

**CHAPTER 45**  
**ACCOUNTING AND INTERNAL CONTROLS**

**Authority**

N.J.S.A. 5:12-5, 5:12-63, 5:12-69, 5:12-70,  
5:12-99 and 5:12-100.

**Source and Effective Date**

R.2002 d.300, effective August 15, 2002.  
See: 34 N.J.R. 1773(a), 34 N.J.R. 3287(a).

**Chapter Expiration Date**

Chapter 45, Accounting and Internal Controls, expires on August 15, 2007.

**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: Source and Effective Date.

**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
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; initiation of transactions by mail
- 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
- 19:45-1.34 Slot booths
- 19:45-1.35 Accounting controls for slot booths and change 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 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
- 19:45-1.41 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 chippers 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 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.

"Asset number" means a unique number permanently assigned to a slot machine and a slot cash storage box for purposes of tracking that machine and storage box while owned by a casino licensee.

"Automated coupon redemption machine" means any mechanical, electrical or other device which operates independently of a slot machine and which, upon insertion of a valid casino coupon or currency, dispenses an amount of coin or slot tokens equivalent to the face value of the coupon or currency, and which immediately upon exchange cancels the coupon.

"Authorized instrument" means a cash equivalent, a casino check, a casino affiliate check, an annuity jackpot trust check or a replacement check.

"Bank" is defined in N.J.A.C. 19:45-1.25.

"Cage cashier" is defined in N.J.A.C. 19:45-1.15.

counter check or returned check, the general cashier or check cashier shall verify that the signature of the patron on the request agrees with the signature of the patron in a patron signature file.

New Rule, R.1992 d.499, effective December 21, 1992.

See: 24 N.J.R. 2692(b), 24 N.J.R. 4570(a).

Amended by R.1993 d.145, effective April 5, 1993.

See: 24 N.J.R. 4505(a), 25 N.J.R. 1521(a).

In (b): added reference to N.J.A.C. 19:45-1.9(f).

In (g): added phrase "greater of" introducing (g)1 and new (g)2 and 3. Amended by R.1993 d.494, effective October 4, 1993.

See: 25 N.J.R. 3108(a), 25 N.J.R. 4619(a).

Amended by R.1994 d.34, effective January 18, 1994.

See: 25 N.J.R. 4871(b), 26 N.J.R. 491(a).

Amended by R.1994 d.139, effective March 21, 1994.

See: 26 N.J.R. 113(a), 26 N.J.R. 1377(a).

Amended by R.1994 d.471, effective September 19, 1994.

See: 26 N.J.R. 2212(a), 26 N.J.R. 3891(c).

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.1995 d.254, effective May 15, 1995.

See: 27 N.J.R. 848(a), 27 N.J.R. 2011(b).

Amended by R.1995 d.468, effective August 21, 1995.

See: 27 N.J.R. 2124(a), 27 N.J.R. 3223(a).

Raised dollar amounts throughout the section and provided for identity verification through a signature comparison.

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.448, effective October 20, 1997.

See: 29 N.J.R. 3202(a), 29 N.J.R. 4561(a).

In (b), inserted "or if a complimentary cash or noncash gift is issued through a complimentary program operated pursuant to N.J.A.C. 19:45-1.9(i) and has a value of more than \$1,000,"

Amended by R.1998 d.267, effective June 1, 1998.

See: 30 N.J.R. 807(a), 30 N.J.R. 2076(a).

In (b), rewrote 2; and in (l)2, substituted a reference to signature files for a reference to credit files.

Amended by R.2004 d.98, effective March 15, 2004.

See: 35 N.J.R. 5225(a), 36 N.J.R. 1363(b).

Deleted (g) and (h); recodified former (i) through (l) as (g) through (j).

Amended by R.2005 d.267, effective August 15, 2005.

See: 36 N.J.R. 4431(a), 37 N.J.R. 3069(a).

In (a), deleted "and" in 6, added "and" following "coupons;" in 7, and added 8.

Amended by R.2006 d.399, effective November 20, 2006.

See: 38 N.J.R. 3157(a), 38 N.J.R. 4884(a).

Deleted former (f); recodified (g) through (j) as (f) through (i); and in the introductory paragraph of (i), substituted "(h)" for "(i)".

#### Case Notes

Unlawful cash complimentaries. Gaming Enforcement Division v. Trump's Castle Associates Ltd. Partnership, 94 N.J.A.R.2d (CCC) 183.

Issuance of cash complimentaries; "fair odds" provisions of the Casino Control Act. Gaming Enforcement Division v. GNOC Corp., 94 N.J.A.R.2d (CCC) 180.

Complimentary payments; Casino Control Act. Division of Gaming Enforcement v. GNOC Corp., 94 N.J.A.R.2d (CCC) 170.

Implementation and operation of cash incentive programs. Gaming Enforcement Division v. Adamar of New Jersey, Inc., et al., 94 N.J.A.R.2d (CCC) 192.

Incentive program; Casino Control Act. Division of Gaming Enforcement v. Boardwalk Regency Corp., 94 N.J.A.R.2d (CCC) 116.

Rebates by casino to patron violated the Casino Control Act. Division of Gaming Enforcement v. Adamar of New Jersey, Inc., 94 N.J.A.R.2d (CCC) 107.

#### 19:45-1.9C Alternative reporting procedures; accessible complimentaries database

(a) A casino licensee which records all information concerning complimentary services or items which is required by N.J.A.C. 19:45-1.9 or 1.9B in a computer database which is accessible by the Commission and Division from remote locations and conforms to standards established and approved by the Commission pursuant to this section shall be exempt from filing all reports required pursuant to N.J.A.C. 19:45-1.9(e) and 1.9B(b).

(b) The structure and accessibility of the complimentaries database shall be subject to review and approval by the Commission and such submission shall include, without limitation, the following:

1. A complete description of the computer hardware, file formats and software products to be used;
2. The hours of the day and the days of the week, if any, that the database will be inaccessible on a routine basis due to system maintenance or other technical reasons;
3. The procedures by which the Division and, if requested, the Commission will be able to read and copy data files, both current and stored; and
4. Security procedures for database access and secondary data dissemination.

New Rule, R.1993 d.145, effective April 5, 1993.

See: 24 N.J.R. 4505(a), 25 N.J.R. 1521(a).

Amended by R.2006 d.399, effective November 20, 2006.

See: 38 N.J.R. 3157(a), 38 N.J.R. 4884(a).

In (a), updated the N.J.A.C. references at the end.

#### 19:45-1.10 Closed circuit television system; surveillance department control; surveillance department restrictions

(a) Each casino licensee shall install in its establishment a CCTV system that complies with the requirements of this section. Except as otherwise provided herein, the CCTV system shall be under the exclusive control of the surveillance department. A casino licensee shall provide the Commission or Division, upon request, with timely access to the CCTV system and its transmissions. Without limitation of the foregoing, each member of the surveillance department shall timely comply with a request from the Commission or the Division to:

1. Use, as necessary, any monitoring room contained in the establishment;
2. Display on the monitors in the monitoring room, the Commission inspection booth, the principal inspector's office and the Division's office, any event capable of being monitored on the CCTV system; and
3. Make a video and, if applicable, audio recording of, and take a still photograph of, any event capable of being monitored on the CCTV system.

i. The casino licensee shall preserve and store each such recording or photograph in accordance with the directions of the Commission or the Division.

ii. The Commission and the Division shall have unfettered access to each recording or photograph and, upon the request of either, the casino licensee and its personnel shall be denied access thereto.

(b) The CCTV system shall be approved by the Commission in consultation with the Division and shall include, but need not be limited to, the following:

1. Light sensitive cameras, with lenses of sufficient magnification to allow the operator to read information on gaming chips, playing cards, dice, tiles, slot machine reel symbols and slot machine credit meters, and with 360 degree pan, tilt and zoom capabilities without camera stops or, until such time as they are replaced by cameras without camera stops, with camera stops as currently operating on the casino floor or in inventory as August 15, 2005, to effectively and clandestinely monitor in detail and from various vantage points, the following:

i. The gaming conducted at each gaming table in the casino and casino simulcasting facility and the activities in the casino and casino simulcasting facility pits;

ii. The gaming conducted at the slot machines in the casino;

iii. The operations conducted at and in the cashiers' cage, any satellite cage, and each office ancillary thereto;

iv. The operations conducted at and in the slot booths;

v. The operations conducted at automated coupon redemption machines;

vi. The operations conducted in the simulcast counter;

vii. The count processes conducted in the count rooms in conformity with N.J.A.C. 19:45-1.33 and 19:45-1.43;

viii. The movement of cash, gaming chips and plaques, drop boxes, slot cash storage boxes, slot drop boxes, and slot drop buckets in the establishment;

ix. The entrances and exits to the casino, casino simulcasting facility and the count rooms;

x. The gaming and operations associated with the conduct of keno on the casino floor and in the casino simulcasting facility and of keno booths and satellite keno booths in public keno areas; and

xi. Such other areas as the Commission designates;

2. Video recording equipment which, at a minimum, shall:

i. Permit the preservation and viewing of a clear copy of the transmission produced by any camera connected to the CCTV system;

ii. Be capable of superimposing the time and date of the transmission on each recording made by the video recording equipment; and

iii. Enable the operator to identify and locate, through the use of a meter, counter or other device or method, a particular event that was recorded;

3. Recording media, which shall be replaced immediately upon the manifestation of any significant degradation in the quality of the images or sound, if applicable, recorded thereon; provided, however, where videotape is utilized, it shall be used for no more than one year;

4. Audio capability in the soft count room;

5. One or more monitoring rooms in the establishment which, through the surveillance department employees or agents assigned thereto by the casino licensee, shall constantly monitor the activities in the casino, the casino simulcasting facility and elsewhere in the establishment where CCTV coverage is available;

6. An emergency power system that can be used to operate the CCTV system in the event of a power failure, such power system to be tested at 12-month intervals subject to more frequent re-testing upon failure of a test; and

7. A preventive maintenance program, implemented by technicians assigned to the surveillance department or, if assigned to another department, subject to the direction and control of the director of surveillance, which ensures that the entire CCTV system is maintained in proper working order and that transparent covers over CCTV system cameras are cleaned in accordance with a routine maintenance schedule. In the event that preventive maintenance to be performed by a technician assigned to another department is required on an emergency basis, the surveillance department shall have priority with respect to personnel resources of such other department to ensure the efficacy of the CCTV system.

(c) All areas, including gaming tables and pits, where CCTV system camera coverage is required by the Commission shall contain continuous lighting that is of sufficient quality to produce clear video recordings and still picture reproductions.

(d) In addition to any other requirements imposed by this section, a casino licensee's CCTV system shall be required to record, during the times and in the manner indicated below, all transmissions from cameras used to observe the following locations, persons or transactions:

1. All activity at each table open for gaming that either has a posted minimum wager of \$100.00 or more, or is connected to a progressive payout meter displaying a potential payout of \$35,000 or more;

2. Each transaction conducted at a cashiering location;

3. Each simulcast and keno window that is open for business;

4. Such main bank areas where gross revenue functions are performed as may be required by the Commission;

5. The execution of fills and credits at the chip bank;

6. The collection of drop boxes, slot drop boxes and slot cash storage boxes;

7. Any armored car collection or delivery of cash for which security escort or surveillance coverage is required;

8. The inspection and distribution to gaming pits of cards, dice and tiles;

9. The retrieval of cards, dice and tiles from gaming pits at the end of the gaming day and their delivery to the location designated and approved for inspection, cancellation, destruction or, if applicable, reuse; and

10. Automated bill breaker, voucher/coupon redemption and jackpot payout machines whenever such machines are opened for replenishment or other servicing as provided by casino personnel.

(e) In addition to any other requirements imposed by this section and in accordance with the time parameters specified herein, a casino licensee's CCTV system shall be required to record transmissions from cameras used to observe the face of each person transacting business at each window of its cashiering locations from the direction of the cashier. The upgrade of a casino licensee's CCTV system to include this capability shall occur as part of any expansion, renovation or reconfiguration of such cashiering location requiring Commission approval of a revised operations certificate. In the event that a casino licensee's cashiering location does not undergo such expansion, renovation or reconfiguration, a casino licensee shall nonetheless undertake the upgrade of its CCTV system by August 15, 2010.

(f) Any monitoring room maintained pursuant to (b)4 above shall:

1. Contain such equipment and supplies as may be required by the Commission and Division, taking into consideration current developments in electronic and computer technology, for the effective performance of the activities to be conducted therein including, without limitation:

i. A communication system capable of monitoring all casino security department activities; and

ii. If computerized monitoring systems are used by the casino licensee in its gaming operations, view-only terminals which allow access to information concerning cage, slot and table games operations;

2. Be connected to all casino alarm systems, which may provide a visible, audible or combination signal; provided, however, that any robbery or other emergency-type alarm shall be perceptually distinguishable from all non-emergency alarm types in a manner approved by the Commission and Division (for example, robbery alarm is the only audible alarm);

3. Contain an updated photo library, consisting of photographs that are no more than four years old, of all current employees of the casino licensee, which photo library shall be available to the Commission and Division upon request; and

4. Contain and have readily accessible to all monitoring room personnel and representatives of the Commission and Division an updated operational blueprint depicting all areas of the casino, the casino simulcasting facility and elsewhere in the casino licensee's establishment where CCTV coverage is available.

(g) Each casino licensee shall maintain a surveillance log of all surveillance activities in the monitoring room. The log shall be maintained by monitoring room personnel and shall be stored securely, in a manner approved by the Commission, within the surveillance department in accordance with the retention schedule set forth in N.J.A.C. 19:45-1.8(c)2iii. The surveillance log shall be available for inspection at any time by Commission or Division agents. At a minimum, the following information shall be recorded in a surveillance log:

1. Date and time each surveillance commenced;

2. The name and license credential number of each person who initiates, performs, or supervises the surveillance;

3. Reason for surveillance, including the name, if known, alias or description of each individual being monitored, and a brief description of the activity in which the person being monitoring is engaging;

4. The times at which each video or audio recording is commenced and terminated;

5. The time at which each suspected criminal offense is observed, along with a notation of the reading on the meter, counter or device specified in (b)2iii above that identifies the point on the video recording at which such offense was recorded;

6. Time of termination of surveillance; and

7. Summary of results of the surveillance.

(h) Each casino licensee shall have a contingency plan, as part of its approved internal controls submitted pursuant to N.J.A.C. 19:45-1.3(a)3, to be utilized whenever there is an equipment failure that affects the casino licensee's monitoring room or CCTV system operations.

(i) The Commission's principal inspector and the Division shall be notified immediately of any incident of failure in (h) above, including the time and cause of the malfunction, if known, the time that the casino security department was apprised of the malfunction, and any communications with the casino security department relating to the malfunction, in accordance with the casino licensee's internal controls. In addition, the Commission's principal inspector and the Division shall be notified prior to:

1. Any relocation of an approved camera;
2. Any change in an approved camera's specifications;
3. Any change in lighting for areas approved for CCTV camera coverage; and
4. Any addition or change to the CCTV system and computer equipment in the monitoring room.

(j) All CCTV system recordings shall be retained for a minimum of seven days and shall be made available for review upon request by the Commission or Division. In addition, any such recordings which are determined by Commission or Division agents to be of potential evidentiary value shall be retained and stored pursuant to Commission or Division directives.

(k) Each CCTV system operator in the monitoring room shall work from his or her own monitoring station. Minimum staffing of the CCTV system used to monitor casino and casino simulcasting facility operations shall be detailed in a casino licensee's surveillance submission to be approved by the Commission, which shall ensure effective casino surveillance for the casino licensee.

(l) Surveillance department employees or agents of the licensee assigned to monitor the activities shall be independent of all other departments. In addition to any other restrictions contained in the Act and the rules promulgated thereunder, no present or former surveillance department employee shall accept employment as a casino key employee or casino employee with the same casino hotel or prospective casino hotel in which the surveillance department employee was previously employed or within any other casino hotel or prospective casino hotel whose surveillance department is under the operational control of the same person who controlled the surveillance department in which the surveillance department employee had been previously employed, unless one year has passed since the former surveillance department employee worked in the surveillance department. Notwithstanding the foregoing, the Commission may, upon the filing of a written petition, waive this restriction and permit the employment of a present or former

surveillance department employee in a particular position after consideration of the following factors:

1. Whether the former surveillance department employee will be employed in a department or area of operation that the surveillance department does not monitor;
2. Whether the surveillance and security systems of the casino licensee will not be jeopardized or compromised by the employment of the former surveillance department employee in the particular position; and
3. Whether the former surveillance department employee's knowledge of the procedures of the surveillance department would not facilitate the commission by any person of irregularities or illegal acts or the concealment of any such actions or errors.

(m) Entrances to the CCTV system monitoring rooms shall not be visible from the casino area or casino simulcasting facility. In addition, access by employees of the casino licensee to the monitoring room or any other designated area capable of receiving CCTV transmission shall be prescribed by internal controls approved by the Commission pursuant to N.J.A.C. 19:45-1.3 and 1.12A. Any person who enters any monitoring room or such designated area who is not a surveillance department employee shall sign the Monitoring Room Entry Log upon entering the restricted area. The Monitoring Room Entry Log shall be:

1. Kept in the CCTV monitoring room;
2. Maintained in a book with bound numbered pages that cannot be readily removed;
3. Signed by each person whose presence is not expressly authorized by the casino licensee's approved access submission, with each entry containing, at a minimum, the following information:
  - i. The date and time of entering into the monitoring room or designated area;
  - ii. The entering person's name and his or her department or affiliation;
  - iii. The reason for entering the monitoring room or designated area;
  - iv. The name of the person authorizing the person's entry into the monitoring room or designated area; and
  - v. The date and time of exiting the monitoring room or designated area; and
4. Made available for inspection by the Commission and Division at all times.

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.

#### 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

See: 27 N.J.R. 1775(a), 28 N.J.R. 1399(a).  
Amended by R.1996 d.357, effective August 5, 1996.  
See: 28 N.J.R. 2355(a), 28 N.J.R. 3821(b).  
Amended by R.1996 d.591, effective December 16, 1996.  
See: 28 N.J.R. 4412(a), 28 N.J.R. 5208(a).

In (h) deleted reference to persons authorized to enter the cage, satellite cages, master coin bank, or coin vaults.

Amended by R.1997 d.131, effective March 17, 1997.

See: 28 N.J.R. 4572(a), 29 N.J.R. 919(a).

Added (j) and (k).

Amended by R.1999 d.379, effective November 1, 1999.

See: 30 N.J.R. 4147(b), 31 N.J.R. 3527(a).

In (a), inserted a new 5, and recodified former 5 as 6.

#### 19:45-1.14A Simulcast counter

(a) The casino simulcasting facility shall contain a physical structure known as a simulcast counter to house the casino pari-mutuel cashiers and to serve as the central location in the casino simulcasting facility for the following:

1. The custody of the simulcast counter inventory including, without limitation, currency and coin and the forms and documents normally associated with the operation of a simulcast counter;
2. The receipt of currency, coin, gaming chips, coupons and slot tokens for simulcast wagering;
3. 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); and
4. Such other functions normally associated with the operation of a simulcast counter.

