift which shall be

signed by both the incoming and outgoing keno supervisor.

(e) If a keno booth is designed so as to be immediately adjacent to the cashiers' cage or a satellite cage and access to the keno booth is through the cashiers' cage or satellite cage, the casino security department escort otherwise required by N.J.A.C. 19:45-1.48, 1.49 and 1.50 for the transportation of keno drawers and keno fills and credits shall not be required.

(f) A casino licensee may, in its discretion, operate one or more satellite keno booths. All the provisions of this subchapter governing the operation of a keno booth shall apply to a satellite keno booth with the exception of the following:

1. The keno games for which wagers are accepted at a satellite keno booth must be the same keno games for which wagers are accepted at the keno booth;

2. The only keno computer equipment which may be located at a satellite keno booth shall be the computer terminals used by the keno writers to issue keno tickets and calculate payouts of winning keno tickets;

3. A satellite keno booth may not contain a separate area for the storage of currency and coin pursuant to (d) above; and

4. A satellite keno booth may operate without the presence of a keno supervisor; however, a keno writer at a satellite keno booth may not redeem a winning keno ticket for \$1,500 or more unless the payment is authorized by obtaining the signature of a keno supervisor or a supervisor thereof in accordance with N.J.A.C. 19:47-15.6(b).

(g) A casino licensee may, in its discretion, permit a keno runner to generate and redeem keno tickets from a keno locker located on the casino floor, in the casino simulcasting facility or other secure location as approved by the Commission. Each keno locker shall be a fully enclosed structure and shall contain one keno work station. A keno locker shall be closed and locked whenever it is unattended by a keno runner. A keno work station in a keno locker shall include:

1. A manually triggered silent alarm system connected directly to the monitoring rooms of the closed circuit television system, the casino security department office and the on-site office of the Division;

2. A computer terminal which shall be used to issue keno tickets and calculate payouts for winning keno tickets;

3. An area for the storage of one or more keno drawers, which area shall only be used by a keno runner selling or redeeming keno tickets from that keno locker; and

4. A light that is located above the work station and is visible from outside the keno locker, which light shall automatically illuminate whenever the door to the keno locker is open.

(h) A casino licensee may, in its discretion, operate roving keno work stations which contain a keno terminal and a keno drawer. The roving keno work station shall be:

1. Operated by a keno writer in accordance with the rules of this Chapter and N.J.A.C. 19:47; and
2. Operated on the casino floor, in the casino simulcasting facility or in a public keno area in accordance with the provisions of N.J.A.C. 19:45-1.47B; provided, however, if a roving keno work station shall be operated in a public keno area, the keno writer shall receive and return his or her imprest funds and perform all fills and credits in a restricted casino area approved by the Commission for such activity.

New Rule, R.1995 d.285, effective June 5, 1995.

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

Amended by R.1996 d.443, effective September 16, 1996.

See: 27 N.J.R. 3597(a), 28 N.J.R. 4235(b).

Amended by R.1998 d.148, effective March 16, 1998.

See: 30 N.J.R. 36(a), 30 N.J.R. 1059(a).

Added a new (b)4 and recodified former 4 and 5 as 5 and 6.

Amended by R.1998 d.164, effective April 6, 1998.

See: 29 N.J.R. 2632(a), 30 N.J.R. 1304(a).

In (a), deleted former 2, redesignated former 3 as 2, and added a new 3; in (b), substituted "may" for "shall" following "keno" in the introductory paragraph; inserted a new (g); and recodified former (g) as (h), deleted "Notwithstanding (a), (b) and (c) above," at the beginning, and rewrote 2.

Amended by R.2003 d.117, effective March 17, 2003.

See: 34 N.J.R. 3941(a), 35 N.J.R. 1428(a).

Rewrote (f)4.

Amended by R.2004 d.176, effective May 3, 2004.

See: 35 N.J.R. 1798(a), 36 N.J.R. 2204(c).

In (g), added "or other secure location as approved by the Commission" at the end of the first sentence in the introductory paragraph.



(b) The chipperson inventory shall be placed and kept in a lockable cart approved by the Commission, known as a "chip cart." For a given shift, each chipperson shall have his or her own chip cart, and no other person shall operate from the chip cart of that chipperson. When not in use, all chip carts shall be stored in a segregated and secure area approved by the Commission.

(c) The keys to the chip carts shall be maintained and controlled either by the accounting department or the security department, in a secure place approved by the Commission. Each key shall be signed-in and signed-out in accordance with procedures approved by the Commission.

(d) Each casino licensee shall develop internal control procedures for the accounting and reconciliation of all chipperson inventories used each gaming day. These procedures shall include the documentation used by the chip bank in issuing the inventories, the documentation used by the main bank in receiving the inventories, the verification of each inventory by a cage supervisor, and the reporting of any overage or shortage, provided that any shortages of \$250.00 or more must also be reported immediately to the casino licensee's casino controller, the Commission and the Division. Copies of all documentation and reports shall be forwarded to casino accounting on a daily basis.

New Rule, R.1999 d.379, effective November 1, 1999.
See: 30 N.J.R. 4147(b), 31 N.J.R. 3527(a).

19:45-1.54 Gaming vouchers; physical characteristics; procedures for issuance and redemption

(a) In conjunction with, or in lieu of, the requirements of N.J.A.C. 19:45-1.36 for a hopper and either a slot drop bucket or slot drop box, a casino licensee may issue a gaming voucher to automatically pay a jackpot or the amount on a credit meter, which voucher shall be dispensed automatically from a slot machine to a patron, provided that:

1. The slot machine satisfies the requirements of N.J.A.C. 19:45-1.37(b)5 and (e)4, and such slot machine is connected to a computerized gaming voucher system ("system") that satisfies the requirements of N.J.A.C. 19:45-1.55;

2. The design specifications of the gaming voucher are submitted to and approved by the Commission prior to issuance, which specifications shall comply with the requirements of (b) below;

3. Each gaming voucher is redeemable only in accordance with the requirements of (c) through (e) below and shall, except as otherwise provided in N.J.A.C. 19:45-3.1(b), expire one year from its date of issuance, provided however, that nothing shall preclude a casino licensee from restricting the redemption location for a gaming voucher after a specified period of time, above a specified value, or both, in accordance with approved internal controls, provided that adequate written notice explaining the restriction

or restrictions, as approved by the Commission, is provided to patrons in accordance with (b)8 below;

4. Except as permitted by (a)4i below, no gaming voucher shall result in a deduction from gross revenue unless the voucher is redeemed, the system is used to verify the validity of the serial number and value of the voucher, which verification shall be performed upon redemption except as provided in (d)5 through 7 below, and the voucher is forwarded to and accepted by the casino accounting department in accordance with the requirements of this section;

i. Consistent with the provisions of (g)1v(3) below, a casino licensee may obtain a deduction from gross revenue for an unverified gaming voucher in its physical possession provided that the casino licensee:

(1) Investigates the unverified gaming voucher and records the information required by (d)14ii below;

(2) Establishes that it paid the presenting patron the stated value of the gaming voucher in redemption thereof and did not pay any other patron in redemption of the voucher; and

(3) Produces sufficient documentation from its gaming voucher system or related systems to establish that the gaming voucher was validly issued by the gaming voucher system;

5. In addition to the requirements of (a)4 above, no gaming voucher redeemed at a slot machine shall result in a deduction from gross revenue unless the gaming voucher is counted in the count room in accordance with the requirements of N.J.A.C. 19:45-1.33; and

6. The casino licensee has approved internal controls in accordance with the requirements of this chapter.

(b) Each gaming voucher shall be designed and manufactured with sufficient graphics or other security measures, so as to permit, to the greatest extent possible, the proper verification of the voucher. Notwithstanding the foregoing, each gaming voucher shall contain, at a minimum, the following information:

1. The name or trade name of the casino licensee, and if the casino licensee is affiliated with a casino in any other jurisdiction with an identical or similar name or trade name, the words "Atlantic City" or "New Jersey";

2. The date and time of issuance;

3. The value of the voucher, in both numbers and words;

4. A conspicuous notice that the voucher must be redeemed within one year of the date of its issuance or the obligation of the casino licensee to pay the patron will expire;

5. A unique serial number, which shall be automatically generated by the system in accordance with the requirements of N.J.A.C. 19:45-1.55(e)1 and shall include a method of identifying the casino licensee issuing the voucher;

6. The asset number of the slot machine dispensing the voucher;

7. At least one anti-counterfeiting measure, which shall appear on one or both sides of the voucher;

8. The locations where the voucher may be redeemed and any restriction regarding redemption in accordance with (a)3 above; and

9. A bar code or magnetic strip which shall enable the system to identify the numeric information in (b)1 through 5 above when the voucher is subsequently presented for redemption.

(c) Except as provided in (i) below for employee redemption of gaming vouchers, each gaming voucher shall be redeemed by a patron for a specific value of cash, a casino check of that casino licensee in the amount of the gaming voucher surrendered, gaming voucher credits, or slot tokens, which value shall not exceed \$10,000. Notwithstanding the forgoing, a casino licensee shall not permit a gaming voucher that is presented for redemption to be redeemed if it knows, or reasonably should know, that:

1. The gaming voucher is materially different from the sample of the gaming voucher approved by the Commission pursuant to this section;

2. The gaming voucher was previously redeemed or has expired; or

3. The gaming voucher was printed as a test gaming voucher in accordance with the provisions of (d)8 below.

(d) Prior to issuing a gaming voucher, each casino licensee shall establish a system of internal controls for the issuance and redemption of gaming vouchers, which internal controls shall be submitted to the Commission for approval and shall, at a minimum, implement the following requirements and procedures.

1. Except as otherwise provided in (d)4 below with regard to the receipt or discovery of a suspicious gaming voucher, a general cashier, slot cashier, gaming voucher redemption machine or slot machine shall, upon the presentation of a gaming voucher for redemption, scan the gaming voucher into the gaming voucher system to verify the validity of the gaming voucher, including its validation number, value and date of expiration. If the gaming voucher is valid, the gaming voucher system shall immediately cancel the voucher electronically and permit the redemption of such voucher for the value printed thereon.

i. At the end of each shift, gaming vouchers redeemed by a general cashier or slot cashier and verified

and electronically cancelled by the gaming voucher system shall be transferred to the main bank or master coin bank separately from all other inventory items.

ii. Gaming vouchers presented for redemption at a slot machine shall be transported to the count room in accordance with the requirements of N.J.A.C. 19:45-1.42; and

iii. Gaming vouchers presented for redemption at a gaming voucher redemption machine shall be transported to a count room or the cashiers' cage or a secure area approved by the Commission pursuant to N.J.A.C. 19:45-1.33A.

2. The casino licensee shall maintain a record of all transactions in the gaming voucher system for a period of time specified in the casino licensee's internal controls, which period shall not be less than 90 days from the date that the gaming voucher was redeemed, voided in the system or expired, provided that any such records removed from the system after 90 days shall be stored and controlled in a manner approved by the Commission.

3. At the end of each gaming day, the gaming voucher system shall generate reports, as approved by the Commission, which reports may be generated by the casino accounting department if they are not susceptible to alteration or deletion or provided to the casino accounting department by the MIS department. The casino accounting department shall utilize the reports for purposes of the reconciliation required by (h) below. Such reports shall contain the following information, at a minimum:

i. All gaming vouchers that have been issued by each slot machine, including at a minimum, the asset number of the slot machine and the value, date and time of issuance of each voucher;

ii. All gaming vouchers that have been redeemed and canceled by each slot machine, gaming voucher redemption machine or other redemption location, including at a minimum:

(1) The asset number of the slot machine or gaming voucher redemption machine;

(2) The location, if other than a slot machine or gaming voucher redemption machine;

(3) The serial number, value, date and time of redemption of each gaming voucher;

(4) The total value of all gaming vouchers redeemed at slot machines;

(5) The total value of all gaming vouchers redeemed at gaming voucher redemption machines; and

(6) The total value of all gaming vouchers redeemed at locations other than slot machines or gaming voucher redemption machines;

iii. All gaming vouchers that expired including, at a minimum, the validation number, value, date of issuance and date of expiration;

iv. The unredeemed liability for gaming vouchers;

v. If the system is approved to record meter readings in accordance with the provisions of N.J.A.C. 19:45-1.42(o), the readings of the slot machine meters required pursuant to N.J.A.C. 19:45-1.37(b)5 and (e)4, and a comparison of such readings to the number and value of issued and redeemed gaming vouchers, as applicable; and

vi. Exception reports and audit logs.