(b) The simulcast counter shall be designed and constructed to provide maximum security for the materials housed therein and the activities performed therein; such design and construction shall, at a minimum, include the following:

1. One or more numbered pari-mutuel windows, each of which shall contain a pari-mutuel machine and a cashier's drawer, in which shall be deposited all currency, coins, gaming chips, slot tokens, coupons and duplicate slips evidencing exchanges with the cashiers' cage, satellite cage or simulcast vault, or a self-service pari-mutuel machine;
2. A work area containing at least one remote management console ("RMC") and terminal to generate reports on pari-mutuel wagering, which shall be used only by the simulcast shift supervisor or above, and casino pari-mutuel cashiers, who shall only be allowed access under the direct supervision of the simulcast supervisor or above; and
3. A simulcast vault, which shall be secured by a lock, the key to which shall be maintained and controlled by the simulcast shift supervisor or above, and which shall contain a supply of currency and coin under the control of a vault cashier, simulcast shift supervisor or above to be utilized for the pari-mutuel window inventories and to

replenish the pari-mutuel window inventories, when necessary.

(c) The simulcast counter may be contiguous to a satellite cage or keno booth, with ingress and egress thereto, provided that the simulcast counter and satellite cage or keno booth are functionally segregated.

(d) A casino simulcasting facility may contain one or more ancillary simulcast counters to house casino pari-mutuel cashiers. An ancillary simulcast counter shall comply with all of the provisions of N.J.A.C. 19:55-4.4 and (a) and (b) above; provided however, that the requirements of a separate facsimile machine, direct dial-up telephone line, RMC, simulcast vault and simulcast shift supervisor for the ancillary simulcast counter, or any of them, may be waived if, considering, among any other relevant factors, the number of pari-mutuel windows in the ancillary simulcast counter, the proximity of the ancillary simulcast counter to the simulcast counter, and the span of authority and responsibility of the supervisor, the Commission determines that any such requirement is not necessary to the maintenance of adequate supervision of the simulcast wagering operations.

New Rule, R.1993 d.37, effective January 19, 1993.

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

Amended by R.1994 d.33, effective January 18, 1994 (operative February 22, 1994).

See: 25 N.J.R. 4737(a), 26 N.J.R. 489(a).

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.1997 d.130, effective March 17, 1997.

See: 28 N.J.R. 2807(a), 29 N.J.R. 918(a).

In (b)3, added reference to the vault cashier.

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 (a)3 and recodified former (a)3 as (a)4.

#### 19:45-1.15 Accounting controls for the cashiers' cage, satellite cages, master coin bank and coin vaults

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

(b) At the opening of every shift, in addition to the imprest funds normally maintained by the general cashiers, each casino licensee shall have on hand in the cage or readily available thereto, a reserve cash bankroll adequately funded to pay winning patrons.

(c) Except as otherwise authorized by N.J.A.C. 19:45-1.14(i), the cashiers' cage and any satellite cage shall be physically segregated by personnel and function as follows:

1. General cashiers shall operate with individual imprest inventories of cash and, at the discretion of the

casino licensee, slot tokens and gaming chips, and such cashiers' functions shall include, but are not limited to, the following:

- i. Receive cash, cash equivalents, patron checks, gaming chips, complimentary cash gifts, casino checks, casino affiliate checks, annuity jackpot trust checks, redemption receipts, slot tokens and gaming plaques from patrons for check consolidations, total or partial redemptions or substitutions;
- ii. Receive gaming chips, slot tokens and prize tokens from patrons or authorized employees pursuant to N.J.A.C. 19:46-1.5(j) or 1.35(h) in exchange for cash;
- iii. Receive cash, cash equivalents, casino checks, casino affiliate checks and annuity jackpot trust checks from patrons in exchange for currency, slot tokens or coin;
- iv. Receive gaming checks for non-gaming purposes from patrons in exchange for cash;
- v. Receive cash, cash equivalents, casino checks, casino affiliate checks, annuity jackpot trust checks, slot tokens, prize tokens and gaming chips from patrons in exchange for Customer Deposit Forms;
- vi. Receive gaming plaques from patrons in exchange for cash or Customer Deposit Forms in accordance with an approved system of accounting as required by N.J.A.C. 19:46-1.4(b);
- vii. Receive Customer Deposit Forms from patrons in exchange for cash or slot tokens;
- viii. Receive coupons from patrons in exchange for currency, slot tokens or coin, in conformity with N.J.A.C. 19:45-1.46(j);
- ix. Receive checks from check cashiers to be returned to patrons for check redemptions, partial redemptions, consolidations or substitutions;
- x. Receive Wire Transfer or Electronic Fund Transfer Acknowledgment Forms in accordance with N.J.A.C. 19:45-1.24A for the purpose of completing Customer Deposit Forms;
- xi. Receive from check, chip bank, master coin bank and reserve cash cashiers documentation with signatures thereon, required to be prepared for the effective segregation of functions in the cashiers' cage;
- xii. Receive Voucher forms in accordance with N.J.A.C. 19:45-1.9A for the processing of travel expense reimbursements;
- xiii. Exchange Slot Counter Checks in accordance with N.J.A.C. 19:45-1.25A;
- xiv. Prepare Jackpot Payout Slips in accordance with N.J.A.C. 19:45-1.40;

xv. Prepare Hopper Fill Slips in accordance with N.J.A.C. 19:45-1.41;

xvi. Receive slot tokens from, and transmit slot tokens and prize tokens to, the master coin bank in exchanges supported by proper documentation;

xvii. Prepare forms for the completion of payments for table game progressive payout wagers pursuant to N.J.A.C. 19:45-1.52;

xviii. Receive gaming vouchers from patrons in exchange for currency, slot tokens or coins, or from authorized employees in exchange for cash, in conformity with N.J.A.C. 19:45-1.54;

xix. Prepare patron credit files and verify information therein supporting patron credit applications in accordance with N.J.A.C. 19:45-1.27;

xx. Prepare redemption receipts in accordance with N.J.A.C. 19:45-1.26(j);

xxi. Issue, receive and reconcile imprest funds used by slot attendants, including an imprest change/pouch payout fund not exceeding \$5,000, to be used in accordance with N.J.A.C. 19:45-1.40E;

xxii. Exchange currency for coupons, currency and Pouch Payout Slips from slot attendants;

xxiii. Receive cash and gaming chips from patrons for gaming chips, if operating with an imprest inventory of gaming chips; and

xxiv. Receive gaming chips from the chip bank in exchanges supported by proper documentation, if operating with an imprest inventory of gaming chips.

2. Check cashiers (also known as "check bank cashiers") shall not have access to cash, gaming chips and plaques, except in accordance with (d) below, and such cashiers' functions may include the following:

i. Receive the original and redemption copies of Counter Checks and Slot Counter Checks;

ii. Receive from general cashiers checks accepted for total or partial Counter Check and Slot Counter Check redemptions;

iii. Receive checks from general cashiers for Counter Check and Slot Counter Check consolidations;

iv. Receive personal checks from general cashiers for Counter Check and Slot Counter Check substitutions;

v. Prepare bank deposit slips or supporting documentation for checks to be deposited;

vi. Receive Wire Transfer or Electronic Fund Transfer Acknowledgment Forms in accordance with N.J.A.C. 19:45-1.24A for the purpose of redeeming Counter Checks and Slot Counter Checks or accepting payment on returned Counter Checks and Slot Counter Checks; and

vii. Receive from general, chip bank and reserve cash cashiers documentation with signatures thereon, required for the effective segregation of functions in the cashiers' cage.

3. Chip bank cashiers shall not have access to currency or cash equivalents, but shall operate with a limited inventory of \$0.50 and \$0.25 coins which may only be used to facilitate odd payoffs or vigorish bets, except in accordance with (d) below. Such cashiers' functions may include the following:

i. Receive gaming chips and coin removed from gaming tables from a security department member in exchange for the issuance of a Credit;

ii. Receive gaming plaques removed from gaming tables from a security department member in exchange for the issuance of a credit in accordance with an approved system of accounting as required by N.J.A.C. 19:46-1.4(b);

iii. Receive Requests for Fills in exchange for the issuance of a Fill, the dispersal of gaming chips and coin to a security department member and the dispersal of gaming plaques to a security department member in accordance with an approved system of accounting as required by N.J.A.C. 19:46-1.4(b);

iv. Receive gaming chips from the general cashiers, main bank cashiers, master coin bank cashiers, cage supervisors and personnel assigned to a non-cage employee redemption site in exchange for proper documentation;

v. Receive from general, check bank and reserve cash cashiers documentation with signatures thereon, required for the effective segregation of functions in the cashiers' cage;

vi. Receive proper documentation from chippersons and general cashiers in exchange for imprest inventories of gaming chips, to be used in conformity with this chapter; and

vii. Such other functions as approved by the Commission.

4. Reserve cash ("main bank") cashiers' functions shall include, but are not limited to, the following:

i. Receive cash, gaming vouchers, cash equivalents, issuance copies of Slot Counter Checks, original copies of Jackpot Payout Slips, personal checks received for non-gaming purposes, slot tokens, prize tokens, gaming

chips and plaques from general cashiers in exchange for cash;

ii. Receive cash from the coin and currency count rooms;

iii. Receive checks and supporting documentation from check cashiers for deposit if such deposit is not made by the check cashier;

iv. Prepare the overall cage reconciliation and accounting records;

v. Prepare the daily bank deposit for cash and checks;

vi. Issue, receive and reconcile imprest funds used by slot attendants and chippersons;

vii. Exchange currency for coupons and currency from slot attendants;

viii. Receive from general, chip and check bank cashiers, documentation with signatures thereon, required to be prepared for the effective segregation of functions in the cashiers' cage;

ix. Be responsible for the reserve cash bankroll;

x. Receive gaming chips, slot tokens and coupons from the simulcast vault or casino pari-mutuel cashiers; and

xi. Exchange currency, coin, slot tokens, gaming chips and coupons with the keno booth in exchange for proper documentation;

xii. Perform the functions enumerated in (c)5 below of master coin bank cashiers, but only to the extent that the casino licensee has obtained, pursuant to N.J.A.C. 19:45-1.14(i), prior Commission approval to operate its cashiers' cage without the master coin bank specified by N.J.A.C. 19:45-1.14(b);

xiii. Receive unsecured currency, unsecured gaming vouchers, and unsecured coupons from slot department representatives or casino accounting department representatives pursuant to N.J.A.C. 19:45-1.42;

xiv. Prepare Unsecured Bill Changer Currency/Coupon Reports in accordance with N.J.A.C. 19:45-1.42(f);

xv. Receive slot tokens, prize tokens and gaming chips from personnel assigned to a non-cage employee redemption site in exchange for proper documentation;

xvi. Receive slugs from the hard count room and slot department and maintain the slugs in inventory until destroyed in accordance with N.J.A.C. 19:45-1.41A(d)4; and

xvii. Perform exchanges with the master coin bank supported by proper documentation in accordance with approved internal controls.

5. Master coin bank cashiers' functions shall include, but are not limited to, the following:

i. Receive currency, coin, slot tokens, prize tokens, gaming chips, gaming vouchers, and coupons from slot cashiers in exchange for proper documentation;

ii. Receive coin and slot tokens from the hard count room;

iii. Provide slot cashiers with currency, coin, prize tokens and slot tokens in exchange for proper documentation;

iv. Issue, receive and reconcile imprest funds used by slot attendants, including an imprest change/pouch payout fund not exceeding \$5,000, to be used in accordance with N.J.A.C. 19:45-1.40E;

v. Exchange currency for coupons, currency and Pouch Payout Slips from slot attendants;

vi. Prepare the daily bank deposit of excess cash and coins;

vii. Prepare Jackpot Payout Slips in accordance with N.J.A.C. 19:45-1.40;

viii. Prepare Hopper Fill Slips in accordance with N.J.A.C. 19:45-1.41;

ix. Receive slot tokens and prize tokens from cage supervisors, general cashiers, main bank cashiers and personnel assigned to a non-cage employee redemption site, and transmit slot tokens to general cashiers in exchanges supported by proper documentation;

x. Exchange currency, coin, slot tokens, gaming chips and coupons with the keno booth and simulcast counter in exchange for proper documentation;

xi. Receive slugs from the hard count room and slot department and maintain the slugs in inventory until destroyed in accordance with N.J.A.C. 19:45-1.41A(d)4; and

xii. Perform exchanges with the main bank supported by proper documentation in accordance with approved internal controls.

(d) Notwithstanding the requirements of N.J.A.C. 19:45-1.15(c) or any other Commission rule to the contrary, a casino licensee may consolidate the functions of the chip bank cashier with the functions of the check cashier, upon Commission approval of the casino licensee's internal control procedures for the consolidated cashier functions.

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

1. The general cashiers assigned to the incoming and outgoing shifts;

2. The check cashiers assigned to the incoming and outgoing shifts;

3. The chip bank cashiers assigned to the incoming and outgoing shifts;

4. The reserve cash cashiers assigned to the incoming and outgoing shifts;

5. The master coin bank cashiers assigned to the incoming and outgoing shifts; and

6. The slot cashiers assigned to the incoming and outgoing shifts.

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

(g) Coin vaults authorized pursuant to N.J.A.C. 19:45-1.14(e) shall be under the control of the casino accounting department or an independent slot machine cage department established pursuant to N.J.A.C. 19:45-1.11(b)9. The storage of coin, prize tokens or slot tokens in, or the removal of coin, prize tokens or slot tokens from, any coin vaults shall be properly documented, and the amount of coin, prize tokens and slot tokens in each coin vault shall be reconciled at the end of each gaming day.

(h) At least 10 percent of all bags of coins or slot tokens counted and bagged by each slot cashier, master coin bank cashier or main bank cashier outside of the count room shall be randomly selected and recounted by a slot cashier supervisor or cage supervisor, as applicable, through the use of a weighing device or a counting device. Unless otherwise approved by the Commission, the recount shall be performed prior to the end of the cashier's shift and shall be recorded on supporting documentation in a manner approved by the Commission. In the alternative, a casino licensee may develop internal control procedures as approved by the Commission which ensure that at least 10 percent of all bags of coins or slot tokens counted and bagged by each slot cashier, master coin bank cashier or main bank cashier outside of the count room shall be randomly selected and recounted. 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 the sample bag, then the sample bag shall be opened and recounted by a counting machine provided, however, for slot token denominations greater than \$25.00, any discrepancy shall require a recount. Notwithstanding the foregoing, a representative of the Commission may direct a slot cashier, master coin bank cashier or main bank cashier to weigh or recount any bag of coins or slot tokens prepared outside of the count room on a random basis.

(i) The assets for which a chipperson are responsible shall be maintained on an imprest basis in accordance with internal control procedures approved by the Commission and which, at a minimum, shall provide documentation to the chip bank, main bank and chipperson for the receipt of the imprest inventory and any subsequent receipt of gaming chips and currency, and documentation to the main bank for the return of the chipperson's inventory at the end of his or her shift. The main bank shall be responsible for the return to the chip bank of any gaming chips remaining in the chipperson's possession at the end of his or her shift.

Amended by 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) or 848(b).

(b)lvii added and vii and viii renumbered as viii and ix.

Amended by R.1982 d.329, effective October 4, 1982.

See: 14 N.J.R. 708(a), 14 N.J.R. 1101(c).

Added new vi to (b) and recodified old vi-ix as vii-x. Added new ii to (b)3 and recodified old ii as new iii and added disbursement of gaming plaques.

Amended by R.1989 d.233, effective May 1, 1989.

See: 20 N.J.R. 3012(a), 21 N.J.R. 1152(b).

Added new subparagraph x to (b)1 and recodified old x as xi. Added new subparagraph vi to (b)2 and recodified old vi as vii.

Amended by R.1989 d.611, effective December 18, 1989.

See: 21 N.J.R. 2953(a), 21 N.J.R. 3931(b).

Added (b)lxii; in (d), added "agreement of transportation reimbursement disbursements . . . documentation".

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

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

Added new (b)lxiii; new (b)5 and (c)5-6. Added references to "Slot Counter Checks" throughout.

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

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

In (d): Stylistic revisions.

Amended by R.1992 d.233, effective June 1, 1992.

See: 23 N.J.R. 3085(a), 24 N.J.R. 2078(a).

Added new subsection (b), recodifying existing (b) as (c) and adding text as (e)4vii. Recodified existing (c)-(d) as (d)-(e), with no change in text. Added new subsection (f).

Amended by R.1992 d.258, effective June 15, 1992.

See: 24 N.J.R. 932(a), 24 N.J.R. 2296(b).

In (b)1, added new lxiv. In (b)4i, added "original copies of Jackpot Payout Slips" to text. In (b)5, added new 5v.

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

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

Satellite cage added; simulcast provisions added.

Amended by R.1993 d.319, effective July 6, 1993.

See: 25 N.J.R. 1673(a), 25 N.J.R. 2911(a).

Temporary Amendment: Caribbean Stud Poker.

See: 26 N.J.R. 3464(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).

Temporary Amendment: Double Down Stud.

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

Amended by R.1995 d.40, effective January 17, 1995.

See: 26 N.J.R. 3825(a), 27 N.J.R. 382(b).

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

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

In (c)1 added a new xv and recodified the existing xv as xvi; and in (c)5 added a new viii, recodified the existing viii as ix and added a new x.

Amended by R.1995 d.351, effective July 3, 1995.

See: 27 N.J.R. 1172(a), 27 N.J.R. 2597(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 receipt of casino checks, and annuity jackpot trust checks to cashier's functions.

Amended by R.1995 d.466, effective August 21, 1995.

See: 27 N.J.R. 2113(a), 27 N.J.R. 3219(a).

Added (c)lxvi.

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

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

Added reference to N.J.A.C. 19:45-1.14(i) in (c) and added (c)4xi and (c)4xii.

Amended by R.1995 d.620, effective December 4, 1995.

See: 27 N.J.R. 3307(a), 27 N.J.R. 4909(a).

Amended by R.1995 d.653, effective December 18, 1995.

See: 27 N.J.R. 3598(a), 27 N.J.R. 5044(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.157, effective March 18, 1996.

See: 27 N.J.R. 4170(a), 28 N.J.R. 1557(b).

Amended by R.1996 d.269, effective June 17, 1996.

See: 28 N.J.R. 1614(a), 28 N.J.R. 3175(a).

Amended by R.1996 d.357, effective August 5, 1996.

See: 28 N.J.R. 2355(a), 28 N.J.R. 3821(b).

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.1996 d.476, effective October 7, 1996.

See: 28 N.J.R. 3521(a), 28 N.J.R. 4517(b).

Amended by R.1997 d.131, effective March 17, 1997.

See: 28 N.J.R. 4572(a), 29 N.J.R. 919(a).

In (c)1i, added reference to redemption receipts and added (c)1xviii.

Amended by R.1997 d.132, effective March 17, 1997.

See: 28 N.J.R. 5160(a), 29 N.J.R. 923(a).

In (c)1vi, (c)3ii, and (c)3iii, amended N.J.A.C. reference.

Amended by R.1997 d.216, effective May 19, 1997.

See: 29 N.J.R. 325(a), 29 N.J.R. 2469(a).

Added (c)1xviii.

Amended by R.1997 d.217, effective May 19, 1997.

See: 29 N.J.R. 325(b), 29 N.J.R. 2470(a).

In (c)3iv, inserted "master coin bank cashiers"; added (c)4xvi; in (c)5x, inserted "and simulcast counter"; and added (c)5xii.

Petition for Rulemaking: Notice of Receipt of a Petition for Rulemaking.