4. A casino licensee shall, in accordance with (d)4i, ii and iii below, immediately report to the Commission and the Division, using a three-part form, at a minimum (suspicious gaming voucher report), any suspicious gaming voucher that is presented for redemption or otherwise discovered; provided, however, that nothing herein shall preclude a casino licensee from issuing the presenting patron a gaming voucher receipt in accordance with (d)7 below.

i. The suspicious gaming voucher report shall be completed by a cage/slot cashier supervisor and shall contain, at a minimum, the following:

(1) The gaming date, shift and time of preparation;

(2) The issuance date and serial number of the suspicious gaming voucher;

(3) The location at which the suspicious gaming voucher was presented or discovered;

(4) The name and license number of the employee who received or discovered the suspicious gaming voucher;

(5) If applicable and available, the name and address of the patron who presented the suspicious gaming voucher;

(6) The reason(s) the gaming voucher was considered to be suspicious including, if applicable, the exact text displayed by the gaming voucher system when the voucher was scanned at the time of redemption;

(7) If there is evidence that the gaming voucher was previously redeemed, the date, value and location of the previous redemption;

(8) The signature and license number of the cage/slot cashier supervisor preparing the report; and

(9) The signature and license number of the casino security department member responsible for distributing the report pursuant to (d)4iii below.

ii. The cage/slot cashier supervisor who completes the suspicious gaming voucher report shall make two copies of the suspicious gaming voucher, sign all copies of the suspicious gaming voucher report, and forward the original and two copies of the gaming voucher together with the signed, three-part suspicious gaming voucher report to a casino security department member for distribution.

iii. The casino security department member who receives the documents pursuant to (d)4ii above shall:

(1) Sign all copies of the suspicious gaming voucher report;

(2) Place the original suspicious gaming voucher and the duplicate copy of the suspicious gaming voucher report in a sealed envelope, secure the envelope until it is picked up by the Division, and immediately notify the Division that the suspicious gaming voucher had been presented or discovered;

(3) Forward a copy of the suspicious gaming voucher and the triplicate copy of the suspicious gaming voucher report to the Commission's principal inspector; and

(4) Place a copy of the suspicious gaming voucher and the original copy of the suspicious gaming voucher report in a locked accounting box located in the main bank or master coin bank or such other location as approved by the Commission.

5. Notwithstanding the requirements of (d)1 above, if the gaming voucher system or any component thereof is inoperable and, as a result, the system is unable to determine the validity of a gaming voucher, a casino licensee may redeem a gaming voucher without first verifying its validity and without immediately canceling the voucher electronically in the system (unscanned gaming voucher) provided that:

i. The gaming voucher has not expired;

ii. The voucher is redeemed by a general cashier or slot cashier or above, at a location approved in accordance with the requirements of N.J.A.C. 19:45-1.55;

iii. If the value of the voucher exceeds \$500.00, the cashier or supervisor shall identify the presenting patron and record the following information on the gaming voucher:

(1) The name of the patron; and

(2) The initials and license number of the cashier or supervisor who identified the patron;

iv. The voucher is physically canceled in a manner required by the casino licensee's approved internal controls and physically segregated and secured until it is scanned by the cashier or supervisor pursuant to (d)6iv

below or transferred to the main bank or master coin bank pursuant to (d)6vi below;

v. Any unscanned gaming voucher that is subsequently scanned during the cashier's shift and verified and electronically canceled in the system shall, thereafter be processed together with the gaming vouchers redeemed during the shift pursuant to (d)1 above;

vi. Unscanned gaming vouchers remaining at the end of a cashier's shift shall be recorded on a form (unscanned gaming voucher transfer form), which with Commission approval may be combined with any other form(s) utilized by a cashier to transfer documents or paperwork, and shall contain, at a minimum, the following:

- (1) The gaming date, shift and time of preparation;
- (2) The total number and value of unscanned gaming vouchers redeemed during the cashier's shift; and
- (3) The signature and license number of the cashier preparing the form;

vii. The unscanned gaming voucher transfer form shall be transferred with the corresponding unscanned gaming vouchers to the main bank or master coin bank at the end of the cashier's shift;

viii. Unscanned gaming vouchers transferred to the main bank or master coin bank shall remain in the main bank or master coin bank, where they shall be secured in a locked compartment, with access to the key limited to department supervisors, subject to the requirement that such vouchers be scanned or voided in the system within seven days;

ix. Unscanned gaming vouchers that are subsequently scanned in the main bank or master coin bank and verified and electronically canceled in the system subsequent to the cashier's shift during which they were redeemed shall be processed together with the gaming vouchers redeemed during the gaming day on which they were scanned pursuant to (d)1 above; and

x. Unscanned gaming vouchers that the system fails to verify and electronically cancel when they are subsequently scanned shall be treated as unverified gaming vouchers.

(1) If they are scanned during the cashier's shift during which they were redeemed, they shall be recorded and transferred in accordance with (d)8 and 9 below.

(2) If they are scanned in the main bank or master coin bank, a supervisor shall prepare an unverified gaming voucher transfer form summarizing the number and total value of the unverified gaming vouchers,

and they shall be transferred to casino accounting in accordance with (d)10 below.

6. Notwithstanding the requirements of (d)1 above, a casino licensee may redeem a gaming voucher that the gaming voucher system fails to verify and electronically cancel when it is scanned (unverified gaming voucher) provided that:

- i. The gaming voucher has not expired;
- ii. The voucher is redeemed by a general cashier or slot cashier or above, at a location approved in accordance with the requirements of N.J.A.C. 19:45-1.55;

iii. If the value of the voucher exceeds \$500.00, the cashier or supervisor shall identify the presenting patron and record the following information on the gaming voucher:

- (1) The name of the patron; and
- (2) The initials and license number of the cashier or supervisor who identified the patron;

iv. The voucher is physically cancelled in a manner required by the casino licensee's approved internal controls; and

v. The voucher is physically segregated and secured with other unverified gaming vouchers until transferred to the main bank or master coin bank in accordance with (d)8 and 9 below; provided, however, that nothing shall preclude the cashier or supervisor from re-scanning an unverified gaming voucher during the cashier's shift, and if the gaming voucher is verified and electronically cancelled in the system when it is re-scanned, the gaming voucher shall thereafter be processed with the gaming vouchers redeemed during the shift pursuant to (d)1 above.

7. If a casino licensee elects not to redeem an unverified gaming voucher, the casino licensee shall:

- i. Retain the voucher;
- ii. Require a general cashier or slot cashier or above to prepare a two-part receipt (gaming voucher receipt) containing, at a minimum, the following:

(1) The gaming date, shift and time of preparation;

(2) The serial number and stated value of the gaming voucher;

(3) The location at which the gaming voucher was presented for redemption;

(4) The name and address of the patron who presented the gaming voucher; and

(5) The name, license number and signature of the cashier or supervisor thereof preparing the gaming voucher receipt; and

iii. Distribute the completed gaming voucher receipt as follows:

(1) The original shall be attached to the corresponding unverified gaming voucher and transferred to the main bank or master coin bank at the end of the cashier's shift; and

(2) The duplicate shall be presented to the patron.

8. Unverified gaming vouchers redeemed or retained during a cashier's shift pursuant to (d)6 and 7 above shall be recorded on a form (unverified gaming voucher transfer form), which with Commission approval may be combined with any other form(s) utilized by a cashier to transfer documents or paperwork, and shall contain, at a minimum, the following:

- i. The gaming date, shift and time of preparation;
- ii. The total number and value of unverified gaming vouchers redeemed or retained during the cashier's shift; and
- iii. The signature and license number of the cashier preparing the form.

9. The unverified gaming voucher transfer form shall be transferred with the corresponding unverified gaming vouchers to the main bank or master coin bank at the end of the cashier's shift.

10. At the end of each gaming day, all unverified gaming vouchers redeemed or retained pursuant to (d)6 and 7 above shall be transferred to casino accounting with the corresponding unverified gaming voucher transfer form, where they shall be separately accounted for.

11. If, in the course of an investigation conducted pursuant to (d)12 and 13 below, an unverified gaming voucher that was retained but not redeemed pursuant to (d)7 above is determined to be valid, the casino licensee shall, in accordance with its approved internal controls, pay the patron identified on the corresponding gaming voucher receipt in redemption of the gaming voucher.

12. A casino licensee shall investigate all unverified gaming vouchers for which it seeks a deduction from gross revenue pursuant to (a)4i above, all unverified gaming vouchers that it elects not to redeem pursuant to (d)7 above and, if necessary, a sufficient number of unverified gaming vouchers that it redeems pursuant to (d)6 above to represent a 10 percent sample of all unverified gaming vouchers. The investigation shall be conducted by the department responsible for the operation of slot machines and/or casino accounting in consultation, as necessary, with the MIS department to determine the reason the gaming voucher system failed to verify and electronically cancel the gaming vouchers.

13. The results of each investigation conducted pursuant to (d)12 above shall be recorded in a log (unverified

gaming voucher log) that shall contain, at a minimum, the following:

- i. The gaming date, shift and time of preparation;
- ii. As to each unverified gaming voucher, the following:

(1) The issuance date and serial number of the voucher;

(2) The stated value of the voucher;

(3) The date the voucher was presented for redemption;

(4) If redeemed, the amount paid to the patron;

(5) The name of the patron if the voucher was redeemed for more than \$500.00;

(6) The location at which the voucher was redeemed;

(7) The exact text displayed by the gaming voucher system when the voucher was scanned at the time of redemption;

(8) The manufacturer, product type and asset number of the slot machine that issued the gaming voucher;

(9) If applicable, the manufacturer, product type and asset number of the slot machine or gaming voucher redemption machine that failed to properly redeem the gaming voucher; and

(10) The actual reason that the system failed to verify and electronically cancel the gaming voucher or, if the actual reason cannot be determined after a diligent investigation, the probable reason; and

- iii. The signature and license number of the employee preparing the log.

14. If the unverified gaming voucher log is not prepared by casino accounting, the original log shall be transferred to casino accounting within 48 hours. A copy of the log shall be maintained by the preparer of the log, and a copy shall be forwarded to the Commission's principal inspector.

15. The casino licensee shall, in accordance with the schedule set forth in (d)16 below, summarize the results of the investigations recorded on unverified gaming voucher logs in a report (unverified gaming voucher log summary report) that includes, at a minimum, the following:

- i. The total number of unverified gaming vouchers that were, as applicable, issued or rejected for redemption, listed and grouped by the product type of each slot machine manufacturer or gaming voucher redemption machine manufacturer; and

ii. The total number and value of unverified gaming vouchers listed and grouped by the reported actual or probable cause for the failure of the system to verify and electronically cancel the vouchers.

16. An unverified gaming voucher log summary report shall be filed twice a month with the Division and the Commission's principal inspector, and all supporting documentation shall be retained. The first report shall summarize all unverified gaming voucher logs prepared for gaming vouchers presented for redemption from the 1st to the 15th of the month and shall be filed on or before the end of the month. The second report shall summarize all unverified gaming voucher logs prepared for gaming vouchers presented for redemption from the 16th to the end of the month and shall be filed on or before the 15th of the following month.

17. Any unverified gaming voucher determined to be a suspicious gaming voucher in the course of the investigation conducted pursuant to (d)12 above shall be transmitted to the Division with the Division's copy of the corresponding unverified gaming voucher log summary report, and a copy of the suspicious gaming voucher shall be retained by casino accounting. All remaining unverified gaming vouchers shall be retained by the casino licensee in accordance with the requirements of N.J.A.C. 19:45-1.8(c)3iv.

18. Notwithstanding the requirements of (d)1 above, upon presentation of a gaming voucher for redemption at a slot machine, the total value of which voucher cannot be completely converted into slot credits due to the denomination of the slot machine, the slot machine shall perform one of the following procedures, as specified in the casino licensee's approved internal controls:

i. If the slot machine was approved after January 1, 2011, the slot machine shall store the value of that portion of the gaming voucher that cannot be converted into slot credits in the memory of the slot machine and return the stored value along with any other slot credits belonging to the patron when the patron cashes out; or

ii. If the slot machine was approved prior to January 1, 2011, the slot machine shall:

(1) Automatically issue a new gaming voucher containing the value that cannot be completely converted, either immediately or upon the patron's request;

(2) Not redeem the gaming voucher and immediately return the voucher to the patron; or

(3) Comply with the provisions of (d)18i above.

19. Any casino licensee that issues a gaming voucher in lieu of equipping a slot machine with a hopper shall have a slot monitoring system with the capability to preclude the generation of a Hopper Fill in accordance with the provisions of N.J.A.C. 19:45-1.41 for such slot machine,

with no cashier having the ability to override such restriction, and shall have approved internal controls that identify by whom and the manner by which the non-hopper feature is enabled and to identify slot machines with a hopper separately from those without a hopper to ensure the proper collection, recordation, and reconciliation of gross revenue.

20. Any casino licensee that utilizes a system or a slot machine that does not print a test gaming voucher that is visually distinguishable from a valid gaming voucher whenever the slot machine is tested on the casino floor by a slot attendant, slot mechanic, or slot supervisor shall have approved internal controls for the issuance of test currency to a slot attendant, slot mechanic, or slot supervisor from the Cashier's Cage and the return and reconciliation of such test currency and any gaming vouchers printed during the testing process.

(e) Notwithstanding the requirements of (d) above, if a patron requests by mail to redeem a gaming voucher in any value, the casino licensee may effectuate such redemption, however, only by a cage supervisor as defined in N.J.A.C. 19:45-1.1, in accordance with the casino licensee's approved internal controls, which shall include, at a minimum, the following:

1. Procedures for using the system to verify the validity of the serial number and value of the voucher, which, if valid, shall be immediately canceled electronically by the system; and

2. Procedures for the issuance of a casino check containing the value of the voucher.

(f) Any amount paid to a patron in redemption of an unverified gaming voucher shall not be required to be recorded as a cash complimentary in accordance with the provisions of N.J.A.C. 19:45-1.9.