See: 29 N.J.R. 2571(c).

Amended by R.1997 d.250, effective June 16, 1997.

See: 29 N.J.R. 745(a), 29 N.J.R. 2675(a).

In (c)1ii, inserted reference to authorized employees; in (c)3iv and (c)5ix, inserted reference to master coin bank cashiers and personnel assigned to a non-cage employee redemption site; inserted new (c)4xv; recodified former (c)4xv as (c)4xvi; and (c)5ix, inserted reference to main bank cashiers and personnel assigned to a non-cage employee redemption site.

Administrative correction.

See: 30 N.J.R. 709(b).

Amended by R.1998 d.235, effective May 18, 1998.

See: 30 N.J.R. 810(a), 30 N.J.R. 1851(a).

In (c)4, inserted a reference to unsecured coupons in xiii, and substituted a reference to Unsecured Bill Changer Currency/Coupon Reports for a reference to Unsecured Bill Changer Currency Reports in xiv.

Amended by R.1998 d.369, effective July 20, 1998.

See: 30 N.J.R. 298(a), 30 N.J.R. 2637(a).

In (c)xix, changed N.J.A.C. reference.

Amended by R.1999 d.379, effective November 1, 1999.

See: 30 N.J.R. 4147(b), 31 N.J.R. 3527(a).

In (c), inserted a new vi and recodified former vi as vii in 3, and added a reference to chippersons in 4vi; and added (i).

Amended by R.2000 d.335, effective August 21, 2000.

See: 32 N.J.R. 1919(a), 32 N.J.R. 3077(a).

In (b), substituted "adequately funded to pay winning patrons" for "in a minimum amount approved by the Commission" at the end. Amended by R.2002 d.132, effective May 6, 2002.

See: 34 N.J.R. 17(a), 34 N.J.R. 1735(a).

In (c), added 1xx and 1xxi, inserted "including an imprest charge/pouch payout fund not exceeding \$5,000 to be used in accordance with N.J.A.C. 19:45-1.40E" following "attendants" in 5iv, and inserted "and Pouch Payout Slips" following "currency" in 5v.

Petition for Rulemaking.

See: 34 N.J.R. 1750(b), 2154(b).

Amended by R.2002 d.282, effective September 3, 2002.

See: 34 N.J.R. 655(a), 34 N.J.R. 3128(a).

In (c), inserted "or Electronic Fund Transfer" preceding "Acknowledgment Forms" in 1x and 2vi.

Petition for Rulemaking.

See: 34 N.J.R. 3396(a).

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

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

In (c)1, added xviii, recodified existing xviii through xxi as xix through xxii; in 4i, inserted "gaming vouchers," after "Receive cash"; in xiii, inserted "unsecured gaming vouchers," after "currency"; in 5i, inserted "gaming vouchers," after "chips".

Amended by R.2003 d.284, effective July 21, 2003.

See: 34 N.J.R. 3077(a), 35 N.J.R. 3410(b).

In (c)1, inserted "and gaming chips" following "slot tokens" in the introductory paragraph, and added xxii and xxiii; in (c)3, deleted "cent" following "0.25" in the introductory paragraph, and inserted "and general cashiers" following "chippersons" in vi.

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)lxviii, inserted "or from authorized employees in exchange for cash" preceding "in conformity".

#### Case Notes

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).

Regulatory purpose to require all credit transactions be administered through cashier's cage: regulation requiring casino clerk to conduct credit transactions valid. *Playboy-Elsinore Associates v. Strauss*, 189 N.J.Super. 185 (Law Div.1983).

#### 19:45-1.15A Accounting controls within the simulcast counter

(a) Whenever a casino pari-mutuel cashier begins a shift, he or she shall commence with an amount of currency and coin to be known as the "simulcast inventory," and no casino simulcasting facility shall cause or permit currency, coin, gaming chips, slot tokens or coupons to be added to, or removed from, such simulcast inventory during such shift except:

1. In collection of simulcast wagers;
2. In order to make change for a patron buying a pari-mutuel ticket;
3. In collection for the issuance of credit vouchers;
4. In payment of winning or properly cancelled or refunded pari-mutuel tickets;
5. In payment for credit vouchers; or
6. In exchanges with the cashiers' cage, a satellite cage or simulcast vault.

(b) A "simulcast count sheet" shall be completed and signed by the vault cashier or simulcast shift supervisor at the simulcast vault or other designated area as approved by the Commission, and the following information, at a minimum, shall be recorded thereon at the commencement of a shift:

1. The date, time and shift of preparation;
2. The denomination of currency and coin in the simulcast inventory issued to the casino pari-mutuel cashier;
3. The total amount of each denomination of currency and coin in the simulcast inventory issued to the casino pari-mutuel cashier;

4. The pari-mutuel window number to which the casino pari-mutuel cashier is assigned; and

5. The signature of the vault cashier or simulcast shift supervisor.

(c) The casino pari-mutuel cashier assigned to the pari-mutuel window shall count the simulcast inventory in the presence of the vault cashier or simulcast shift supervisor at the simulcast vault, or other designated area as approved by the Commission, and shall agree the count to the simulcast count sheet. The casino pari-mutuel cashier shall sign the count sheet attesting to the accuracy of the information recorded thereon.

(d) The simulcast inventory shall be placed in a cashier's drawer and transported directly to the appropriate pari-mutuel window by the casino pari-mutuel cashier.

(e) At the conclusion of a casino pari-mutuel cashier's shift, the cashier's drawer and its contents shall be transported directly to a designated area in the simulcast counter, where the casino pari-mutuel cashier shall count the contents of the drawer and record the following information, at a minimum, on the simulcast count sheet:

1. The date, time and shift of preparation;
2. The denomination of currency, coin, gaming chips, slot tokens and coupons in the drawer;
3. The total amount of each denomination of currency, coin, gaming chips, slot tokens and coupons in the drawer;
4. The total of any exchanges;
5. The total amount in the drawer; and
6. The signature of the casino pari-mutuel cashier.

(f) The vault cashier or simulcast shift supervisor shall compare the pari-mutuel window net for the shift as generated by the terminal and if it agrees with the simulcast count sheet total plus the simulcast inventory, shall agree the count to the simulcast count sheet and sign the simulcast count sheet attesting to the accuracy.

(g) If the pari-mutuel window net for the shift as generated by the RMC does not agree with the simulcast count sheet total plus the simulcast inventory, the vault cashier or simulcast shift supervisor shall record any overage or shortage. If the count does not agree, the casino pari-mutuel cashier and the vault cashier or simulcast shift supervisor shall attempt to determine the cause of the discrepancy in the count. If the discrepancy cannot be resolved by the casino pari-mutuel cashier and the vault cashier or simulcast shift supervisor, such discrepancy shall immediately be reported to the simulcast counter manager, or casino accounting department supervisor in charge at such time, the security department and the Division verbally. If the discrepancy is \$500.00 or more, a security department member will then complete the standard security report in writing, as approved by the Division, and immediately forward a copy to the Commission and the Division.

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(l). 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) 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. 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;

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

3. Accounted for by series numbers, if applicable;

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

5. Subsequently recorded; and

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

(l) 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.

(m) 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.

### 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;

See: 26 N.J.R. 2872(a), 26 N.J.R. 3253(a), 26 N.J.R. 4089(a).  
Amended by R.1995 d.623, effective December 4, 1995.  
See: 27 N.J.R. 3596(a), 27 N.J.R. 4912(b).

Amended by R.1996 d.357, effective August 5, 1996.  
See: 28 N.J.R. 2355(a), 28 N.J.R. 3821(b).

## Petition for Rulemaking.

See: 33 N.J.R. 3223(a), 33 N.J.R. 3696(b).  
Amended by R.2002 d.132, effective May 6, 2002.  
See: 34 N.J.R. 17(a), 34 N.J.R. 1735(a).

In (g) inserted "or, in the casino licensee's discretion, with an imprest inventory of currency which shall not exceed \$5,000 to be used for pouch payouts in accordance with N.J.A.C. 19:45-1.40E and in the exchange of currency and coupons presented by a patron" at the end.  
Amended by R.2003 d.316, effective August 4, 2003.

See: 35 N.J.R. 1498(a), 35 N.J.R. 3566(b).

Added (h).

Amended by R.2006 d.313, effective September 5, 2006.

See: 38 N.J.R. 2112(a), 38 N.J.R. 3669(b).

In (g), inserted "and their supervisors".

### 19:45-1.36 Slot machines and bill changers; coin and slot token containers; slot cash storage boxes; entry authorization logs

(a) Except as provided in N.J.A.C. 19:45-1.54(a), each slot machine located in a casino shall have the following coin, prize token or slot token containers, the location, design and security of which shall be subject to the approval of the Commission after review by the Division pursuant to N.J.A.C. 19:46-1.20:

1. At least one but no more than three types of containers, each to be known as a payout reserve container ("hopper"), in which coins, prize tokens or slot tokens are retained by the slot machine to automatically pay jackpots, to dispense change as directed by a bill changer connected to the slot machine or to automatically replenish another hopper in the slot machine with coins, slot tokens or prize tokens; provided however, that:

i. Coins or slot tokens inserted into the coin acceptor of the slot machine shall be retained in a separate hopper, known as an "all-purpose hopper," that shall:

(1) Accept coin or slot tokens of the same denomination, and only such coin or slot tokens;

(2) Be capable of paying out or dispensing only coin or slot tokens of the same denomination as jackpots or as change; and

(3) Be designed to divert accepted coins or slot tokens that exceed the capacity of the hopper from the hopper to the slot drop bucket or, if applicable, the slot drop box;

ii. Prize tokens shall be retained only in a separate hopper, known as a "payout-only hopper," that shall be:

(1) Filled with prize tokens of the same denomination exclusively through a hopper fill or an automatic deposit by a reserve hopper pursuant to (a)1iii below;

(2) Capable of retaining and making jackpot payouts only of prize tokens of the same denomination; and

(3) Incapable of making change or of accepting any coin or slot token upon insertion thereof into the slot machine's coin acceptor;

iii. Coins, slot tokens or prize tokens may also be retained in a separate hopper, known as a "reserve hopper," that shall be:

(1) Filled with either coin, slot tokens or prize tokens of the same denomination, and only such coin, slot tokens or prize tokens, exclusively through a hopper fill or an automatic deposit by another reserve hopper pursuant to this subparagraph;

(2) Capable of automatically depositing coins, slot tokens or prize tokens into a separate and appropriate hopper in the slot machine when the separate hopper is empty, or when the coin, slot tokens or prize tokens in the separate hopper reach a predetermined level approved pursuant to N.J.A.C. 19:45-1.41(a); and

(3) Incapable of paying out jackpots, dispensing change or of accepting any coin or slot token upon insertion thereof into the slot machine's coin acceptor;

iv. No slot machine shall have more than one all-purpose hopper unless each hopper accepts the same denomination of coin or slot token;

v. Notwithstanding (a)1ii above, coins or slot tokens of the same denomination may be placed in a payout-only hopper and retained in that hopper to make payouts to winning patrons, provided that:

(1) The use of a payout-only hopper for such purpose shall be subject to the Division's inspection and the Commission's approval of the machine and the Commission's approval of the internal controls governing such use;

(2) Coins or slot tokens shall be placed in the payout-only hopper exclusively through hopper fills; and

(3) No prize tokens shall be placed in or retained by a payout-only hopper that retains coins or slot tokens pursuant to this subparagraph; and

vi. Unless the hoppers on a slot machine with multiple hoppers either each contain the same denomination of coin, slot tokens or prize tokens, or are connected to win meters that satisfy the requirements of N.J.A.C. 19:45-1.37(b)4i and 19:46-1.26(c)5i or 19:45-1.37(b)4ii and 19:46-1.26(c)5ii, each automatic pay jackpot of coins, slot tokens or prize tokens that is made from a multiple hopper slot machine on a round of play shall be paid out only on the round of play when the jackpot is hit and only from one of the machine's hoppers for any jackpot that is hit on that round, and no casino licensee shall offer or provide a jackpot at such slot machine that will be paid out from more than one hopper for any jackpot that is hit on the same round;

2. A container, known as a slot drop bucket or slot drop box, to collect coins or slot tokens that are retained by the slot machine and are not used to make change or automatic jackpot payouts. Each slot drop bucket or slot drop box shall be identified by a number which corresponds to the asset number of the slot machine, and which is permanently imprinted on or affixed to the outside of the slot drop bucket or slot drop box in numerals. The number must be conspicuous and clearly visible to persons involved in removing or replacing the slot drop bucket or slot drop box in the slot machine and through the casino licensee's closed circuit camera coverage system. The size and location of the number are subject to prior approval by the Commission. In addition to bearing an asset number, each slot drop bucket or slot drop box may also be identified by a bar code label that is securely affixed thereto. Each bar code label affixed to a slot drop bucket or slot drop box shall be:

i. Encoded, at a minimum, with the asset number of the slot machine in which the slot drop bucket or slot drop box is housed; and

ii. Prepared in accordance with a casino licensee's approved internal controls, which controls shall require, without limitation, the completion of a Bar Code Label Request Form that is signed by the requester and the preparer; provided, however, that a bar code label prepared by a member of the count team shall be tested and verified by a count room supervisor or representative of the casino accounting department, other than a member of the count team, prior to the label being attached to the slot drop bucket or slot drop box; and

3. On those slot machines which include a bill changer, a container known as a slot cash storage box, in which currency and coupons accepted by the bill changer are retained. The slot cash storage box shall be accessible only by a dedicated bill changer drop door that can be opened without opening the slot machine's main door or any other compartment of the slot machine.

(b) A slot drop bucket shall be housed in a locked compartment separate from any other compartment of the slot machine. The compartment shall have two locks, the keys to which shall be different from each other and from the keys utilized to secure all other compartments of the slot machine. One key to the compartment shall be maintained and controlled by a Commission inspector. The second key to the compartment shall be maintained and controlled by the casino security department in a secure area within that department, access to which may be gained only by a casino security department supervisor.

(c) A slot drop box shall have:

1. A slotted opening through which coins and slot tokens can be deposited;

2. A device that will automatically close and lock the slotted opening upon removal of the slot drop box from the slot machine; and

3. Two separate locks securing the contents of the slot drop box, the keys to which shall be different from each other. The key to one of the locks shall be maintained and controlled by a Commission inspector. The key to the second lock, which shall also be different from the keys utilized to secure the compartments of the slot machine and the slot drop box, shall be maintained and controlled by the accounting department in a secure area within that department, access to which may be gained only by a supervisor in that department.

(d) A slot drop box shall be housed in a locked compartment separate from any other compartment of the slot machine. The area in which the slot drop box is located shall be secured by two separate locks, the design, location and operation of which shall be approved by the Commission, and the keys to which shall be different from each other. The key to one of the locks securing this area shall be maintained and controlled by a Commission inspector. The key to the second lock, which shall also be different from the keys utilized to secure any other compartments of the slot machine and the contents of the slot drop box, shall be maintained and controlled by the casino security department in a secure area within that department, and access to the key may be gained only by a supervisor in that department.

(e) Any slot machine equipped to accept slot tokens in denominations of \$25.00 or more shall utilize a slot drop box, rather than a slot drop bucket.

(f) The area in which the slot cash storage box is located shall be:

1. Separate from and accessible independently of any other compartment of the slot machine, the slot drop bucket or the slot drop box; and

2. Secured by two separate locks, the design, location, and operation of which shall be approved by the Commission, and the keys to which shall be different from each other.

(g) The key to one of the locks securing the area where the slot cash storage box is located shall be maintained and controlled by a Commission inspector. The key to the second lock to such area, which key shall also be different from the keys securing the contents of the slot cash storage box, shall be maintained and controlled by the casino security department or the slot department in a secure area within that department. Access to the key may be gained only by a supervisor in that department, provided, however, that if the slot department controls the key, the supervisor of the slot department may issue the key to a casino security department supervisor, who may give it to appropriate casino security department personnel only for the purpose of participating in the transportation of slot cash storage boxes, pursuant to N.J.A.C. 19:45-1.17.

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 awards between the activation of a play and the award of the jackpot.

(f) No progressive meter(s) shall be turned back to a lesser amount unless:

1. The amount indicated has been actually paid to a winning patron;
2. The progressive jackpot amount won by the patron has been recorded in accordance with an approved system of internal controls;
3. The progressive jackpot has, with prior Commission approval, been transferred to another progressive slot machine or slot system in accordance with (n) below; or
4. The change is necessitated by a slot machine or meter(s) malfunction, in which case:
  - i. For progressive jackpots governed by (b) above, an explanation shall be entered on the Progressive Slot Summary required in (k) below and the Commission inspector shall preapprove the resetting in writing; or
  - ii. For progressive jackpots governed by (o) below, an explanation shall be entered on the Machine Entry Authorization Log pursuant to N.J.A.C. 19:45-1.36(j) unless the slot machine automatically addresses the malfunction in a manner approved by the Commission.

(g) Once an amount appears on a progressive meter(s), the probability of winning the progressive jackpot may not be decreased unless the progressive jackpot has been won by a patron or the progressive jackpot has been transferred to another progressive machine or slot system in accordance with (n) below.

(h) If the "progressive meter(s)" progresses without a payout until the meter(s) return to zero because of digital limitations on the meter(s), some means must be utilized to clearly advise the patrons of the value of the undisplayed digit.

(i) Except as otherwise provided in (n) below, a casino licensee or slot system operator may limit or terminate a progressive jackpot only in accordance with the following procedures.

1. Prior to the time that a particular amount is registered on the progressive meter, a payout limit for the progressive jackpot that is equal to or greater than the particular amount may be established by providing notice of the payout limit in accordance with N.J.A.C. 19:45-1.37(a)4.
2. After a progressive jackpot is won, the progressive jackpot may be terminated if:
  - i. Notice to that effect was provided in the manner set forth in N.J.A.C. 19:45-1.37(a)4 prior to the jackpot being won; and
  - ii. Any slot machine that offered the progressive jackpot being terminated is shut down or rendered unplayable as soon as possible after the jackpot is won;

provided, however, that if the slot machine or machines in question are not shut down or rendered unplayable within 24 hours after the progressive jackpot is won, the notice required by (i)2i above shall be considered void and the progressive jackpot on that slot machine shall continue to be offered until won and terminated or transferred in accordance with this section.

3. Nothing in this section shall be deemed to prohibit the immediate and permanent removal by a casino licensee of one or more linked slot machines from the casino floor, provided that:

- i. At least one linked slot machine offering the same progressive jackpot remains on its casino floor, if the progressive jackpot is offered in more than one casino, pursuant to N.J.A.C. 19:45-1.39A; and
- ii. At least two linked slot machines offering the same progressive jackpot remain on its casino floor, if the progressive jackpot is only offered in that casino.