(g) On a daily basis, with the exception of unscanned gaming vouchers held by the main bank or master coin bank for subsequent scanning pursuant to (d)6vii above, all gaming vouchers shall be counted in accordance with this subsection and transported to the casino accounting department in a manner approved by the Commission.

1. All gaming vouchers redeemed by a bill changer shall be counted in the count room in accordance with N.J.A.C. 19:45-1.33 and shall be transported to the casino accounting department upon conclusion of the count process.

2. All gaming vouchers redeemed at a gaming voucher redemption machine shall be counted in accordance with approved internal controls in a count room in accordance with N.J.A.C. 19:45-1.33A(a)10 or at the cashier's cage in accordance with N.J.A.C. 19:45-1.33A(a)9, documented on a Balance Receipt by a main bank or master coin bank cashier and thereafter transported to the casino accounting department separate from all other inventory items.

i. If the gaming vouchers have been counted in a count room, the main bank or master coin bank shall perform a piece count of 10 percent of the number of strapped gaming vouchers and, if in agreement, record the value of all gaming vouchers, currency and coupons, as a credit. The gaming vouchers shall be transported with the Original Balance Receipt to the casino accounting department, and the currency shall be transported with the duplicate Balance Receipt to the main bank or master coin bank.

3. All gaming vouchers redeemed at a cashiering location shall be counted by the main bank or master coin bank, and either:

i. A casino accounting representative shall, prior to accepting a transfer of the vouchers, perform a piece count of the vouchers being transferred, compare the result of such count to a record of all vouchers recorded by the main bank or master coin bank, and sign the document attesting to the accuracy of the information recorded thereon. All gaming vouchers shall be then transported to the casino accounting department; or

ii. A casino accounting representative shall sign a document approved by the Commission acknowledging receipt of the vouchers, transport the vouchers in a sealed bag to the casino accounting department, perform a piece count of the vouchers, compare the result of such count to a record of all vouchers recorded by the main bank or master coin bank, and sign the document attesting to the accuracy of the information recorded thereon.

(h) Casino accounting department representatives with no incompatible functions shall perform, at a minimum, the following:

1. On a daily basis:

i. Review for the propriety of signatures and all other information on gaming voucher documentation as required in accordance with the provisions of this chapter;

ii. Compare gaming voucher system reports to gaming vouchers received in accordance with (g) above to ensure proper electronic cancellation of gaming vouchers;

iii. Calculate the unredeemed liability for gaming vouchers, such as by reconciling the total number and value of redeemed gaming vouchers to the total number and value of gaming vouchers issued through the use of system reports generated in accordance with the requirements of (d)4iii above, unless the system performs the calculation in a manner approved by the Commission;

iv. Calculate the cumulative total value of gaming vouchers that have expired during the current calendar month;

v. Unless the casino licensee utilizes counting equipment in its cashiers' cage or count room that enables its gaming voucher system to verify the serial number and obtain the value of gaming vouchers redeemed at locations other than slot machines, reconcile the serial number and value of gaming vouchers to the system report(s) generated pursuant to (d)4 above, by examining:

(1) No less than five percent of all gaming vouchers redeemed at such locations; or

(2) A random sample of all gaming vouchers redeemed at such locations, provided, however, that the random sample shall have a statistical confidence level of 95 percent with a precision of plus or minus two percent and that the Commission shall have approved the procedures for selecting the sample size and for assuring a proper selection of the sample.

vi. Verify that casino accounting has received:

(1) The closing paperwork for each cashier and supervisor who redeemed gaming vouchers during the gaming day; and

(2) The Balance Receipt prepared for each gaming voucher redemption machine in conjunction with the bill validator drop performed at the end of the gaming day.

vii. Complete the Slot Win Report for the recordation of all gaming voucher revenue and deductions for gaming vouchers redeemed in accordance with the following:

(1) Gaming voucher drop shall be the greater of the value of gaming vouchers redeemed, as recorded on the gaming voucher system report required by (d)4ii above, or the value of gaming vouchers counted in the count room, as recorded on the Slot Cash Storage Box Report, provided, however, that unsecured gaming vouchers shall be separately reported on the Slot Win Report in accordance with N.J.A.C. 19:45-1.42;

(2) Deductions for gaming voucher redemptions by a bill changer or at a cashiering location shall be the lesser of the value, as recorded on the gaming voucher system report required by (d)4ii above, or the total value of gaming vouchers counted in the count room, as recorded on the Slot Cash Storage Box Report, plus the value of gaming vouchers transferred in accordance with (g) above. Deductions for gaming voucher redemptions by a gaming voucher redemption machine shall be calculated in accordance with N.J.A.C. 19:45-1.33A(b); and

(3) No adjustment shall be made to the amounts recorded on the Slot Win Report in accordance with (g)1v(1) and (2) above unless the reason for the adjustment is adequately documented by casino account-

ing in accordance with the approved internal controls of the casino licensee and the adjustment is necessary in order to accurately report the casino licensee's gross revenue; and

viii. Attach or file with the Slot Win Report for the applicable gaming day any system reports and other items approved in the casino licensee's internal controls as supporting documentation;

2. On a weekly basis:

i. Compare the readings of the slot machine meters required pursuant to N.J.A.C. 19:45-1.37(b)5 and (e)4 to the number and value of issued and redeemed gaming vouchers, as applicable; and

ii. Review exception reports and audit logs;

3. On a monthly basis, prepare the report required by N.J.A.C. 19:45-3.1(c)1;

4. Sign each system report or item reviewed in accordance with internal controls approved pursuant to (h)1 through (3) above, attesting to the accuracy of the information recorded thereon; and

5. Maintain and control redeemed gaming vouchers until destruction in accordance with the requirements of N.J.A.C. 19:45-1.8.

(i) No adjustment to the value of any gaming voucher shall be made without the approval of the Commission.

(j) Employees of a casino licensee who are authorized to receive gaming vouchers as personal gratuities may redeem the gaming vouchers only at the cashiers' cage or a slot booth, subject to the terms and conditions set forth in (c) and (d) above. Gaming vouchers valued at more than \$100.00 shall be redeemed at the cashiers' cage only with the approval of the supervisor of the cashier conducting the redemption transaction.

New Rule, R.2003 d.4, effective January 6, 2003.

See: 34 N.J.R. 2012(a), 35 N.J.R. 259(a).

Amended by R.2004 d.10, effective January 5, 2004.

See: 35 N.J.R. 3292(a), 36 N.J.R. 199(b).

Rewrote (g)iv.

Amended by R.2004 d.33, effective January 20, 2004.

See: 35 N.J.R. 4625(a), 36 N.J.R. 532(a).

In (c), substituted "Except as provided in (i) below for employee redemption of gaming vouchers, each" for "Each" in the introductory paragraph; added (i).

Amended by R.2005 d.196, effective June 20, 2005.

See: 36 N.J.R. 3245(a), 37 N.J.R. 2234(a).

In (g), rewrote 1v(1) and 1v(3).

Amended by R.2007 d.117, effective April 16, 2007.

See: 38 N.J.R. 4669(a), 39 N.J.R. 1505(a).

In (d)1, inserted "gaming voucher redemption machine"; in (d)1i, deleted "and" from the end; in (d)1ii, inserted "and" at the end; added (d)1iii; rewrote the introductory paragraph of (d)4 and (d)4ii; rewrote (g); inserted new designation (h); rewrote (h)liv; added new (h)lv; recodified former (h)lv and (h)lvi as (h)lvi and (h)lvii; rewrote (h)lvi(2); and recodified former (h) and (i) as (i) and (j).

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

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

In the introductory paragraph of (a)4, substituted "Except as permitted by (a)4i below, no" for "No" and inserted "through 8"; added (a)4i; in the introductory paragraph of (d), substituted "implement the following requirements and procedures." for "provide for the following."; rewrote the introductory paragraph of (d)1 and (d)1i; in (d)2 and the introductory paragraph of (d)3, inserted "gaming voucher"; in (d)2, (d)3iv, (d)4v and (d)19ii, substituted a period for the semicolon at the end; in the introductory paragraph of (d)3, inserted "the provisions of"; rewrote (d)5 and (d)6; added new (d)7 through (d)18; recodified former (d)7 through (d)9 as (d)19 through (d)21; in the introductory paragraph of (d)19, inserted a comma following "token"; and rewrote (d)20, (f), the introductory paragraph of (g) and (g)3.

Amended by R.2009 d.178, effective June 1, 2009.

See: 41 N.J.R. 396(a), 41 N.J.R. 2341(a).

In the introductory paragraph of (d)19, substituted "slot credits due to" for "an equivalent value of coins or slot tokens that matches", and deleted "coin or slot token, which that" preceding and "is designed to accept in order to activate play" following the second occurrence of "slot machine"; added new (d)19i and (d)19ii; recodified former (d)19i and (d)19ii as (d)19ii(1) and (d)19ii(2); in (d)19ii(1), deleted "or" from the end; in (d)19ii(2), substituted "; or" for a period at the end; and added (d)19ii(3).

Amended by R.2009 d.370, effective December 21, 2009.

See: 41 N.J.R. 3052(a), 41 N.J.R. 4826(a).

In (a)3, substituted "except as otherwise provided in N.J.A.C. 19:45-3.1(b), expire one year from its date of issuance" for "not expire" and "(b)8" for "(b)7"; in (a)4, substituted "(d)5 through 7" for "(d)6 through 8"; added new (b)4; recodified former (b)4 through (b)8 as (b)5 through (b)9; in (c)2, inserted "or has expired"; in (c)3, substituted "(d)8" for "(d)9"; rewrote (d); added new (h)liv and (h)3; recodified former (h)liv through (h)lvii as (h)lv through (h)lviii; recodified former (h)3 and (h)4 as (h)4 and (h)5; and in (h)4, substituted "(h)1 through (3)" for "(g), (g)1, and (g)2".

Amended by R.2010 d.210, effective October 4, 2010.

See: 42 N.J.R. 1021(a), 42 N.J.R. 2326(b).

In (d)1iii, inserted "or a secure area approved by the Commission".

19:45-1.55 Computerized gaming voucher systems; required procedures

(a) In order to issue or redeem gaming vouchers in accordance with the procedures at N.J.A.C. 19:45-1.54, a casino licensee shall operate a computerized gaming voucher system (system) which satisfies the requirements of this section. Each slot machine, gaming voucher redemption machine and other location that redeems gaming vouchers shall be connected to such a system, provided that no slot machine, gaming voucher redemption machine or other redemption location may be connected to, or disconnected from, such a system without approved internal controls and prior written approval of the Commission to connect or disconnect each slot machine and other redemption location. If the system is used by a gaming voucher redemption machine or count room equipment to obtain the value of a gaming voucher, the system shall perform a calculation or integrity check of the value of each gaming voucher. In the case of a gaming voucher redemption machine, the calculation or integrity check shall be performed prior to permitting the gaming voucher to be redeemed by the gaming voucher redemption machine.

(b) All aspects of a system, including all hardware and software utilized therein, shall be subject to testing by the Division pursuant to N.J.A.C. 19:46-1.28 and review and approval by the Commission prior to the implementation of the system by the casino licensee and following implementation, prior to any changes thereto.

(c) Each system shall perform the following functions, at a minimum, in order to control logical access to the system:

1. Generate daily monitoring logs of user access, security incidents and unusual transactions, and immediately notify the MIS department of critical security incidents and unusual transactions in a manner approved by the Commissioner;
2. Be capable of assigning rights and privileges to each user, including:
 - i. Allowance for the secure administration of a unique system account for each user to provide an adequate segregation of duties; and
 - ii. Contain adequate password parameters such as lockout, minimum length, and expiration interval;
3. Use appropriate access permissions to restrict unauthorized users from viewing, changing or deleting critical files and directories; and
4. Utilize encryption for files and directories containing critical or sensitive data, which at a minimum shall include the unredeemed gaming voucher record. Notwithstanding the foregoing, in lieu of utilizing encryption for files and directories containing critical or sensitive data, the system shall be designed to permit, and the casino licensee shall implement, internal controls approved by the Commission to restrict users from viewing the contents of such files and directories, which internal controls shall, at a minimum, provide for the following:
 - i. The effective segregation of duties and responsibilities with regard to the system in the MIS department; and
 - ii. The automatic monitoring and recording by the system of access by any person to such files and directories.

(d) Each system shall perform the following functions, at a minimum, in order to control system operations:

1. Generate daily monitoring logs and alert messages for system performance, hardware problems, and software errors;
2. Authenticate the identity of a slot machine, gaming voucher redemption machine or other redemption location from which a transmission of data is received;
3. Ensure that all data sent through a transmission is completely and accurately received;
4. Detect the presence of corrupt or lost data packets and, as necessary, reject the transmission; and
5. Utilize an appropriate cryptographic system, such as public/private key encryption, for all critical transmissions of data, such as transmissions that include a gaming voucher serial number, slot machine meter information, or

any other information used in the calculation or verification of gross revenue.