(j) Notwithstanding (c) above:

1. Two or more linked slot machines offering the same progressive jackpot may be of different denominations and/or have different minimum wagers required to win the progressive jackpot, provided that:

i. The probability of winning the progressive jackpot is directly proportional to the minimum wager required to win that jackpot. For example, if on the same link, a nickel slot machine requires 20 coins (a \$1.00 wager), a quarter slot machine requires eight coins (a \$2.00 wager), and a dollar slot machine requires three coins (a \$3.00 wager) to win the progressive jackpot, then the probability of a winning wager must be three times more likely on a linked dollar machine than on the linked nickel machine, and twice more likely on a linked quarter machine than on the linked nickel machine. Similarly, if among three linked quarter denomination slot machine games, the first required two coins (a \$.50 wager), the second required four coins (a \$1.00 wager) and the third required eight coins (a \$2.00 wager) to play for the progressive jackpot, then on each handle pull, the probability of winning the jackpot would be twice more likely on the second machine than on the first machine, and four times more likely on the third machine than on the first machine; and

ii. A notice approved by the Commission indicating the proportional probability of winning the progressive jackpot on such a linked progressive system shall be conspicuously displayed on each linked slot machine; and

2. The probability of winning a progressive jackpot offered on linked slot machines may vary among such machines when necessary to enable a casino licensee or the slot system operator to institute a change in the probability which is otherwise permitted by this section, if the change is completed expeditiously in accordance with

procedures that have been filed with and approved by the Commission.

(k) The amount indicated on the "progressive meter(s)" and "in meter" on each slot machine governed by (b) above shall be recorded on a Progressive Slot Summary, at a minimum, at least once every seven calendar days and each summary shall be signed by the preparer. If not prepared by the casino accounting department, the Progressive Slot Summary shall be forwarded to casino accounting by the end of the gaming day on which it is prepared. A representative of the casino accounting department shall be responsible for calculating the correct amount that should appear on the progressive meter(s). If an adjustment to the progressive meter(s) is necessary, the adjustment shall be made by a member of the slot department as follows:

1. Supporting documentation shall be maintained to explain any addition or reduction in the registered amount on the progressive meter(s), which documentation shall include, at a minimum, the date, asset number of the slot machine, the amount of the adjustment and the signature of the slot department member making the adjustment; and
2. The adjustment shall be effectuated within 48 hours of the meter reading.

(l) Except as otherwise authorized by this section, a slot machine offering a progressive jackpot that is removed from the casino floor shall be returned to or replaced on the casino floor within five gaming days. The amount on the progressive meter(s) on the returned or replacement machine shall not be less than the amount on the progressive meter(s) at the time of removal. If the slot machine is not returned or replaced, then the progressive meter(s) amount at the time of removal shall, within five days of the slot machine's removal, be added to a slot machine approved by the Commission which machine offers the same or a greater probability of winning the progressive jackpot, and accepts a denomination of coin or slot token the same or less than the denomination accepted by the slot machine which was removed. This subsection shall not apply to the temporary removal by a casino licensee, for a period not to exceed 30 days, of all linked slot machines that are part of a particular multi-casino progressive slot system, provided that the progressive jackpots offered by the temporarily removed slot machines remain available on slot machines that are part of the same multi-casino progressive slot system in another casino.

(m) Slot machines that offer progressive jackpots may have payout-only hoppers from which prize tokens may be paid as jackpots; provided, however, that prize tokens shall not be available as a payout on a winning progressive jackpot.

(n) Notwithstanding any other provision of this section except (i)2 above, a casino licensee or slot system operator may, with prior written approval from the Commission and upon 30 days notice to the public provided in the same manner as is required by N.J.A.C. 19:45-1.37(a)4iii for the establishment of a payout limit, transfer a progressive jackpot amount, in its entirety, to:

1. The progressive meter for a progressive slot machine or slot system with the same or greater probability of winning the progressive jackpot, the same or lower wager requirement to be eligible to win the progressive jackpot, and the same type of progressive jackpot (cash, annuity, annuity/cash option or a combination/alternate jackpot); provided, however, that if no other progressive slot machine or system meets all of these qualifications, the Commission may authorize a transfer of the jackpot to the progressive meter of the most similar progressive slot machine or system available if the Commission finds such a transfer would be in the public interest; or

2. The progressive meters of two separate progressive slot machines or systems, provided that:

- i. The progressive jackpot being transferred is a progressive annuity jackpot of at least \$3 million or a progressive lump-sum cash jackpot of at least \$1 million;

- ii. No less than 25 percent of the total jackpot being transferred shall be added to the progressive meter of each progressive slot machine or system;

- iii. Each progressive slot machine or system to which the jackpot is transferred shall individually satisfy the requirements of (n)1 above; and

- iv. Neither jackpot to which the transferred jackpot is added shall subsequently be split again.

(o) Each slot machine that offers a progressive jackpot which increases in value based upon either handle contributions that are adjusted and displayed by the approved program that controls the slot machine or events that are dictated by the approved program, shall conform with the following requirements:

1. The slot machine shall include a meter or display, visible from the front of the slot machine, that advises the player of the amount which can be won if the progressive jackpot display appears; and

2. The approved program for the slot machine shall limit the progressive jackpot to an amount which is less than \$1,200 unless the program is also capable of configuring, storing and recalling, in a secure manner approved by the Commission, the parameters relating to the progressive jackpot, including, but not limited to, the current amount of the progressive jackpot, the progressive reset amount, the maximum progressive amount and the increment amount.

(p) Any progressive jackpot governed by (o) above shall not be subject to the provisions of (l) or (n) above.

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

Section substantially amended.

Amended by R.1983 d.300, effective August 1, 1983.  
See: 14 N.J.R. 1053(a), 15 N.J.R. 1259(a).

In (f), added requirement that jackpot amount has been recorded with a system of internal controls.

Notice of Receipt of petition for rulemaking: Progressive slot machines.

See: 22 N.J.R. 3638(c).  
Administrative Correction.

See: 23 N.J.R. 714(b).  
Amended by R.1991 d.230, effective May 6, 1991.  
See: 22 N.J.R. 3325(a), 23 N.J.R. 1461(a).

In (j): added "asset" to define number.

Amended by R.1992 d.58, effective February 3, 1992.  
See: 23 N.J.R. 1306(a), 24 N.J.R. 487(a).

Allows casinos to establish time limit of not less than 30 days for offering of a progressive jackpot.

Administrative Correction to (f)4.  
See: 24 N.J.R. 649(b).

Amended by R.1992 d.110, effective March 2, 1992.  
See: 23 N.J.R. 3243(a), 24 N.J.R. 858(c).

In (k) and (l): added "gaming" to describe day.

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.440, effective September 16, 1996.

See: 28 N.J.R. 2537(a), 28 N.J.R. 4241(b).  
Amended by R.1996 d.486, effective October 21, 1996.

See: 27 N.J.R. 4992(a), 28 N.J.R. 4601(a).  
Amended by R.1998 d.20, effective January 5, 1998.  
See: 29 N.J.R. 326(a), 30 N.J.R. 120(a).

Added (e)4 and (n).

Amended by R.1999 d.281, effective August 16, 1999.  
See: 31 N.J.R. 1171(a), 31 N.J.R. 2372(a).

In (i) and (l), substituted references to the casino floor for references to the gaming floor; in (i), added an exception at the beginning and added the last sentence; in (l), added the last sentence; and in (n), rewrote the last sentence.

Amended by R.2000 d.334, effective August 21, 2000.  
See: 31 N.J.R. 2525(a), 32 N.J.R. 3075(a).

Rewrote section.

Petition for Rulemaking.

See: 33 N.J.R. 3379(b), 33 N.J.R. 3775(b).  
Amended by R.2001 d.451, effective December 3, 2001.  
See: 33 N.J.R. 772(a), 33 N.J.R. 4151(b).

Rewrote (b), (e) and (n).

Amended by R.2002 d.246, effective August 5, 2002.  
See: 33 N.J.R. 2955(b), 34 N.J.R. 2801(a).

Rewrote (i); in (n), inserted "or remove" preceding "the amount" and deleted "remove the slot machine that offers the progressive jackpot from the casino floor" following "progressive meter" in the first sentence, and inserted "the progressive meter for one or more" following "in its entirety, to" and deleted "probability" preceding "or reasonably" in the second sentence.

Amended by R.2002 d.284, effective September 3, 2002 (operative October 18, 2002).

See: 33 N.J.R. 3879(a), 34 N.J.R. 3130(a).  
Rewrote the section.

Amended by R.2002 d.366, effective November 18, 2002.  
See: 34 N.J.R. 2415(a), 34 N.J.R. 3976(a).

In (c), substituted "Except as provided in (j) below" for "Unless otherwise authorized by the Commission" in the introductory paragraph; rewrote (j).

Petition for Rulemaking.

See: 35 N.J.R. 1964(a), 2755(c).  
Amended by R.2003 d.448, effective November 17, 2003.  
See: 35 N.J.R. 2618(a), 35 N.J.R. 5267(b).

In (o), rewrote 2 and deleted 3.

Amended by R.2004 d.110, effective March 15, 2004.  
See: 35 N.J.R. 5227(a), 36 N.J.R. 1364(a).

Rewrote (n).

Amended by R.2005 d.12, effective January 3, 2005.  
See: 36 N.J.R. 4105(a), 37 N.J.R. 100(a).

Rewrote the section.

Amended by R.2005 d.121, effective April 18, 2005.  
See: 36 N.J.R. 2996(a), 37 N.J.R. 1227(b).

Rewrote the section.

**19:45-1.39A Linked slot machines interconnected in more than one casino; slot system operator; computer monitoring room**

(a) Two or more casino licensees may, with the prior approval of the Commission, operate linked slot machines that are interconnected in the participating casinos (a "multi-casino progressive slot system" or "slot system").

(b) Each multi-casino progressive slot system shall be operated and administered by the participating casino licensees in accordance with the terms of a written agreement that has been executed by each participating casino licensee and approved by the Commission ("slot system agreement"). Notwithstanding the foregoing, a slot system agreement may provide, pursuant to N.J.S.A. 5:12-82c(7), that the slot system shall be operated and administered, in whole or in part, by a gaming-related casino service industry applicant or licensee on behalf of the participating casino licensees provided that the slot system agreement is executed by the casino service industry enterprise as well. The person or persons designated in a slot system agreement as being responsible for the operation and administration of a slot system shall be referred to as a "slot system operator."

1. There may be more than one slot system operator involved in the operation and administration of a particular slot system and a particular slot system operator may be involved in the operation and administration of more than one slot system.

i. If more than one slot system operator is involved in the operation and administration of a particular slot system, there may be more than one slot system agreement with regard to that slot system.

ii. Each participating casino licensee shall be a party to all slot system agreements for a particular slot system.

2. An agreement between a slot system manufacturer and a casino licensee pursuant to which the slot system manufacturer agrees to sell, lease or service, but not operate or administer, slot system components shall not be considered a slot system agreement and a separate agreement may be entered between the slot system manufacturer and each casino licensee participating in the slot system.

(c) Each slot system agreement shall specifically identify and describe the role, authority and responsibilities of each participating casino licensee and each slot system operator in the conduct of the slot system including, without limitation:

1. A description of the process by which significant decisions that affect the operation of the game are approved and implemented by each casino licensee or slot system operator;

2. If applicable, the casino licensee or slot system operator responsible for establishing, and serving as trustee of, the trust required by N.J.A.C. 19:45-1.40B for each slot system game offering an annuity jackpot;

3. The casino licensee or slot system operator initially responsible for the funding and payment of all jackpots, fees and taxes associated with the operation of the slot system; and

4. The casino licensee or slot system operator responsible for generating, maintaining and filing all records and reports required by the Act and rules of the Commission.

(d) Each party to a slot system agreement shall only be liable for acts, omissions and violations of the Act or the rules of the Commission related to its own individual responsibilities under the slot system agreement, unless the slot system agreement specifically provides for joint and several liability.

(e) Any multi-casino progressive slot system approved by the Commission shall be operated in accordance with all relevant requirements of the Act and the Commission's regulations governing the conduct of gaming. Any casino licensee or slot system operator seeking approval to participate in a multi-casino progressive slot system shall submit for Commission approval a system of accounting and internal controls specifying the manner in which the participating casino licensees and slot system operators will satisfy the requirements of the Act and the Commission's regulations concerning the operation of slot machines and multi-casino progressive slot systems. Any casino service industry enterprise seeking approval to participate in a slot system as a slot system operator shall, without limitation of the foregoing, specifically:

1. Submit the following for Commission approval:

i. A jobs compendium identifying the organizational structure and position titles involved in the operation and administration of the slot system, which jobs compendium shall comply with the requirements of N.J.A.C. 19:45-1.11A to the extent directed by the Commission;

ii. A list of each employee of the casino service industry enterprise serving in a position title identified in its approved jobs compendium, which list shall be submitted in a manner approved by the Commission and shall include the following information for each current employee:

- (1) Last name, first name and middle initial;
- (2) Date of birth;

(3) Job title as it appears in the casino service industry enterprise's approved jobs compendium;

(4) Position, represented by a job code that corresponds with a position described in the approved jobs compendium;

(5) License or registration number, if applicable; and

(6) License expiration date; and

iii. If the casino service industry enterprise shall be responsible for operating and administering the computer monitoring room required by (g) below, a separate agreement with a casino licensee pursuant to which the casino licensee accepts responsibility for surveillance of the computer monitor room unless:

(1) All terms concerning responsibility for surveillance of the computer monitoring room are established in the slot system agreement; or

(2) The casino service industry enterprise elects to comply with the optional surveillance requirements set forth in (g)2ii below; and

2. Identify the manner in which it will comply with all relevant requirements of N.J.A.C. 19:45-1.8 and 1.45 as if it were a casino licensee.

(f) A casino licensee may, with the prior approval of the Commission, designate one or more casino key employees to represent the interests of the casino licensee in the operation and control of a multi-casino progressive slot system. Any designated representative shall only be permitted to exercise the duties and responsibilities he or she is authorized to perform for the casino licensee pursuant to N.J.A.C. 19:45-1.11; provided, however, a designated representative may also communicate information and directions concerning the operation and control of the system to or from other employees of the casino licensee who are authorized to exercise responsibility for such matters.

(g) Each multi-casino progressive slot system shall be controlled and operated from a computer monitoring room approved by the Commission. The computer monitoring room for a multi-casino progressive slot system shall:

1. Be under the sole possession and control of, and maintained and operated by, employees of the slot system operator designated in the slot system agreement for that slot system;

2. Have continuous clandestine CCTV coverage of the operation of the slot system and its equipment by:

i. The surveillance department of a casino licensee designated in the slot system agreement for that slot system (the "surveillance casino"); or

**19:45-1.40 Jackpot payouts that are not paid directly from the slot machine**

(a) Whenever a patron wins a jackpot that is not totally and automatically paid directly from the slot machine in coins, slot tokens, or a gaming voucher, a Request for Jackpot Payout Slip ("Request") shall be prepared after the preparer observes the jackpot display on the slot machine and determines the appropriate amount of the payout, based on the jackpot display. If the manual jackpot is less than \$10,000, the preparer of the Request shall be a slot attendant or a slot attendant supervisor. If the manual jackpot is \$10,000 or more, the preparer of the Request shall be a slot attendant supervisor. The Request shall be, at a minimum, a one-part form or the information required on it maintained in stored data, access to which, prior to use or input, shall be restricted to slot attendance and slot attendant supervisors.

1. Notwithstanding the foregoing or any other provision of this section, a slot attendant may complete a Pouch Payout Slip instead of a Request and pay the winning patron the manual jackpot from imprest funds in a pouch or wallet in accordance with the procedures set forth in N.J.A.C. 19:45-1.40E, if the total amount of the slot machine jackpot is less than \$1,200 and the slot machine is connected to an approved computerized slot monitoring system.

2. Any casino licensee that chooses to use the pouch payout procedures authorized by N.J.A.C. 19:45-1.40E may request the approval of the Commission to use a combined Request/Pouch Payout Slip that satisfies the requirements of (b) below and N.J.A.C. 19:45-1.40E(b)2.

(b) The following information, at a minimum, shall be on the Request or maintained in stored data:

1. The date and time of the jackpot;
2. The asset number of the slot machine on which the jackpot was registered;
3. The jackpot display designating the jackpot;
4. The amount of the jackpot payout awarded pursuant to (b)3 above that was not paid to the winning patron directly by the slot machine;
5. The method of payment requested by the patron (cash, slot tokens, casino check or, if available, gaming chips);
6. The signature or identification code of the preparer; and
7. The following additional signatures or identification codes shall be required if the slot machine or the progressive meter is reset prior to the patron being paid or if payment is made directly to the patron by a slot cashier, master coin bank cashier or general cashier:

i. The signature or identification code of the casino security department member attesting to the characters constituting the jackpot and the amount of the jackpot payout that was not paid to the winning patron directly by the slot machine; and

ii. The signature or identification code of the slot shift manager attesting to the characters constituting the jackpot and the amount of the jackpot payout that was not paid to the winning patron directly by the slot machine when the jackpot amount is \$25,000 or more.

(c) Following preparation, the Request shall be immediately transported by the preparer or the information maintained in stored data shall be available to a slot booth, the master coin bank or the cashiers' cage where it will serve to authorize the preparation of a Jackpot Payout Slip ("Pay-out") by a slot cashier, master coin bank cashier or general cashier.

(d) If the winning patron will not be paid before the slot machine or progressive meter is reset, the preparer of the Request required by (a) above shall also prepare a Jackpot Payout Receipt ("Receipt"). The Receipt shall be, at a minimum, a two-part form, and shall contain the following information:

1. The date and time of the jackpot;
2. The asset number of the slot machine on which the jackpot was registered;
3. The jackpot display designating the jackpot;
4. The amount of the jackpot payout that was not paid to the winning patron directly by the slot machine or, if the jackpot is an annuity jackpot with a cash payout option offered pursuant to N.J.A.C. 19:45-1.40B, the face amount of the jackpot displayed on the slot machine or progressive meter or provided by the slot system operator pursuant to N.J.A.C. 19:45-1.40C, stated in numbers and in words;
5. The signature of the winning patron on the original form only; and
6. The signature of the preparer indicating that the information on the Receipt is correct and agrees with the information on the Request or as maintained in the stored data required by (a) above.

(e) Upon preparation, the Receipt shall be distributed as follows:

1. The original shall be immediately delivered to the slot cashier, master coin bank cashier or general cashier by the preparer or a casino security department member along with the Request if manually generated in accordance with (c) above; and

2. The duplicate shall be immediately presented to the winning patron who shall be required to present the duplicate Receipt before being paid the jackpot in accordance with the procedures set forth in this section.

(f) Payouts shall be serially prenumbered forms, each series of which shall be used in sequential order, and the series of numbers of all Payouts received by a casino shall be accounted for by employees independent of the cashiers' cage and the slot department. All original and duplicate void Payouts shall be marked "VOID" and shall require the signature of the preparer. Notwithstanding the above, a serially prenumbered combined jackpot payout hopper fill form may be utilized in conjunction with N.J.A.C. 19:45-1.41(b), as approved by the Commission, provided that the combined form shall be used in a manner which otherwise complies with the procedures and requirements established by this section.

(g) For establishments in which Payouts are manually prepared, the following procedures and requirements shall be observed:

1. Each series of Payouts shall be a three-part form, at a minimum, and shall be inserted in a locked dispenser that will permit an individual slip in the series and its copies to be written upon simultaneously while still locked in the dispenser, and that will discharge the original and duplicate while the triplicate remains in a continuous, unbroken form in the dispenser; and

2. Access to the triplicates shall be maintained and controlled at all times by employees responsible for controlling and accounting for the unused supply of Payouts, placing Payouts in the dispensers, and removing from the dispensers each day the triplicates remaining therein. These employees shall have no incompatible functions.