(e) Each system shall perform the following functions, at a minimum, in order to control the integrity of data:

1. Generate a unique serial number for each gaming voucher, with a portion of the serial number comprised of randomly generated numbers, symbols or characters, as approved by the Commission, or by such other method as approved by the Commission, which numbers, symbols or characters shall be constructed in a manner so as to prevent a person from being able to predict the composition of any other serial number generated by the system;
2. Generate a date of issuance and corresponding date of expiration for each gaming voucher;
3. Validate the data type and format of all inputs to critical fields and reject any corrupt data;
4. Provide for the automatic and independent recordation of critical data upon gaming voucher generation and redemption, including at a minimum, the information specified in N.J.A.C. 19:45-1.54(b)1 through 5;
5. Provide for verification of the information contained on a gaming voucher presented for redemption and the unredeemed gaming voucher record to a source that separately records and maintains transaction data, such as an automated transaction log, or such other compensating procedure as approved by the Commission, which procedure shall:
 - i. Independently verify the accuracy of the gaming voucher validation number, its value and that the gaming voucher has not expired prior to redeeming the gaming voucher; and
 - ii. Not be used to satisfy any other requirements of this chapter; and
6. Segregate all security critical system programs, files and directories from all other programs and files and directories contained in the system.

(f) Each system shall be equipped with the following, at a minimum, in order to address continuity:

1. Data redundancy, such as disk mirroring, which writes a complete and duplicate copy of all data on the primary disk to a secondary disk as it occurs, to permit a complete and prompt recovery of all information in the event of any malfunction;
2. Environmental protection, such as an uninterruptible power supply, and fireproof and waterproof materials designed to protect critical hardware from a natural disaster; and
3. A backup capability, which enables the casino licensee to create, in accordance with procedures approved pursuant to (h)10 below, periodic backup copies of files and

data on a removable storage device, such as magnetic tape, which shall be separate from the devices required in accordance with (f)1 above.

(g) Each system shall immediately inform the casino licensee of any malfunction, in a manner approved by the Commission. Following any malfunction of a system, the casino licensee shall immediately notify the Commission and Division, and shall not utilize the system until the malfunction has been successfully repaired. Notwithstanding the foregoing, the Commission may permit a casino licensee to utilize the system prior to it being successfully repaired, for a period not to exceed 72 hours, provided that:

1. The malfunction is limited to a single storage media device, such as a hard disk drive;

2. In addition to the malfunctioning storage media device, the system contains a backup storage media device not utilized in the normal operation of the system, which backup device shall immediately and automatically replace the malfunctioning device, to permit a complete and prompt recovery of all information in the event of an additional malfunction; and

3. Continued use of the malfunctioning system would not inhibit the ability to perform a complete and prompt recovery of all information, and would not otherwise harm or affect the normal operation of the system.

(h) Prior to implementing a system, each casino licensee shall establish a system of internal controls which addresses the integrity, security and control of its system which internal controls shall be submitted to the Commission for approval and shall, at a minimum, provide for the following:

1. Documentation of the system design and layout in both narrative and diagrammatic formats, user manuals, and a list of all configurable options and settings;

2. Copies of all documents generated in accordance with the requirements of (c)1 and (d)1 above;

3. Procedures for assigning a slot machine's asset number and identifying a gaming voucher redemption machine and other redemption locations in the system, and enabling and disabling voucher capabilities for such slot machines and redemption locations;

4. Procedures for issuance, modification, and termination of a unique system account for each user in accordance with the requirements of (c)2i above;

5. Constraints used to configure and maintain user passwords in accordance with the requirements of (c)2ii above;

6. Procedures for restricting special rights and privileges, such as "administrator" and override capabilities, in accordance with the requirements of (c)3 above;

7. The duties and responsibilities of the MIS, internal audit, slot and casino accounting departments, respectively,

and the level of access for each position with regard to the system, in accordance with the requirements of (c)3 above;

8. Identification of all software files and directories, the location and a description of each, and the reports generated from such files, which software files, directories, and locations shall not be changed except in accordance with the provisions of (i) below;

9. A description of physical controls on all critical hardware such as locks and surveillance, including the location and security of each piece of equipment as approved by the Commission;

10. Procedures for the backup and timely recovery of critical data and failure analysis, in accordance with the requirements of (f)3 above;

11. Logs used to document and maintain the details of any hardware and software modifications upon implementation, which modifications shall be first approved in accordance with the provisions of (i) below and thereafter performed in accordance with the requirements of (j) below; and

12. Procedures for reviewing the system's operation and, the adequacy and effectiveness of policies and procedures.

(i) Prior to implementing any programming change, upgrade, or hardware addition or replacement to an existing system, the casino licensee shall provide at least 72 hours advanced written notice to the Commission and Division in accordance with the requirements of this subsection, except that the Commission may permit a casino licensee to change or upgrade non-critical software files or directories or hardware, as recommended by the Division and specifically identified in the casino licensee's approved internal controls, provided that written notice in accordance with the requirements of this subsection shall be filed within 24 hours following the change. Any written notice filed by a casino licensee in accordance with this subsection shall include, without limitation, the following:

1. A description of the reasons for the proposed modification;

2. A list of the computer components and programs or versions to be modified or replaced;

3. A description of any screens, menus, reports, operating processes, configurable options, or settings that will be affected;

4. The method to be used to complete the proposed modification;

5. Date that the proposed modification will be installed and the estimated time for completion;

6. Name, title, and employer of the person(s) to perform the installation;

7. A diagrammatic representation of the proposed hardware design change;

8. Restriction on "update" access to the production code to the person implementing the modification; and

9. Procedures to ensure that user and operator manuals are updated to reflect changes in policies and procedures resulting from the proposed modification.

(j) Subject to any testing required pursuant to N.J.A.C. 19:46-1.28 and approval by the Commission upon receipt of the notification required by (i) above, modifications to the system shall be installed in the presence of an employee of the MIS department with no incompatible functions and a Commission inspector. Following completion of the modification, the casino licensee shall generate a record detailing the modification on the system or, if the system does not have the capability of generating such a record, such other record as may be required by the Commission. In the event the Commission determines that testing is required after the modification, the Commission shall establish the terms and conditions of such a test.