(h) For establishments in which Payouts are computer prepared, each series of Payouts shall be a two-part form, at a minimum, and shall be inserted in a printer that will: simultaneously print an original and a duplicate and store, in a machine-readable form, all information printed on the original and duplicate, other than the serial number of any casino check issued to the patron who won the jackpot for which the slip was prepared; and discharge the original and duplicate. The stored data shall not be susceptible to change or removal by any personnel after preparation of a Payout.

(i) On Payout originals, duplicates, triplicates, or in stored data, the preparer shall record, or if computerized, the printer shall print, at a minimum, the following information:

1. The asset number of the slot machine on which the jackpot was registered;
2. The jackpot display designating the jackpot;
3. The date on which the jackpot occurred;

4. The amount indicated on the Request pursuant to (b)4 above that is to be paid from cashiers' cage, master coin bank or slot booth funds, provided, however, that this amount may, in the casino licensee's discretion, be rounded up to the nearest denomination of coin or token or to the nearest whole dollar as long as any funds paid in excess of the actual amount recorded pursuant to (b)4 above are not deducted from gross revenue and are reported and adjusted by the casino licensee once each month, at a minimum, in a manner approved by the Commission;

5. The method of payment (cash, slot tokens, casino check or gaming chips);

6. The location from which the amount is to be paid; and

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

(j) The time of preparation of the payment and the serial number of any casino check issued incident to the jackpot payment shall be recorded, at a minimum, on the original and duplicate upon preparation of the Payout.

(k) All cash or slot tokens paid, any casino check issued, or any gaming chips paid in accordance with (q) below to a patron as a result of winning a jackpot shall be:

1. Distributed by the slot cashier, general cashier or master coin bank cashier directly to the patron in accordance with the procedures in (l) below; or

2. Disbursed by a slot cashier, general cashier or master coin bank cashier to:

i. A slot attendant or slot attendant supervisor, if the manual jackpot is less than \$10,000 or to a slot attendant supervisor if the manual jackpot is \$10,000 or more who shall transport the cash, slot tokens, gaming chips or casino check directly to the patron in accordance with (m) below; or

ii. A casino security department member who shall transport the cash, slot tokens, gaming chips or casino check to a slot attendant or slot attendant supervisor if the manual jackpot is less than \$10,000 or to a slot attendant supervisor if the manual jackpot is \$10,000 or more for payment to the patron in accordance with (m) below.

(l) Whenever the winning patron is paid directly by the slot cashier, general cashier or master coin bank cashier, the following procedures shall be followed:

1. The cashier shall prepare or generate a Payout in accordance with (i) and (j) above;

2. If a casino security department member has not signed the Request, the cashier shall summon a casino security department member and provide him or her with the Request. The casino security department member shall proceed to the slot machine identified on the Request and shall verify that the winning characters on the slot machine and the amount to be paid match those which appear on the Request and sign the Request. If the jackpot amount is \$25,000 or more, a slot shift manager shall similarly verify that the winning characters of the slot machine and the amount to be paid match those which appear on the Request and sign the Request. The Request shall then be immediately returned to the cashier by the casino security department member;

3. After the cashier determines that all required signatures verifying the characters of the slot machine and the amount to be paid have been placed on the Request, if the amount being paid is less than \$10,000, the cashier shall pay the winning patron in the presence of the casino security department member and the slot attendant or slot attendant supervisor who signed the Request in accordance with this section, or if the amount being paid is \$10,000 or more but less than \$25,000, the cashier shall pay the winning patron in the presence of the casino security department member and the slot attendant supervisor who signed the Request in accordance with this section. If the amount being paid by the cashier is \$25,000 or more, the cashier shall pay the winning patron in the presence of the casino security department member, the slot attendant supervisor, and the slot shift manager who signed the Request in accordance with this section. All casino personnel required by this section to witness the payment shall sign the duplicate Payout attesting to the accuracy of the information on the Payout and the disbursement of the payment to the patron;

4. If a Receipt was issued and all the required verifications of the characters were completed in accordance with (b) above, the cashier shall summon a casino security department member and a slot attendant or slot attendant supervisor if the manual jackpot is less than \$10,000, a casino security department member and slot attendant supervisor if the manual jackpot is \$10,000 or more and if the jackpot is \$25,000 or more, a slot shift manager shall also be summoned. The patron shall be required to present the duplicate Receipt to the cashier and sign it in his or her presence in order to receive payment. The cashier shall compare the duplicate Receipt to the original Receipt and, if in agreement, make the payment to the winning patron. All casino personnel required by this section to witness the payment shall sign the duplicate Payout attesting to the accuracy of the information on the Payout and the disbursement of the payment to the patron;

5. Once payment has been made and all required signatures obtained, the cashier shall give the duplicate Payout to the casino security department member, who shall as expeditiously as possible deposit it into a locked

accounting box at the casino security podium or other location as approved by the Commission; and

6. The cashier shall attach the Request, if applicable, and the original and duplicate Receipt, if applicable, to the original Payout. If the disbursement is made from a slot booth all forms shall be forwarded by the end of the gaming day to the master coin bank for reimbursement. If the disbursement is made from the cashiers' cage, all forms shall be forwarded by the end of the gaming day to the main bank for reimbursement.

(m) Except for a pouch payout made by a slot attendant in accordance with the procedures set forth in N.J.A.C. 19:45-1.40E, whenever a winning patron will be paid by a slot attendant or slot attendant supervisor, the following procedures shall be followed:

1. The slot cashier, general cashier or master coin bank cashier shall prepare or generate a Payout in accordance with (i) or (j) above;

2. The cashier shall disburse the cash, slot tokens, gaming chips or casino check to the slot attendant or slot attendant supervisor. The casino employee receiving the payment shall verify the amount to be paid to the patron and sign the original and duplicate Payout attesting to the accuracy of the information on the Payout and the receipt of the payment from the cashier. The cashier shall retain the original Payout and the duplicate Payout shall be transported with the payment by the casino employee;

3. If a casino security department member has not signed the Request, the slot attendant or slot attendant supervisor shall provide the duplicate Payout to the casino security department member who shall verify that the winning characters of the slot machine and the amount to be paid match those which appear on the duplicate Payout. If the jackpot amount is \$25,000 or more and the slot shift manager has not signed the Request, the slot shift manager shall similarly verify that the winning characters of the slot machine and the amount to be paid match those which appear on the duplicate Payout;

4. Once the verifications required by (m)3 above have been completed, if the payment is less than \$10,000, the slot attendant or slot attendant supervisor shall pay the winning patron in the presence of the casino security department member who verified the winning characters and the amount to be paid, if the payment is \$10,000 or more but less than \$25,000, the payment shall be made by a slot attendant supervisor in the presence of the casino security department member who verified the winning characters and the amount to be paid, and if the payment is \$25,000 or more, the payment shall be made in the presence of the casino security department member and the slot shift manager who verified the winning characters and the amount to be paid. Once the patron has been paid, all casino personnel required by this section to witness the payment shall sign the duplicate Payout attesting to the verification of the characters, the accuracy of

the information on the Payout and the disbursement of the payment to the winning patron;

5. If a Receipt was issued and all the required verifications of the characters were completed in accordance with (b) above, the cashier shall give the slot attendant or slot attendant supervisor the original Receipt along with the duplicate Payout in accordance with (m)2 above to be transported with the payment. The patron shall be required to present the duplicate Receipt to the slot attendant or slot attendant supervisor and sign it in his or her presence in order to receive the payment. The slot attendant or slot attendant supervisor shall compare the duplicate Receipt to the original Receipt and if in agreement make the payment to the winning patron;

6. Once the patron has been paid and all necessary signatures have been obtained on the duplicate Payout in accordance with (m)4 above, a casino security department member shall as expeditiously as possible deposit the duplicate Payout into a locked accounting box at the security podium or other location as approved by the Commission;

7. The slot attendant or slot attendant supervisor shall immediately return the original and duplicate Receipt, if applicable, to the slot booth, cashiers' cage or master coin bank; and

8. The cashier shall attach the Request, if applicable, and the original and duplicate Receipt, if applicable, to the original Payout. If the disbursement is made from a slot booth all forms shall be forwarded by the end of the gaming day to the master coin bank for reimbursement. If the disbursement is made from the cashiers' cage, all forms shall be forwarded by the end of the gaming day to the main bank for reimbursement.

(n) Nothing in this section shall preclude the use of a computerized data storage system, as approved by the Commission, that electronically records the information required on a Request.

(o) At the end of each gaming day, at a minimum, all forms required by this section shall be forwarded as follows:

1. The original Payout with the attached Request, if applicable, and the original and duplicate Receipt, if applicable, shall be forwarded to the accounting department, which, as reasonably practicable after receipt, shall confirm that the information required to appear thereon pursuant to (b), (d) and (i) above agrees with the information required to appear on the triplicate Payout or in stored data pursuant to (i) above; and

2. The duplicate Payout shall be collected from the locked accounting boxes located at the security podium or other approved location by an accounting department employee and returned to the accounting department, which, as reasonably practicable after receipt, shall record the information therefrom on the Slot Win Sheet and shall confirm that the information required to appear on the duplicate Payout pursuant to (i) above agrees with:

i. The meter reading recorded on the Slot Meter Sheet; and

ii. The information required to appear on the triplicate Payout or in stored data pursuant to (i) above.

(p) At the end of each gaming day, at a minimum, all forms generated by the gaming voucher system in accordance with a casino licensee's approved internal controls that support a jackpot payout shall be forwarded to the casino accounting department, which, as reasonably practicable after receipt, shall confirm that the information contained thereon agrees with the information required to appear on the Payout or in stored data in accordance with (i)1, 3 and 4 above.

(q) All gaming chips paid to a patron as a result of winning a jackpot shall be:

1. Distributed or disbursed by a general cashier or slot cashier in accordance with the applicable procedures in (k) above, provided that the cashier shall only use gaming chips that were obtained from patrons in previous exchanges authorized by the rules of the Commission; or

2. Distributed or disbursed by a master coin bank cashier in accordance with the applicable procedures in (k) above, provided that the master coin bank cashier shall only use gaming chips that were received from slot cashiers in previous exchanges authorized by the rules of the Commission.

(r) No casino licensee shall offer a jackpot of prize tokens unless that jackpot is totally and automatically paid directly from the slot machine.

Amended by R.1980 d.437, effective November 16, 1981.  
See: 13 N.J.R. 534(b), 13 N.J.R. 848(b).

(e)3: deleted "time of the jackpot" and substituted "shift during which the jackpot occurred" therefor.

(f) added.

Renumbered (f)-(i) as (g)-(j) without change in text.  
Amended by R.1986 d.398, effective October 6, 1986.

See: 18 N.J.R. 1360(a), 18 N.J.R. 2059(b).

Manual jackpot changed to \$1,200 from \$600.00.

Amended by R.1987 d.302, effective July 20, 1987.

See: 18 N.J.R. 2005(a), 19 N.J.R. 1321(a).

Added text "of cash or tokens to be exchanged for cash".

Amended by R.1989 d.34, effective January 17, 1989.

See: 20 N.J.R. 2050(b), 21 N.J.R. 175(b).

Added text to (b) "Notwithstanding the above ...".

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

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

In (e)1: added "asset" to define 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 (j): stylistic revisions.

Amended by R.1992 d.258, effective June 15, 1992.

See: 24 N.J.R. 932(a), 24 N.J.R. 2296(b).

In (a), added text regarding general cashier or master coin bank cashier. Throughout text, replaced "payout" with "jackpot payout slips."

Added new (e)5, recodifying 5.-6. as 6.-7. In new (e)6, deleted reference to slot booth number and added "location."

In (g): added "casino check issued" and references to general cashier and master coin bank cashier.

In (h)1i. and 2i and (i): added reference to general cashier and master coin bank cashier.

In (j)1: added procedures for jackpot slip if prepared by the master coin bank. Added new (j)2, recodifying (j)2 as 3.

Notice of Receipt of Petition for Rulemaking: to amend Jackpot Payouts of Cash rule to increase dollar threshold of the jackpot payout limits and to increase the authority of slot personnel to attest to and pay jackpots.

See: 24 N.J.R. 2084(c).

Amended by R.1993 d.292, effective June 21, 1993.

See: 25 N.J.R. 917(a), 25 N.J.R. 2702(b).

Amended by R.1993 d.491, effective October 4, 1993.

See: 25 N.J.R. 2227(b), 25 N.J.R. 4615(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.2000 d.336, effective August 21, 2000.

See: 31 N.J.R. 2527(a), 32 N.J.R. 3077(a).

In (d), rewrote 4.

Amended by R.2001 d.403, effective November 5, 2001.

See: 33 N.J.R. 2635(a), 33 N.J.R. 3763(a).

Inserted references to jackpot payouts not paid directly by the slot machines in (b)4, (b)7i, (b)7ii and (d)4; rewrote (i)4.

Amended by R.2002 d.131, effective May 6, 2002.

See: 33 N.J.R. 3882(a), 34 N.J.R. 1737(a).

In (b)5, inserted "or, if available, gaming chips"; in (i), inserted a new 5 and recodified former 5 and 6 as 6 and 7; in (k), inserted ", or any gaming chips paid in accordance with (q) below" in the introductory paragraph, and inserted references to gaming chips in 2i and 2i; in (m)2, inserted a reference to gaming chips; and added (q).

Amended by R.2002 d.132, effective May 6, 2002.

See: 34 N.J.R. 17(a), 34 N.J.R. 1735(a).

In (a), inserted 1 and 2; in (m), substituted "Except for a pouch payout made by a slot attendant in accordance with the procedures set forth in N.J.A.C. 10:45-1.40E, whenever" for "Whenever" at the beginning of the paragraph.

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

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

Rewrote (a) and (p); added (r).

Petition for Rulemaking.

See: 35 N.J.R. 1457(a), 1964(b).

Petition for Rulemaking.

See: 35 N.J.R. 3419(a).

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

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

#### Law Review and Journal Commentaries

Casinos. Steven P. Bann, 133 N.J.L.J. No. 14, 54 (1993).

#### 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**

(a) This section shall apply to all jackpot payouts of merchandise or other things of value, including all annuity jackpots offered pursuant to N.J.A.C. 19:45-1.40B, except where such annuity jackpots are specifically exempted herein. If, pursuant to (m) below, a slot machine jackpot offers a winning patron both a cash payout and a payout of merchandise or other thing of value or the option to choose between a cash payout and a payout of merchandise or other thing of value, any cash payout shall be made in accordance with the provisions of N.J.A.C. 19:45-1.40 and any payout of merchandise or other thing of value shall be made in accordance with this section; provided, however, that an annuity jackpot with a cash payout option shall also be subject to the requirements of N.J.A.C. 19:45-1.40B.

(b) Whenever a casino licensee offers any merchandise or thing of value as part of a slot machine payout, such merchandise or thing of value shall not be included in the total of all sums paid out as winnings to patrons for purposes of determining gross revenue or be included in determining the payout percentage of any slot machine. The cash equivalent value of such merchandise or thing of value shall be determined in accordance with the following requirements:

1. Any merchandise or thing of value of a type sold directly to the public in the normal course of a casino licensee's business shall be recorded at an amount based upon the full retail price normally charged for such item;

2. Any merchandise or thing of value which is of a type not offered for sale to the public in the normal course of a casino licensee's business but which is provided directly to the patron by the casino licensee shall be recorded at an amount based upon the actual cost to the casino licensee of providing such item;

3. Any merchandise or thing of value provided directly or indirectly to the patron on behalf of a casino licensee by a third party not affiliated with the casino licensee shall be recorded at an amount based upon the actual cost to the casino licensee of having the third party provide such item;

4. Any merchandise or thing of value provided directly or indirectly to the patron on behalf of a casino licensee by a third party who is affiliated with the casino licensee shall be recorded by the casino licensee in accordance with the provisions of this section as if the affiliated party were the licensee.

(c) The casino licensee shall retain and make available to the Commission and Division upon request supporting documentation relating to the acquisition and valuation of any merchandise or thing of value to be offered as a payout and shall accumulate the total cash equivalent value and number of such payouts. The supporting documentation shall include a detailed description of the merchandise or thing of value and shall specifically identify which slot machines offer which merchandise or things of value as payouts. If the payout is in the form of an annuity jackpot, the documentation shall include all annuity contracts or treasury instruments purchased pursuant to N.J.A.C. 19:45-1.40B.

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

(e) For establishments in which Slips are manually prepared, the following procedures and requirements shall be observed:

1. Each series of Slips shall be a three-part form, at a minimum, and shall be inserted in a locked dispenser that will permit an individual Slip in the series and its copies to be written upon simultaneously while still locked in the dispenser, and that will discharge the original Slip and a duplicate copy while the triplicate copy remains in a continuous, unbroken form in the dispenser; and

2. Access to the triplicate copy shall be maintained and controlled at all times by employees responsible for controlling and accounting for the unused supply of Slips, placing Slips in the dispensers, and removing from the dispensers each day the triplicate copy remaining therein. These employees shall have no incompatible functions.

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

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

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

2. The winning jackpot display;

3. The date, shift and time when the jackpot occurred;

4. A description of the merchandise or thing of value won and, unless the jackpot is an annuity jackpot, its cash equivalent value;

5. If the jackpot gives the patron the option to choose between a cash payout and a payout of merchandise or other thing of value pursuant to (m) below, the jackpot selected by the patron and the signature of the patron attesting to his or her selection; provided, however, that for annuity jackpots with a cash payout option, "annuity/cash option" shall be recorded and the additional procedures set forth in N.J.A.C. 19:45-1.40B shall be followed;

6. The time of the Slip's preparation; and

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

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

1. The original:

i. An accounting representative with no incompatible functions upon preparation; and

ii. A slot supervisor after observing the jackpot display on the slot machine; and

2. The duplicate:

i. An accounting representative with no incompatible functions upon preparation;

ii. A slot supervisor after observing the jackpot display on the slot machine; and

iii. A security department member after observing the jackpot display on the slot machine.

(i) Upon meeting the signature requirements as described in (h) above, the security department shall maintain and control the duplicate copy of the Slip, and the accounting department shall maintain and control the original Slip.

(j) At the end of each gaming day, at a minimum, the original Slip and duplicate copy of the Slip shall be forwarded as follows:

1. The original Slip shall be forwarded to the accounting department for agreement with the triplicate copy or stored data; and

2. The duplicate Slip shall be forwarded to the accounting department for agreement with the triplicate copy or stored data.

(k) Except as otherwise provided in (m) below, any merchandise or thing of value to which a patron is entitled as a result of a slot machine payout shall be given to the patron. Documentation supporting the receipt by the patron of such merchandise or thing of value shall be prepared by a representative of the casino licensee and shall be agreed to the triplicate copy of the Slip or stored data by a representative of the accounting department.

(l) Except as otherwise provided in N.J.A.C. 19:45-1.39(n) with regard to progressive annuity jackpots, a casino licensee may, at any time, establish a time limit of not less than 30 days for the offering of a jackpot of merchandise or other thing of value by providing notice of the time limit in accordance with N.J.A.C. 19:45-1.37(a)4.

(m) A casino licensee may, in its discretion, offer a slot machine jackpot that includes both a cash payout and a payout of merchandise or other thing of value (a "combination jackpot") or the option to choose between a cash payout and a payout of merchandise or other thing of value, including an annuity jackpot with a cash payout option (an "alternative jackpot"). If an alternative jackpot is offered, the cash payout may but need not be equal to the cash equivalent value of the alternative payout of merchandise or other thing of value; provided, however, that the value of an annuity jackpot with a cash payout option shall be governed by the provisions of N.J.A.C. 19:45-1.40B.

pursuant to its authority under the Act, the casino licensee may award payment of the jackpot to the winning patron prior to completion of the inspection.

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

(b) Nothing in (a) above shall be deemed to limit the obligation of a casino licensee under the Act and the Commission's rules to cooperate with the Division or Commission in any inquiry or investigation concerning slot machine jackpots.

New Rule, R.1989 d.72, effective February 6, 1989.

See: 20 N.J.R. 2648(a), 21 N.J.R. 314(a).

New Rule—19:45-1.40B.

Experimental 90-day implementation of new rule, pursuant to N.J.S.A. 5:12-69(e), 5:12-70(f), (l) and (m), effective March 23, 1990 (expires June 21, 1990).

Current N.J.A.C. 19:45-1.40B redesignated as 1.40D.

See: 22 N.J.R. 841(a).

Recodified from N.J.A.C. 19:45-1.40B, R.1990 d.238, effective May 7, 1990.

See: 22 N.J.R. 624(a), 22 N.J.R. 1381(a).

Temporary Amendment.

See: 27 N.J.R. 3226(a).

Amended by R.1995 d.575, effective November 6, 1995.

See: 27 N.J.R. 3148(a), 27 N.J.R. 4448(b).

Petition for Rulemaking.

See: 33 N.J.R. 2351(b), 33 N.J.R. 2920(b).

Amended by R.2001 d.449, effective December 3, 2001.

See: 33 N.J.R. 2745(a), 33 N.J.R. 4155(a).

In (a), substituted "greater than \$45,000" for "\$35,000 or more" throughout the introductory paragraph, rewrote 1 and inserted "prior to or" following "jackpot" in 2.

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.253, effective July 3, 2006.

See: 38 N.J.R. 1421(a), 38 N.J.R. 2888(b).

In (a), substituted "\$75,000" for "\$45,000" two times.

#### **19:45-1.40E Jackpot payouts of cash by a slot attendant from an imprest pouch**

(a) A casino licensee may, in its discretion and in accordance with the provisions of this section, permit a slot attendant, in the presence of a member of the casino security department, to use an imprest inventory of funds secured in a pouch or wallet to pay a jackpot of less than \$1,200 that is not totally and automatically paid directly from the slot machine ("pouch payout"). Any pouch or wallet used pursuant to this section shall be approved by the Commission, contain an imprest amount not to exceed \$5,000, and be carried and used only by slot attendants to pay such jackpots and to exchange currency and coupons pursuant to N.J.A.C. 19:45-1.12(h).

(b) When a slot attendant carrying an imprest fund pursuant to (a) above is informed that a patron has won a jackpot of less than \$1,200 that is not totally and automatically paid directly from the slot machine, the slot attendant shall:

1. After observing the jackpot display on the slot machine and determining the appropriate amount of the payout, initiate, in a manner approved by the Commission, the electronic generation of a Jackpot Payout Slip ("Payout"), which Payout shall:

i. Comply with the requirements of N.J.A.C. 19:45-1.40(f), (h), (i) and (j);

ii. Identify the slot attendant who initiates the generation of the Payout;

iii. Identify the transaction as a pouch payout and the amount recorded on the Pouch Payout Slip; and

iv. Either be queued in the computer terminal of a slot cashier, master coin bank cashier or general cashier for later printing, or be automatically printed immediately after the generation of the Payout is initiated;

2. Complete a Pouch Payout Slip, which shall be obtained from a slot supervisor and not be available to a slot cashier, master coin bank or general cashier, and which shall be, at a minimum, a two-part form containing the following information:

i. The date and time of the jackpot;

ii. The asset number of the slot machine on which the jackpot was registered;

iii. The jackpot display designating the jackpot;

iv. If the casino licensee uses a combined Request for Jackpot Payout Slip/Pouch Payout Slip as permitted by N.J.A.C. 19:45-1.40(a)2, an indication that payment is being made to the winning patron as a pouch payout;

v. The total amount of the jackpot, and if it is different, the amount of the manual jackpot to be paid to the winning patron by the preparer, which amount shall be rounded up to the nearest whole dollar; provided, however, that:

(1) Any funds paid in excess of the actual amount recorded pursuant to N.J.A.C. 19:45-1.40(b)4 shall not be deductible from gross revenue, and shall be reported and adjusted by the casino licensee once each month, at a minimum, in a manner approved by the commission; and

(2) The difference between the amount of the jackpot recorded pursuant to N.J.A.C. 19:45-1.40(b)4 and the amount of the rounded up pouch payout shall not be considered a discrepancy for the purposes of (c)3 or e(1) below;

vi. A space for the signature of the preparer, indicating that the information on the Pouch Payout Slip is correct;

vii. A space for the signature of the casino security department member who verifies the jackpot, the accuracy of the information recorded on the Pouch Payout

Slip, and the payment of the jackpot to the winning patron by the preparer; and

viii. A space for the subsequent insertion of the serial number of the matching Jackpot Payout Slip by the slot cashier, master coin bank cashier or general cashier.

3. Request a member of the casino security department to appear at the slot machine in question to witness and verify the jackpot, the accuracy of the information recorded on the Pouch Payout Slip and the payment of the jackpot to the winning patron by the preparer of the Pouch Payout Slip;

4. Sign the original and the duplicate of the Pouch Payout Slip, and obtain the signature on the original and duplicate of the casino security department member who verifies the jackpot and the information recorded on the Pouch Payout Slip and witnesses the payment of the jackpot to the winning patron;

5. Pay the winning patron the amount of the manual jackpot, rounded up to the nearest whole dollar in accordance with (b)2v above, after the requirements of (b)1 through 4 above have been satisfied; and

6. Retain the original Pouch Payout Slip in his or her pouch, and give the duplicate of the Pouch Payout Slip to

the casino security department member, who shall promptly deposit it in a secure, locked box controlled by the casino accounting department at the security podium or other location as approved by the commission.

(c) At any time during his or her shift, a slot attendant authorized to make pouch payouts may exchange an original Pouch Payout Slip with a slot cashier, master coin bank cashier or general cashier, as may be necessary to replenish the cash in his or her imprest pouch. Prior to exchanging any cash for a Pouch Payout Slip, the slot cashier, master coin bank cashier or general cashier shall:

1. Ensure that the Pouch Payout Slip contains all required signatures and information;

2. Print the corresponding Jackpot Payout Slip, if it has not already been printed;

3. Compare the original Pouch Payout Slip to the original Jackpot Payout Slip for the jackpot in question, insert the serial number of the Jackpot Payout Slip on the original Pouch Payout Slip in the space provided, and either verify that the information on the two slips agrees or note any discrepancies between the two on a log, which log shall:

i. Include, at a minimum, the serial number of the Jackpot Payout Slip, the asset number of the slot machine in question and a detailed explanation of the discrepancy;

ii. Be forwarded to the casino accounting department no later than the end of each gaming day;

4. Have the slot attendant who initiated the Jackpot Payout Slip and prepared the corresponding Pouch Payout Slip sign the original and duplicate of the Jackpot Payout Slip; and

5. Sign the original and duplicate of the Jackpot Payout Slip, indicating that the foregoing requirements have been satisfied; and

i. Attach the signed original and duplicate Jackpot Payout Slip to the original Pouch Payout Slip; or

ii. Attach the signed original Jackpot Payout Slip to the original Pouch Payout Slip and observe the slot attendant immediately deposit the duplicate Jackpot Payout Slip into the secure locked box controlled by the casino accounting department at the cashier's cage.

(d) No later than the end of his or her shift, each slot attendant who has received an imprest pouch payout fund shall return any remaining cash and executed original Pouch Payout Slips to a slot cashier, master coin bank cashier or general cashier, who shall comply with the procedures in (c)1 through 5 above.

(e) At the end of each gaming day, at a minimum, all Jackpot Payout Slips and Pouch Payout Slips shall be forwarded as follows:

1. The original of each Pouch Payout Slip with the attached original and, if applicable pursuant to (c)5 above, the duplicate of the corresponding Jackpot Payout Slip, shall be forwarded to the casino accounting department, which, as soon as reasonably practicable after receipt, shall either confirm that all information and signatures required to appear thereon are present and that the information on the Pouch Payout Slip agrees with the information on the corresponding original and duplicate Jackpot Payout Slips, or note any omissions or discrepancies, in accordance with procedures approved by the Commission; and

2. A casino accounting department employee shall collect each duplicate Pouch Payout Slip from the locked accounting boxes located at the security podium or other approved location, and if applicable pursuant to (c)5 above, each duplicate Jackpot Payout Slip from the locked accounting box located at the cashiers' cage, and return them to the casino accounting department, which, as soon as reasonably practicable after receipt, shall compare the original and duplicate Jackpot Payout Slips with the original and duplicate Pouch Payout Slips and stored data for each jackpot, and shall either confirm that all the information on the slips and the stored data agrees, or

note any omissions or discrepancies, in accordance with procedures approved by the Commission.

(f) If there is any variance between the amount of a pouch payout as shown in stored data, the Pouch Payout Slip or the Jackpot Payout Slip, only the smallest of these amounts shall be permitted to be deducted from gross revenue pursuant to N.J.S.A. 5:12-24.

(g) Any overage or shortage in the imprest pouch of a slot attendant who makes pouch payouts shall be included as part of the main bank or master coin bank accountability, and shall in no way affect the reporting of gross revenue or any deductions therefrom.

New Rule, R.2002 d.132, effective May 6, 2002.

See: 34 N.J.R. 17(a), 34 N.J.R. 1735(a).

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

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

#### 19:45-1.41 Procedure for filling payout reserve containers of slot machines and hopper storage areas

(a) Each hopper of a slot machine may be filled by a slot attendant, slot mechanic or slot supervisor by requesting coin, slot tokens or prize tokens that are compatible with the hopper to be filled from a slot cashier, general cashier or master coin bank cashier or by obtaining coin, slot tokens or prize tokens that are compatible with the hopper to be filled from its corresponding hopper storage area.

1. A slot hopper may be refilled at any time, provided however, that:

i. An entire sealed bag of coin or tokens is used for the hopper fill and placed into the hopper;

ii. The hopper cannot be filled beyond its operational capacity;

iii. The hopper cannot be filled beyond its present inventory level; and

iv. The procedures for ensuring (a)1i through iii above have been approved by the Commission.

(b) The filling of a hopper or a hopper storage area with coin, slot tokens or prize tokens obtained from a slot cashier, general cashier or master coin bank cashier shall be accomplished as follows:

1. Whenever a slot supervisor, attendant or mechanic requests coins, slot tokens or prize tokens to fill a hopper or a hopper storage area of a slot machine, he or she shall obtain a properly completed and signed Hopper Fill Slip ("Hopper Fills") from a slot cashier, general cashier or master coin bank cashier.

2. Hopper Fills shall be serially prenumbered forms, each series of Hopper Fills shall be used in sequential order, and the series numbers of all Hopper Fills received by a casino licensee shall be accounted for by employees independent of the cashiers' cage and the slot department. All original and duplicate void Hopper Fills shall

be marked "VOID" and shall require the signature of the preparer. Notwithstanding the above, a serially prenumbered combined Jackpot Payout/Hopper Fill form may be utilized in conjunction with N.J.A.C. 19:45-1.40(b), as approved by the Commission, provided that the combined form shall be used in a manner which otherwise complies with the procedures and requirements established by this section.

3. For establishments in which Hopper Fills are manually prepared, the following procedures and requirements shall be observed:

i. Each series of Hopper Fills shall be a three-part form, at a minimum, and shall be inserted in a locked dispenser that will permit an individual slip in the series and its copies to be written upon simultaneously while still locked in the dispenser, and that will discharge the original and duplicate while the triplicate remains in a continuous, unbroken form in the dispenser; and

ii. Access to the triplicates shall be maintained and controlled at all times by employees responsible for controlling and accounting for the unused supply of Hopper Fills, placing Hopper Fills in the dispensers, and removing from the dispensers the triplicates remaining therein.

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

5. On originals, duplicates and triplicates, or in stored data, the Hopper Fill shall include, at a minimum, the following information:

i. The asset number and denomination of the slot machine to which the coins, slot tokens or prize tokens are to be distributed;

ii. The date and shift during which the coins, slot tokens or prize token are distributed;

iii. The denomination of the coin, slot tokens or prize tokens that are to be distributed;

iv. The amount of coins, slot tokens or prize tokens that are to be distributed;

v. The location from which the coins, slot tokens or prize tokens are distributed;

vi. The signature and, if computer prepared, the identification code of the preparer;

vii. The signature or identification code of the slot attendant, slot mechanic or slot supervisor requesting coins, slot tokens or prize tokens to fill the hopper (on the original and the duplicate only);

viii. Whether the coins, slot tokens or prize tokens are to be placed in the slot machine's:

(1) All-purpose hopper and/or any reserve hoppers that automatically replenish the all-purpose hopper;

(2) Payout-only hopper and/or any reserve hoppers that automatically replenish the payout-only hopper; or

(3) In its corresponding hopper storage area; and

ix. Whether the Hopper Fill is to be witnessed and verified by a casino security department member pursuant to (b)8 below or by a second casino employee pursuant to (b)9 below.

6. The time of preparation of the Hopper Fill shall be recorded at a minimum, on the original and duplicate upon preparation.

7. All coins, slot tokens or prize tokens distributed from a slot booth, master coin bank or the cashiers' cage to a slot machine or its corresponding hopper storage area shall, during their transportation to the machine or hopper storage area and until their deposit into the appropriate hopper or storage compartment, remain in pre-wrapped secured bags; provided, however, that the secured bags in which prize tokens are transported shall have sufficient identifying features, approved by the Commission, to distinguish those bags and their contents from the secured bags in which coins or slot tokens are transported.

8. Except as otherwise provided in (b)9 below, the pre-wrapped secure coin, slot tokens or prized tokens shall be transported directly to the slot machine or its corresponding hopper storage area, along with the duplicate Hopper Fill, by a casino security department member who shall observe the deposit of the coins, slot tokens or prize tokens in the appropriate slot machine hopper or the slot machine's corresponding hopper storage area, and the closing and locking of the slot machine or its corresponding hopper storage area by the slot mechanic, slot attendant or slot supervisor before obtaining the signature of the slot mechanic, slot attendant or slot supervisor on the duplicate copy of the Hopper Fill.

9. Notwithstanding the provisions of (b)8 above, if the pre-wrapped, secured bags of coin, slot tokens or prize tokens are being distributed by a slot booth, master coin bank or the cashiers' cage to a slot machine with a denomination of \$1.00 or less, the coin, slot tokens or prize tokens may be transported, along with the duplicate copy of the Hopper Fill, directly to the slot machine by a slot attendant, slot mechanic or slot supervisor who shall, in the presence of a second casino employee, open the slot machine and deposit the coin or tokens in the appropriate hopper of the slot machine. The casino employee who witnesses the fill shall sign the duplicate Hopper Fill attesting to the fact that the slot attendant, slot mechanic or slot supervisor opened the slot machine, deposited all the coins or tokens in the appropriate hopper of the slot machine and closed and locked the slot machine in his or her presence.

i. The casino employee who witnesses the fill and signs the duplicate Hopper Fill shall hold a casino employee license or casino key employee license and shall be employed in a position requiring his or her presence on the casino floor and, at a minimum, a casino employee license.

ii. Any casino employee position authorized to witness and verify a Hopper Fill shall be identified in the casino licensee's approved internal controls; provided, however, that the following positions shall be prohibited from witnessing and verifying a Hopper Fill pursuant to (b)9 above:

(1) Any surveillance department, internal audit department or casino accounting department employee;

(2) A slot cashier or slot cashier supervisor in any department, other than a slot cashier who is prohibited from issuing Hopper Fills or Jackpot Payouts pursuant to N.J.A.C. 19:45-1.11(e)1; or

(3) Any other employee for whom it would be an incompatible function pursuant to N.J.A.C. 19:45-1.11(a)2 to witness and verify a Hopper Fill.

10. A slot mechanic who participates in filling a slot machine hopper shall inspect the slot machine and, if the hopper is empty, determine if the empty hopper resulted from a slot machine malfunction. A slot attendant or slot supervisor participating in a Hopper Fill shall review the Machine Entry Authorization Log and alert a slot me-

chanic to inspect the slot machine if the entries in the log indicate a consistent malfunction problem.

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

i. For Hopper Fills witnessed and verified by a casino security department member in accordance with (b)8 above:

(1) The original shall be signed by the slot cashier, master coin bank cashier or general cashier upon preparation of the Hopper Fill and by the casino security department member transporting the coins, slot tokens or prize tokens to the slot machine upon receipt from the cashier of the coins or tokens to be transported; and

(2) The duplicate shall be signed by the slot cashier, master coin bank cashier or general cashier upon preparation of the Hopper Fill in accordance with (b)11i(1) above, by the casino security department member transporting the coins, slot tokens or prize tokens to the slot machine upon receipt from the cashier of the coins or tokens to be transported in accordance with (b)11i(1) above, and by the slot mechanic, slot attendant or slot supervisor after completing the fill procedures required in (b)8 above in the presence of the casino security department member.

ii. For Hopper Fills witnessed and verified by a second casino employee in accordance with (b)9 above:

(1) The original shall be signed by the slot cashier, master coin bank cashier or general cashier upon preparation of the Hopper Fill and prior to the separation of the original and duplicate copy, and by the slot attendant, slot mechanic or slot supervisor transporting the coins, slot tokens or prize tokens to the slot machine upon receipt from the cashier of the coins or tokens to be transported, but after the separation of the original and duplicate copy; and

(2) The duplicate shall be signed by the slot cashier, master coin bank cashier or general cashier upon preparation of the Hopper Fill in accordance with (b)11ii(1) above, by the slot attendant, slot mechanic or slot supervisor after completing the fill procedures required in (b)9 above in the presence of the second casino employee, and by the casino employee verifying the fill after witnessing the completion of the fill procedures required in (b)9 above.

12. Upon meeting the signature requirements as described in (b)11 above, the slot cashier, master coin bank cashier or general cashier shall maintain and control the original Hopper Fill and the following employee shall maintain and control the duplicate copy and, as soon as is reasonably possible, deposit it in a secure, locked box controlled by the casino accounting department at the security podium or other location approved by the Commission:

i. For Hopper Fills witnessed and verified in accordance with (b)8 above, the casino security department member who witnessed and verified the fill procedures; and

ii. For Hopper Fills witnessed and verified in accordance with (b)9 above either:

(1) The casino employee who witnessed and verified the fill procedures; or

(2) The slot attendant, slot mechanic or slot supervisor who deposited the coin or tokens in the slot machine;

iii. A casino licensee shall state in its internal controls whether the duplicate copy of the Hopper Fill will be deposited pursuant to (b)12i or ii above, and if it will be deposited pursuant to (b)12ii, the casino employee who witnesses and verifies the fill procedures shall make an entry on the Machine Entry Authorization Log that shall include, at a minimum, the date, time, Hopper Fill serial number and his or her signature.