(k) In order to obtain a determination from the Commission that a system, as installed and configured by a casino licensee, can accurately perform the functions set forth in (c) through (f) above, the casino licensee shall, without limitation, perform the following:

1. Submit certifications from the manager of its MIS department and a qualifier of the company that manufactured the system, both initially and following any changes to the gaming voucher system as approved pursuant to N.J.A.C. 19:46-1.20, stating that the system, as installed and configured by the casino licensee, can accurately perform the functions set forth in (c) through (f) above;

2. Successfully complete a minimum 60-day test of the system under terms and conditions established by the Commission;

3. Have approved internal controls as required by (h) above; and

4. Provide access to the system to the Commission and Division in a manner and from such locations as approved by the Commission and Division.

New Rule, R.2003 d.4, effective January 6, 2003.

See: 34 N.J.R. 2012(a), 35 N.J.R. 259(a).

Amended by R.2007 d.117, effective April 16, 2007.

See: 38 N.J.R. 4669(a), 39 N.J.R. 1505(a).

Rewrote (a); in (d)2, inserted "gaming voucher redemption machine"; and in (h)3, inserted "a gaming voucher redemption machine and".

Amended by R.2009 d.370, effective December 21, 2009.

See: 41 N.J.R. 3052(a), 41 N.J.R. 4826(a).

Added new (e)2; recodified former (e)2 through (e)5 as (e)3 through (e)6; and in (e)5i, substituted "validation number, its value and that the gaming voucher has not expired" for "serial number and value".

SUBCHAPTER 2. CASINO COMPUTER SYSTEMS

Authority

N.J.S.A. 5:12-5, 63(c), 69, 70, 99 and 100.

Source and Effective Date

R.2005 d.216, effective July 5, 2005.

See: 36 N.J.R. 3242(a), 37 N.J.R. 2561(a).

19:45-2.1 Definitions

The following words and terms, when used in this chapter, shall have the following meanings unless the context clearly indicates otherwise:

"Casino computer system" means all aspects of a computer system which the rules of the Commission either require or permit to be utilized by a casino licensee in the conduct or monitoring of casino operations including, but not limited to hardware, software and network interfaces; provided, however, that a casino computer system shall not be construed to include the following:

1. A slot machine or bill changer;
2. A multi-casino progressive slot system;

3. A computer system that is connected to a casino computer system only through a firewall, which has been approved in accordance with the provisions of N.J.A.C. 19:46-1.20 and for which the casino licensee has approved internal controls in accordance with the requirements of N.J.A.C. 19:45-2.2(g); and

4. Any computer system used exclusively in the conduct of casino simulcasting, in accordance with the provisions of N.J.A.C. 19:55.

"Computer access" or "logical access" means the ability of a person or process to obtain information from, or execute an action in, a casino computer system in accordance with privileges established by a casino licensee pursuant to approved internal controls, which privileges shall be specified by an approved level of computer access.

"Computer functionality" means that a casino computer system functions as designed and approved.

"Computer security" means that a casino computer system contains sufficient devices or procedures that shall:

1. Preserve computer functionality, availability, and the confidentiality of data in accordance with the requirements of the Act and the Commission's rules;

2. Appropriately limit the ability of any person or process to deliberately or inadvertently interfere with the normal operation of the system or its data; and

3. Detect, record, preserve, and provide notice to the casino licensee of, in accordance with approved internal controls, each compromise, possible compromise, inadvert-

ent disclosure, or deviation from computer functionality that occurs.

“Firewall” means dedicated computer hardware, software, and the related security policy that protects a casino computer system, its software, and data from access by other computer systems and users not specifically authorized to access the casino computer system, its software or data, through procedures approved by the Commission, such as monitoring and analyzing all data packets on a real-time basis and automatically rejecting all unauthorized communications. A firewall shall include, without limitation, logging and reporting, automatic alarms, and a user interface for controlling the firewall.

“Level of computer access” means the particular privileges granted to a person in a casino computer system by a casino licensee, such as read, read-write, execute, and modify, which privileges shall vary by casino computer system program, process, library, or directory, according to the following:

1. Position title and job code, for an employee of the casino licensee; and
2. Responsibilities and functions authorized to be performed, for any person not employed by the casino licensee.

19:45-2.2 Casino computer systems; authorized locations

(a) All aspects of a casino licensee’s casino computer system shall be located within the casino hotel facility unless otherwise approved by the Commission in accordance with the provisions of this section.

(b) The Commission may permit a casino licensee to maintain the software and data of its casino computer system, or any portion thereof, in a computer located in a secure location outside the casino hotel facility, referred to herein as a “remote computer,” provided that:

1. The remote computer is maintained in a secure location within the casino hotel facility of another casino licensee, referred to herein as a “host casino,” except as otherwise permitted by the Commission in the event of a disaster pursuant to (e) below;
2. Communications between the remote computer and all other portions of the casino computer system shall occur using a dedicated and secure communication facility, such as a leased line, as approved by the Commission;
3. The remote computer shall automatically perform, at a minimum, the following functions:
 - i. Generate daily monitoring logs and real time alert messages to inform the casino licensee, host casino, or both, of any system performance problems and hardware problems;

ii. Generate daily monitoring logs and real time alert messages to inform the casino licensee of any software errors;

iii. Generate daily monitoring logs to inform the casino licensee of any unsuccessful attempts by a device, person or process to obtain computer access;

iv. Authenticate the identity of each device, person and process from which communication is received before granting computer access to such device, person or process;

v. Ensure that data sent through a transmission is completely and accurately received; and

vi. Detect the presence of corrupt or lost data and, as necessary, reject the transmission; and

4. Unless a remote computer is used exclusively to maintain a casino computer system of one casino licensee, it shall be partitioned in a manner approved by the Commission, and shall include, at a minimum, the following:

i. A partition manager that complies with the following requirements:

(1) The partition manager shall be comprised of hardware and/or software and shall perform all partition management tasks for a remote computer, including creating the partitions described in (b)4ii below and allocating system resources to each such partition, such as processors, communication buses, data storage devices, and memory;

(2) The casino licensee and host casino shall jointly designate and each shall identify in its approved internal controls the MIS security officer who shall be responsible for administering the partition manager and maintaining access codes to the partition manager, which MIS security officer shall be an employee of the casino licensee, host casino, or any holding, intermediary or subsidiary company thereof;

(3) Special rights and privileges in the partition manager such as “administrator” shall be restricted to the MIS department manager and the MIS security officer of the casino licensee, host casino, or any holding, intermediary or subsidiary company thereof, provided, however, that such rights and privileges may be delegated in accordance with N.J.A.C. 19:45-1.11(b)3;

(4) Access to the partition manager shall be limited to employees of the MIS departments of the casino licensee, host casino, or any holding, intermediary or subsidiary company thereof, unless otherwise approved by the Commission; and

(5) Software-based partition managers contained in a remote computer shall be functionally limited to performing partition management tasks for the remote