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

i. The original Hopper Fill Slip shall be forwarded, in exchange for coin, currency or credit, to the master

coin bank if prepared by a slot cashier or to the main bank if prepared by a general cashier. All original Hopper Fill Slips received or prepared by the master coin bank or received by the main bank shall then be forwarded to the accounting department, which, as reasonably practicable after receipt, shall confirm that the information on the original Hopper Fill agrees with the information on the triplicate or in stored data.

ii. The duplicate Hopper Fill Slip shall be forwarded directly to the accounting department, which, as reasonably practicable after receipt, shall record the information from the Hopper Fill Slip on the Slot Win Sheet, and shall confirm that the information recorded on the Hopper Fill Slip agrees with the meter readings recorded on the Slot Meter Sheet and with the information on the triplicates or in stored data.

14. Notwithstanding any other provision of this section, a casino licensee may use one Hopper Fill Slip to document fills to more than one hopper storage area or to a hopper storage area that supplies more than one slot machine, if:

i. All of the fills are for the same denomination of slot machine and are accomplished at the same time;

ii. The Hopper Fill Slip contains:

(1) The amount to be distributed to each hopper storage area or, if applicable, each compartment in a hopper storage area that supplies more than one slot machine;

(2) Spaces for slot and casino security department personnel to initial after each individual fill; and

(3) The total amount of all hopper fills that are documented by the Hopper Fill Slip; and

iii. The Hopper Fill Slip complies in all other respects with the requirements of this section.

(c) Whenever a slot machine's hopper requires coin, slot tokens or prize tokens, a slot attendant or mechanic, after confirming that its corresponding hopper storage area contains the necessary coin, slot tokens or prize tokens to replenish the hopper to be filled, may, in the presence of a member of the security department, transfer the necessary coin, slot tokens or prize tokens from that slot machine's hopper storage area directly to the appropriate hopper of the corresponding slot machine. The security department member shall observe the deposit of the coins, slot tokens or prize tokens in the appropriate slot machine hopper and the closing and locking of the slot machine and its corresponding hopper storage area by the slot mechanic or attendant.

(d) After transferring the coins, slot tokens or prize tokens to the slot machine's appropriate hopper from a corresponding storage area pursuant to (c) above or upon completing a fill pursuant to (b) above of a slot machine's hopper, the slot attendant or mechanic shall make the entries required on the slot machine's log, which, at a minimum and in addition to the entries required in N.J.A.C. 19:45-1.36(j), shall include the following:

1. The date and time of the transfer;
2. The type of hopper in the slot machine to which the coins, slot tokens or prize tokens were transferred;
3. The separate amounts of coins, slot tokens or prize tokens that were placed in that hopper; and
4. The name and license number of the slot attendant or slot mechanic who made the transfer or fill.

(e) Hopper storage areas shall be filled by using Hopper Fill Slips, in accordance with the procedures in (b) above.

(f) Each casino licensee shall submit and have approved internal controls for detecting and removing prize tokens from the all-purpose hoppers of its slot machines. Each casino licensee so removing a prize token shall count it, for purposes of calculating its gross revenue pursuant to N.J.S.A. 5:12-24, as cash received from gaming operations for the face amount of the prize token.

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

(e)2: deleted "time of distribution" and substituted "shift during which coins are distributed" therefor. (f) added. Renumbered (f) as (g). (h) added. Renumbered (g)-(i) as (i)-(k) without change in text.  
Amended by R.1989 d.34, effective January 17, 1989.  
See: 20 N.J.R. 2050(b), 21 N.J.R. 175(b).

Added text in (b) "Notwithstanding the above . . .".  
Amended by R.1991 d.230, effective May 6, 1991.  
See: 22 N.J.R. 3325(a), 23 N.J.R. 1461(a).

In (e)1: added "asset" to 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 (k): stylistic revisions.  
Amended by R.1992 d.255, effective June 15, 1992.  
See: 23 N.J.R. 2921(a), 24 N.J.R. 2297(a).

Stylistic revisions throughout. In (a): revised to read that Hopper Fill Slips "shall be prepared, in accordance with procedures approved by the Commission." In (b): added text to specify that the slot booth cashier is the preparer of the Hopper Fill Slips. Added new (e)7. In (j): deleted reference to "cage" cashier maintaining and controlling the original.

Amended by R.1992 d.361, effective September 21, 1992.  
See: 24 N.J.R. 2137(a), 24 N.J.R. 3336(a).

Revised to meet statutory changes regarding records retention, storage and destruction. Eliminates current petition process for records destruction and off-site record generation or storage. Revised section. Administrative correction to (c).

See: 25 N.J.R. 1230(a).  
Amended by R.1993 d.631, effective December 6, 1993.  
See: 25 N.J.R. 4474(a), 25 N.J.R. 5522(a).

Administrative Correction.  
See: 26 N.J.R. 1538(c).  
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.1995 d.351, effective July 3, 1995.  
See: 27 N.J.R. 1172(a), 27 N.J.R. 2597(a).

Extended the section to general cashiers and master coin bank cashiers; substituted "preparer" for "slot cashier" throughout; and rewrote (b)1i.

Amended by R.1996 d.561, effective December 2, 1996.  
See: 28 N.J.R. 4183(a), 28 N.J.R. 5081(a).  
Amended by R.1997 d.489, effective November 17, 1997.  
See: 29 N.J.R. 1289(a), 29 N.J.R. 4862(b).

Added (b)12.  
Amended by R.1999 d.223, effective July 19, 1999.  
See: 31 N.J.R. 934(a), 31 N.J.R. 1946(a).

Rewrote former (c) as (c) and (d); and recodified former (d) and (e) as (e) and (f).  
Petition for Rulemaking.  
See: 33 N.J.R. 3223(a), 33 N.J.R. 3696(b).

Amended by R.2001 d.404, effective November 5, 2001.  
See: 33 N.J.R. 2636(a), 33 N.J.R. 3765(a).

Rewrote the section.  
Amended by R.2002 d.60, effective March 4, 2002.  
See: 33 N.J.R. 2402(b), 34 N.J.R. 1020(b).

In (b), rewrote 5; rewrote (c) and (d).  
Amended by R.2003 d.161, effective April 21, 2003.  
See: 35 N.J.R. 88(a), 35 N.J.R. 1689(b).

In (b)5i, added "and denomination" following "asset number"; in (b)14i, added "of slot machine" following "same denomination".

#### 19:45-1.41A Procedures governing the removal of coin, slot tokens and slugs from a slot machine hopper

(a) Except as provided in N.J.A.C. 19:45-1.38(d), and (b) through (d) below, no coin, slot tokens, or slugs shall be removed from a slot machine hopper.

(b) If a slot machine malfunctions during a payout and the slot machine cannot be repaired in a timely manner, coin and slot tokens may be removed from a slot machine's hopper in order to complete the slot machine paid jackpot. The coin or slot tokens shall be removed from the slot machine hopper by a slot attendant, slot mechanic or supervisor thereof. The removal of the coin or slot tokens shall be documented on the Machine Entry Authorization Log pursuant to N.J.A.C. 19:45-1.36(j). Nothing in this section shall preclude a casino licensee from preparing a Jackpot Payout Slip for the amount of coin or slot token owed the patron provided that the payout is completed in accordance with N.J.A.C. 19:45-1.40 and a notation is made on the Jackpot Payout Slip indicating the reason for the slip.

(c) If coin or slot tokens are inserted by a patron and are neither registered nor returned to the patron by the slot machine, a member of the slot department in accordance with (b) above may remove the coin or slot tokens from the slot machine hopper and return them to the patron. The removal of the coin or slot tokens shall be documented on the Machine Entry Authorization Log pursuant to N.J.A.C. 19:45-1.36(j). Under no circumstances shall a casino licensee remove more coin or slot tokens than the maximum number of coin or slot tokens which can be wagered on one handle pull of the slot machine.

(d) Whenever slugs are found in a slot machine's hopper the following procedures and requirements shall be followed:

1. A slot attendant, slot mechanic or supervisor thereof shall immediately remove the slugs from the slot machine hopper and place the slugs into an envelope or container. The individual who found the slugs shall record the asset number and the denomination of the slot machine, the quantity of slugs found, the date the slugs were found, and his or her signature on the Machine Entry Authorization Log pursuant to N.J.A.C. 19:45-1.36(j). The envelope or container may be maintained inside the slot machine until the number of slugs in the envelope or container is nine. When the number of slugs in the envelope or container reaches nine or at such other times as may be necessary, the slot attendant, slot mechanic or slot supervisor shall complete a three-part Slug Report which contains, at a minimum, the following:

- i. The date and time;
- ii. The asset number of the slot machine from which the slugs were removed;
- iii. The denomination of the slot machine;
- iv. The denomination and quantity of slugs;
- v. A brief description of the slugs; and
- vi. The signature of the slot attendant, slot mechanic or slot department supervisor completing the Slug Report.

2. Upon completion of the Slug Report required by (d)1 above, the slot attendant, slot mechanic or slot department supervisor shall remove the envelope or container and transport it with the Slug Report to the Master Coin Bank or other location as approved by the Commission. The individual accepting receipt of the slugs shall sign all three parts of the Slug Report. 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 each gaming day. The duplicate Slug Report shall remain with the slugs until their destruction.

3. If more than nine slugs are found at any one time in a slot machine's hopper, the slot department member shall place the slugs into the envelope or container and immediately complete the Slug Report required by (d)1 above. The slugs shall be immediately transported in accordance with (d)2 above. The slot department member shall inspect the slot machine and coin mechanism to determine if there is a malfunction. The results of this inspection shall be documented on the Machine Entry Authorization Log pursuant to N.J.A.C. 19:45-1.36(j).

4. All slugs shall be destroyed in accordance with procedures submitted to and approved by the Commission which procedures shall include a written notification to the Division as to the date, time and location of destruction.

New Rule, R.1994 d.423, effective August 15, 1994.

See: 26 N.J.R. 1620(a), 26 N.J.R. 3465(c).

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

See: 26 N.J.R. 4089(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.459, effective November 3, 1997.

See: 29 N.J.R. 858(b), 29 N.J.R. 4715(a).

In (b), and (d)1, deleted all references to slot machine denominations less than \$25.00.

#### Cross References

Accounting controls for the cashiers' cage, satellite cages, master coin bank and coin vaults, see N.J.A.C. 19:45-1.15.

#### **19:45-1.42 Removal of slot drop buckets, slot drop boxes and slot cash storage boxes; unsecured currency; meter readings**

(a) For each slot machine and attached bill changer on the gaming floor, the slot drop bucket, slot drop box and slot cash

storage box shall be removed at least once a week on specified days and at times designated by the casino licensee on a schedule which shall be filed with the Commission and the Division. However, a casino licensee may, with prior Commission approval, establish a less frequent schedule for the removal of slot drop buckets and slot drop boxes from those slot machines connected to an approved gaming voucher system, provided that a weekly slot drop estimate is reported in accordance with N.J.A.C. 19:54-1.5(c)1; in no event shall such slot drops occur less than once every two months. In the case of slot cash storage boxes, the schedule shall include the total number of slot cash storage boxes to be removed on a particular day in total and by zone. No slot drop bucket, slot drop box or slot cash storage box shall be emptied or removed from its compartment at other than the times specified on such schedule except with the express approval of the Commission. Prior to the start of the scheduled slot cash storage box collection process, a casino key employee who shall be referred to herein as a drop team supervisor shall perform a physical count of the slot cash storage boxes removed from storage to replace those boxes scheduled to be collected. Such count shall include emergency slot cash storage boxes and be documented in the presence of a Commission inspector on at least a two-part form. Any discrepancy between the number of slot cash storage boxes physically counted and the number indicated on the collection schedule shall be explained in writing to a Commission inspector. Prior to emptying or removing any slot drop bucket, slot drop box or slot cash storage box, a casino licensee shall notify the Commission and the surveillance department of the transportation route that will be utilized.

1. Notwithstanding (a) above, a casino licensee may submit a written application to the Commission at least 48 hours prior to a scheduled time for removal requesting an extension of time for removal of some or all of its slot drop buckets or slot drop boxes. The application shall specify the length of the extension sought, the reason therefor, and identify the particular slot machines included in such request (by slot zone and/or slot machine denomination). The Commission shall, if it determines that expected business conditions during the requested extension would neither compromise the removal process nor otherwise adversely affect the operation of the casino licensee's slot machines, extend the time to complete the removal of the affected slot drop buckets and slot drop boxes up to seven days. Upon expiration of the extension, the casino licensee shall resume its regular schedule as filed with the Commission and the Division. Whenever an extension does not encompass all slot drop buckets or slot drop boxes scheduled to be removed, the casino licensee shall ensure, through internal control procedures approved by the Commission, that the casino security department knows which slot drop buckets and slot drop boxes are to be removed and the count room supervisor knows which slot drop buckets and slot drop boxes contents should be counted.

2. All slot drop boxes which are not attached to a slot machine or temporarily stored in the base of a slot machine pursuant to (c)2ii below, including emergency slot drop boxes which are not actively in use, shall be stored in the count room or other secure area outside the count room approved by the Commission, in an enclosed storage cabinet or trolley and secured in such cabinet or trolley by a separately keyed, double locking system. The key to one lock shall be maintained and controlled by the security department and the key to the second lock shall be maintained and controlled by the Commission.

(b) Slot drop buckets, slot drop boxes and slot cash storage boxes shall be removed from their compartments in a slot machine or bill changer, in the presence of a Commission inspector, by at least three employees, two of whom shall be members of the casino security department, and one of whom shall be a member of the casino accounting department or an independent slot machine cage department established pursuant to N.J.A.C. 19:45-1.11(b)9.

(c) Procedures and requirements for removing slot drop buckets, slot drop boxes and slot cash storage boxes from the casino shall be as follows:

1. The slot drop bucket, slot drop box or slot cash storage box shall be removed from its compartment and an empty slot drop bucket, slot drop box, or slot cash storage box shall be placed into the compartment, and if applicable, a unique identification number shall be assigned and recorded for the slot cash storage box, either upon its insertion or removal, after which the compartment shall be closed and locked;

2. All slot drop buckets, slot drop boxes and slot cash storage boxes removed from compartments shall be transported directly to, and secured in the count room by, at a minimum, a Commission inspector, a casino security department member and a member of the casino accounting department or an independent slot machine cage department, for the counting of their contents; provided, however, that:

i. Prior to their placement in the soft count room, a drop team supervisor, in the presence of a Commission inspector, shall count the total number of slot cash storage boxes collected and verify that the number of boxes collected agrees with the number indicated on the removal schedule and sent for replacement pursuant to (a) above. Any discrepancies shall be immediately reported to the security and surveillance departments and explained in writing to a Commission inspector. Procedures for the immediate investigation of unresolved discrepancies must be approved by the Commission;

ii. A slot cash storage box removed from a bill changer in order to service the bill changer may be temporarily stored in the corresponding double-locked base of the slot machine (the compartment of the slot machine containing the slot drop bucket or slot drop

box) attached to the bill changer, and shall be replaced and relocked in the bill changer when the repairs are completed. If the repairs cannot be completed and the slot cash storage box cannot be replaced in the bill changer by the end of the repair person's shift, or if the bill changer must be removed from the casino floor, the slot cash storage box shall be removed from the locked slot compartment and transported to the count room in accordance with N.J.A.C. 19:45-1.38; and

iii. A full or inoperable slot drop box shall be replaced with an empty emergency slot drop box, and may be stored in its corresponding double-locked slot machine base until no later than the next scheduled slot drop box pickup;

3. Notwithstanding any other provision of this section or this chapter to the contrary, a casino licensee may, in lieu of transporting all slot drop buckets and slot drop boxes directly to the count room prior to the start of the count, utilize either or both of the following alternative procedures:

i. A casino licensee may create a secure staging area outside of the count room where slot drop buckets and slot drop boxes may be temporarily stored for a maximum of one hour before being transferred to the count room; provided, however, that the location of the staging area and the security measures used by the casino licensee shall be approved by the Commission, which security measures shall require, at a minimum, that the staging area be videotaped by the surveillance department and guarded by at least one casino security department representative whenever slot drop buckets or slot drop boxes are temporarily stored in the area; or

ii. A casino licensee may, prior to collecting and transporting all slot drop buckets and slot drop boxes on the casino floor to the count room or a secure staging area, begin to count, in accordance with the provisions of N.J.A.C. 19:45-1.43, the contents of slot drop buckets and slot drop boxes that have been collected and transported from a particular portion of the casino floor, provided that the casino licensee shall thereafter continue to collect and transfer to the count room, during the counting process, the slot drop buckets and slot drop boxes from the remaining portions of the casino floor until all slot drop buckets and slot drop boxes have been collected and counted; and

4. Except for members of the casino accounting department or independent slot machine cage department participating in the emergency removal of a slot cash storage box or slot drop box, casino security department employees and representatives of the Commission and Division, all persons participating in the removal of slot drop buckets, slot drop boxes and slot cash storage boxes shall wear as outer garments only a full-length, one-piece pocketless garment with openings only for the hands, feet and neck.

(d) In addition to complying with the procedures included in (b) and (c) above, a casino licensee shall submit to the Commission for approval its procedures detailing how the slot drop bucket, slot drop box and slot cash storage box for each slot machine and attached bill changer on the gaming floor will be emptied or removed from its compartment when the casino is open to the public for 24 hours. Such submission shall include at least the following:

1. How patrons will be notified that a slot machine will be closed for emptying or removing slot drop buckets, slot drop boxes or slot cash storage boxes;
2. How patrons will be removed from slot aisles;
3. How the area will be secured while the slot drop buckets, slot drop boxes or slot cash storage boxes are emptied or removed; and
4. How the compartments in which the full slot drop buckets, slot drop boxes or slot cash storage boxes are transported, will be secured while they are in the casino.

(e) Whenever currency, a gaming voucher, or a coupon is found inside a bill changer but outside the slot cash storage box ("unsecured currency," "unsecured gaming voucher" or "unsecured coupon"), a slot department representative or casino accounting department representative shall complete a form which includes the asset number or, pursuant to N.J.A.C. 19:45-1.16(b), other unique identification number of the slot cash storage box in the bill changer in which the unsecured currency, unsecured gaming voucher, or unsecured coupon was found, the date the unsecured currency, unsecured gaming voucher, or unsecured coupon was found, and the total value of the unsecured currency, unsecured gaming voucher, or unsecured coupon. The slot department representative or casino accounting department representative and a member of the casino security department shall then sign the form as evidence of the total value being transported; place the form and the unsecured currency, unsecured gaming voucher, or unsecured coupon into an envelope or container, unless the form is printed on the front of the envelope in which the currency, gaming voucher, or coupon is being placed; and transport the envelope or container directly to the cashiers' cage.

(f) Upon receipt of the envelope or container from the slot department representative or casino accounting department representative, a main bank cashier or cage supervisor shall immediately prepare an Unsecured Bill Changer Currency/Coupon/Voucher Report. If the unsecured currency, unsecured gaming voucher, or unsecured coupon was not transported by a slot supervisor or casino accounting supervisor, the Unsecured Bill Changer Currency/Coupon/Voucher Report must be prepared by a cage supervisor pursuant to (j) below.

(g) Unsecured Bill Changer Currency/Coupon/Voucher Reports shall be serially prenumbered forms. Each series of Unsecured Bill Changer Currency/Coupon/Voucher Reports

shall be used in sequential order and shall be accounted for by employees independent of the cashiers' cage and slot department. All original and duplicate void Unsecured Bill Changer Currency/Coupon/Voucher Reports shall be marked "VOID" and shall require the signature of the preparer. All copies of void Unsecured Bill Changer Currency/Coupon/Voucher Reports shall be forwarded to the accounting department at the end of the gaming day.

(h) For establishments in which Unsecured Bill Changer Currency/ Coupon/Voucher Reports are manually prepared, the following procedures and requirements shall be observed:

1. Each series of Unsecured Bill Changer Currency/Coupon/Voucher Reports shall be a three-part form, at a minimum, and shall be inserted into a locked dispenser that will permit an individual slip in the series and its copies to be written upon simultaneously while still locked in the dispenser, and that will discharge the original and duplicate while the triplicate remains in a continuous, unbroken form in the dispenser; and

2. Access to the triplicates shall be maintained and controlled at all times by employees responsible for controlling and accounting for the unused supply of Unsecured Bill Changer Currency/Coupon/Voucher Reports, placing Unsecured Bill Changer Currency/Coupon/Voucher Reports in the dispensers, and removing from the dispensers the triplicates remaining therein.

(i) For establishments in which Unsecured Bill Changer Currency/ Coupon/Voucher Reports are computer prepared, each series of Unsecured Bill Changer Currency/Coupon/Voucher Reports shall be a two-part form, at a minimum, and shall be generated by a computer system that will: simultaneously print an original and duplicate and store, in machine-readable form, all information printed on the original and duplicate; and discharge the original and duplicate. The stored data shall not be susceptible to change or removal by any personnel after preparation of the Unsecured Bill Changer Currency/Coupon/Voucher Report.

(j) On the original, duplicate and triplicate or, if applicable, in stored data, the main bank cashier or cage supervisor shall record, at a minimum, the following information:

1. The date and time of preparation;
2. The asset number or, pursuant to N.J.A.C. 19:45-1.16(b), other unique identification number of the slot cash storage box in the bill changer from which the unsecured currency, unsecured gaming voucher, or unsecured coupon was removed;
3. The denomination(s) of unsecured currency;
4. The total value of the unsecured currency;
5. The denomination(s) of unsecured coupons;
6. The total value of the unsecured coupons;

7. The serial number and value of each unsecured gaming voucher;

8. The total value of the unsecured gaming vouchers; and

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

(k) The original and duplicate copies of the Unsecured Bill Changer Currency/Coupon/Voucher Report shall be presented to the slot department representative or casino accounting department representative and the casino security representative for signature.

1. Upon meeting the signature requirements, the main bank cashier or cage supervisor shall transport the unsecured currency, unsecured gaming vouchers, and unsecured coupons along with the original and duplicate copies of the Unsecured Bill Changer Currency/Coupon/ Voucher Report to the main bank.

i. If the Unsecured Bill Changer Currency/Coupon/Voucher Report was prepared by a cage supervisor, the main bank cashier shall:

(1) Sign the original and duplicate copies of the Unsecured Bill Changer Currency/Coupon/Voucher Report;

(2) Retain the original Unsecured Bill Changer Currency/Coupon/ Voucher Report and the unsecured currency, unsecured gaming vouchers, and unsecured coupons; and

(3) Return the duplicate Unsecured Bill Changer Currency/Coupon/ Voucher Report to the cage supervisor who shall attach the form referenced in (e) above to the duplicate and expeditiously deposit the duplicate with the attached form into the locked accounting box located in the cashiers' cage.

ii. If the Unsecured Bill Changer Currency/Coupon/Voucher Report was prepared by the main bank cashier, the main bank cashier shall:

(1) Retain the original Unsecured Bill Changer Currency/Coupon/ Voucher Report and the unsecured currency, unsecured gaming vouchers, and unsecured coupons;

(2) Attach the form referenced in (e) above to the duplicate Unsecured Bill Changer Currency/Coupon/Voucher Report; and

(3) Return the duplicate Unsecured Bill Changer Currency/Coupon/ Voucher Report and attached form to the casino security representative who shall expeditiously deposit the duplicate with the attached form into a locked accounting box maintained in a location approved by the Commission.

2. The main bank cashier shall then either:

i. Add the value of the unsecured currency, unsecured gaming vouchers, and unsecured coupons to the main bank's accountability and retain the original of the Unsecured Bill Changer Currency/Coupon/ Voucher Report until the end of the gaming day; or

ii. Maintain the unsecured currency, the unsecured gaming vouchers, the unsecured coupons, and the original Unsecured Bill Changer Currency/Coupon/Voucher Report until collected by a count room supervisor and immediately transported to the count room where:

(1) The currency, gaming vouchers, and coupons shall be counted with the contents removed from the corresponding slot cash storage box and recorded on the Slot Cash Storage Box Report; and

(2) The original Unsecured Bill Changer Currency/Coupon/Voucher Report shall be forwarded to the accounting department in accordance with N.J.A.C. 19:45-1.33(i).

(l) At the end of the gaming day, at a minimum, the original and duplicate copy of the Unsecured Bill Changer Currency/Coupon/ Voucher Report along with any gaming vouchers and coupons shall be forwarded as follows:

1. If, pursuant to (k)1 above, the main bank cashier has retained possession of the original, the cashier shall forward the original along with any gaming vouchers and coupons directly to the accounting department for agreement with the triplicate or stored data; and

2. The duplicate with the attached form shall be forwarded directly to the accounting department for recording on the Slot Cash Storage Box Report and Slot Win Sheet, and agreement with the triplicate or stored data; provided, however, that no additional recording of the unsecured currency, unsecured gaming vouchers, and unsecured coupons shall be required in the currency, gaming vouchers, and coupons have been transported to the count room, counted and recorded pursuant to (k)2 above.

(m) The duplicate copy of the Unsecured Bill Changer Currency/ Coupon/Voucher Report shall be attached to the Slot Cash Storage Box Report as supporting documentation. A notation shall be made on the duplicate Unsecured Bill Changer Currency/Coupon/Voucher Report indicating whether the dollar value of the unsecured currency, unsecured coupons, and unsecured gaming vouchers have been added to the Slot Cash Storage Box Report and Slot Win Sheet in accordance with (k)2 above or (l)2 above.

(n) Notwithstanding the requirements of (e) through (m) above, when unsecured currency and unsecured coupons are found during the collection of slot cash storage boxes, a casino licensee shall transport the unsecured currency and unsecured coupons directly to the soft count room. The completion of the form required by (e) above shall be

performed by a count team member and a member of the casino security department. The envelope or container shall be transported with the slot cash storage boxes to the count room pursuant to N.J.A.C. 19:45-1.17(c). A listing of all unsecured currency and unsecured coupons by asset number or, pursuant to N.J.A.C. 19:45-1.16(b), other unique identification number shall be completed by the Commission inspector prior to the transportation of the trolley to the count room. The unsecured currency and unsecured coupons shall be counted and recorded with the contents removed from the corresponding slot cash storage box. The form prepared pursuant to (e) above shall be forwarded to the accounting department with the Slot Cash Storage Box Report pursuant to N.J.A.C. 19:45-1.33(i).

(o) Accounting department employees with no incompatible functions shall, at least once a week on the same schedule filed pursuant to (a) above for the removal of slot cash storage boxes, read and record on a Slot Meter Sheet the numbers on the in-meter, drop meter, jackpot meter, manual jackpot meter, cash box meter, if applicable, numerical and value gaming voucher, numerical and value cashable coupon meters and numerical and value non-cashable coupon meters, in accordance with internal controls approved by the Commission. In lieu of manual meter readings, a casino licensee may have a computer system, as approved by the Commission, record any of the required meter readings.

1. The computer shall store in machine readable form all information required by this section and such stored data shall not be susceptible to change or removal by any personnel without the system identifying the original record and identifying the new record as having been changed. Only members of the casino accounting department shall, with prior Commission approval, have access to this meter information and the authority to change any meter information.

2. If the slot machine utilizes non-cashable slot credits, the casino licensee shall describe in its internal control submission whether the computer system:
  - i. Reads the numerical and value coupon meters and the numerical and value non-cashable coupon meters separately and then automatically combines the totals; or
  - ii. Separately records these meters on all reports required by N.J.A.C. 19:45-1.33 and 1.42.

3. If a bill changer does not contain a cash box meter pursuant to N.J.A.C. 19:45-1.37(e)1, a casino licensee shall be required to read and record or have a computer system record the bill meter readings each time the slot cash storage box is removed. Accounting department employees shall periodically read and record on a Slot Meter Sheet the numbers on the bill meters in accordance with a schedule established by the casino licensee and approved by the Commission, but in no event shall the casino licensee be required to read and record the bill meters more than once a week. These procedures shall be performed in conjunc-

tion with the removal and replacement of the slot cash storage boxes prior to opening the slot machines for patron play.

4. If a casino licensee is granted an extension to remove slot drop buckets or slot drop boxes pursuant to (a)1 above, the required meter readings for the slot machines housing the affected slot drop buckets or slot drop boxes shall be similarly extended. Upon expiration of the extension, the casino licensee shall resume its regular schedule for required meter readings.

(p) After preparation of the Slot Meter Sheet each employee involved with its preparation shall sign the Slot Meter Sheet attesting to the accuracy of the information contained thereon after which the sheet shall be forwarded directly to the accounting department for comparison to the Slot Win Sheet and calculation of slot machine statistics.

(q) Whenever there is a variance of more than two percent and more than \$100.00 between the total value of cash, gaming vouchers, and coupons removed from a bill changer's slot cash storage box and either the cash box meter reading and, if applicable, the value coupon meter, the value non-cashable coupon meter and the value voucher-in meter reading recorded on the Slot Meter Sheet pursuant to (o) above or a reading from a computer system approved pursuant to N.J.A.C. 19:45-1.37(e)1 and, if applicable, (o) above, the casino accounting department shall perform the following procedures:

1. If such a variance exists in the value of cash, confirm the variance by comparing the number of bills removed from the slot cash storage box to the bill meter readings, provided that the bill meters were read when the slot cash storage box was removed for counting. If the bill meters were not read when the slot cash storage box was removed for counting, a representative of the casino accounting department shall, either prior to or during the next scheduled removal of the slot cash storage box, read and record on a Slot Meter Sheet the readings from each of the bill meters and the cash box meter, and the casino licensee shall remove the slot cash storage box and count the contents in accordance with N.J.A.C. 19:45-1.33. The casino accounting department shall compare the meter readings as recorded on the Slot Meter Sheet to the total number of bills and value of cash removed from the slot cash storage boxes for the period from the last date the bill meters were read.

2. If such a variance exists in the value of gaming vouchers or coupons, confirm the variance by comparing the number of gaming vouchers or coupons removed from the slot cash storage box to the readings of the numerical voucher in meter and the numerical coupon meter that were taken in accordance with the requirements of (o) above.

3. If a variance exists, the casino licensee shall be required to have its slot department, in cooperation with its casino accounting department, investigate the cause of the variance and prepare and file an incident report docu-

menting the variance with the casino controller, the director of surveillance, Commission and Division. The casino licensee shall report the actual cause of the variance unless such cause cannot be definitively determined after a diligent investigation, in which case the probable cause of the variance shall be reported. The incident report shall be a report of all bill changers with reportable variances and shall be filed within three weeks from the completion of the weekly slot cash storage box pickup, provided, however, that the Commission may direct a shorter time frame for the filing of the report, if an expedited filing is considered necessary to protect the integrity of casino operations. The incident report shall include, at a minimum, the following for each bill changer with a reportable variance as well as the specified cumulative data:

- i. The date of the meter reading;
- ii. The date the report was filed;
- iii. The amount of the variance, by denomination, with the exception of gaming vouchers, which shall be by total value;
- iv. The asset number of the bill changer involved;
- v. The amount of the variance by currency, gaming vouchers, and/or coupons;
- vi. An indication as to the cause of the variance pursuant to (q)2 above, with any documentation attached to support the given explanation (for example, Unsecured Currency/Coupon/Voucher Report);
- vii. An indication as to whether the bill meters, numerical voucher in meter, numerical non-cashable coupon meter or numerical coupon meter compared in accordance with the requirements of (q)1 or 2 above confirmed the variance, if applicable;
- viii. The manufacturer and model number of the slot machine to which the bill changer is attached or embedded;
- ix. The manufacturer of the bill changer involved;
- x. The total number of reported variances by manufacturer and model number of the slot machine;
- xi. The total number of reported variances by manufacturer of the bill changer;
- xii. The total number of reported variances compared to the total number of slot cash storage boxes counted; and
- xiii. The signature and license number of the preparer.

(r) Unless otherwise authorized by the Commission, a casino licensee which has approval to read and record a bill changer's meter readings with an approved computer system shall be required to manually read the bill changer's cash box meter or bill meters, numerical and value gaming voucher

meters, and numerical and value coupon meters if 10 percent or more of the bill changers counted during the week have reported variances pursuant to (q) above for a period of three consecutive weeks. The manual meter readings shall continue until the Commission is satisfied that the computer system can accurately read and record the bill changer's meter readings.

Petition for Rulemaking: Slot machine bill changer system.

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

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 the removal of slot storage boxes.

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): revised text and added final phrase regarding the emptying or removing of any slot drop bucket or slot cash storage box. In (b): added new (b)lii, revising old (b)lii deleted (b)2ii, recodifying (b)2i into text of subparagraph (b)2. Revised text at (b)li, adding phrase "When the casino is not open to the public, the ..." to beginning of subparagraph and adding "accounting department members" to identify employees. In (c): stylistic revisions; added new subsection (d), recodifying (d)-(e) as (e)-(f).

Amended by R.1992 d.154, effective April 6, 1992.

See: 24 N.J.R. 57(a), 24 N.J.R. 1379(a).

In (b)-(c), added "casino" to define "security department member". In (c)liii, added reference to "casino security department employees".

Amended by R.1992 d.432, effective November 2, 1992.

See: 24 N.J.R. 2695(a), 24 N.J.R. 4068(c).

Staffing requirements for removal changed in (b).

Amended by R.1993 d.36, effective January 19, 1993.

See: 24 N.J.R. 4026(a), 25 N.J.R. 348(b).

Meters to be read by casino accountants; (g) added procedure for variation of \$25.00 or more.

Administrative correction to (b)lii.

See: 25 N.J.R. 1519(b).

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

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

In (c): added text regarding the utilization of a unique identification number.

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.69, effective February 7, 1994.

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

Amended by R.1994 d.79, effective February 22, 1994.

See: 25 N.J.R. 4873(a), 26 N.J.R. 1110(b).

Amended by R.1994 d.297, effective June 20, 1994.

See: 26 N.J.R. 1440(a), 26 N.J.R. 2594(a).

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.422, effective August 15, 1994.

See: 26 N.J.R. 2213(a), 26 N.J.R. 3464(b).

Amended by R.1994 d.574, effective November 21, 1994.

See: 26 N.J.R. 3606(b), 26 N.J.R. 4639(a).

Amended by R.1995 d.624, effective December 4, 1995.

See: 27 N.J.R. 1789(a), 27 N.J.R. 4915(a).

Amended by R.1995 d.653, effective December 18, 1995.

See: 27 N.J.R. 3598(a), 27 N.J.R. 5044(a).

Amended by R.1996 d.357, effective August 5, 1996.

See: 28 N.J.R. 2355(a), 28 N.J.R. 3821(b).

Amended by R.1996 d.476, effective October 7, 1996.

See: 28 N.J.R. 3521(a), 28 N.J.R. 4517(b).

Amended by R.1997 d.249, effective June 16, 1997.

See: 29 N.J.R. 746(a), 29 N.J.R. 2676(a).

Inserted new (a)1; recodified former (a)1 as (a)2; and in (o), inserted "on the same schedule ...cash storage boxes," and added the last two sentences.

Amended by R.1997 d.425, effective October 6, 1997.  
See: 29 N.J.R. 859(a), 29 N.J.R. 4306(a).

Substantially amended (q) and added (r).

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

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

In (c)2, added language regarding required count room personnel; added a new (c)3; and recodified former (c)3 as (c)4.

Amended by R.1998 d.235, effective May 18, 1998.

See: 30 N.J.R. 810(a), 30 N.J.R. 1851(a).

Inserted references to unsecured coupons and substituted references to Unsecured Bill Changer Currency/Coupon Reports for references to Unsecured Bill Changer Currency Reports throughout; in (e), inserted references to the dollar value of unsecured coupons throughout; in (j), inserted a new 5 and 6, and recodified former 5 as 7; in (m), inserted a reference to the dollar value of unsecured coupons; and in (q)2v, substituted a reference to Unsecured Currency/Coupon Reports for references to Unsecured Currency Reports.

Amended by R.1998 d.493, effective October 5, 1998.

See: 30 N.J.R. 2370(a), 30 N.J.R. 3669(a).

In (q), inserted "the director of surveillance," following "casino controller," in 2.

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

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

Rewrote (a); in (c)2, added new i and recodified existing i and ii as ii and iii; and in (n), inserted a new fourth sentence.

Amended by R.2002 d.367, effective November 18, 2002.

See: 34 N.J.R. 2548(a), 34 N.J.R. 3977(b).

In (q), substituted "\$100" for "25.00" in the introductory paragraph, rewrote the first sentence and added the second sentence in the introductory paragraph of 2, and inserted "pursuant to (q)2 above," in 2v.

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

See: 34 N.J.R. 2012(a), 34 N.J.R. 3977(b), 35 N.J.R. 259(a).

Rewrote the section.

Amended by R.2004 d.52, effective February 2, 2004.

See: 35 N.J.R. 4184(a), 36 N.J.R. 661(b).

In (a), inserted the second sentence in the introductory paragraph.

Amended by R.2005 d.267, effective August 15, 2005.

See: 36 N.J.R. 4431(a), 37 N.J.R. 3069(a).

Rewrote (o) and (q).

Amended by R.2006 d.122, effective April 3, 2006.

See: 37 N.J.R. 4904(a), 38 N.J.R. 1583(b).

In introductory paragraph (a), decreased the frequency of drop slot occurrences from once per month to once every two months; in introductory paragraph (o) and (o)3, deleted "slot drop box buckets, slot drop boxes".

#### Cross References

Accounting controls for the cashiers' cage, satellite cages, master coin bank and coin vaults, see N.J.A.C. 19:45-1.15.

#### 19:45-1.43 Procedure for counting and recording contents of slot drop buckets and slot drop boxes

(a) The opening, counting and recording of the contents of slot drop buckets and slot drop boxes (the "hard count") shall be performed in the count room required pursuant to N.J.A.C. 19:45-1.32 in the presence of a casino key employee who shall be referred to herein as a count room supervisor. The hard count shall be performed by at least three employees (the "count team"), which may include the count room supervisor. Except as otherwise provided in (i) below, the hard count shall be performed in the presence of a Commission inspector. To gain entrance to the count room, a Commission inspector shall present an official identification card issued by the Commission which contains his or her photograph.

(b) Except as otherwise provided in N.J.A.C. 19:45-1.42(c)3, the contents of slot drop buckets and slot drop boxes shall be counted and recorded immediately after removal from their slot machine compartments. If a casino licensee uses the phased collection and transfer procedures authorized by N.J.A.C. 19:45-1.42(c)3, the counting process set forth in (i) below may begin as soon as the slot drop buckets and slot drop boxes from any portion of the casino floor have been secured in the count room. Each casino licensee shall file with the Commission and the Division the specific times during which the contents of slot drop buckets and slot drop boxes shall be counted and recorded.

(c) All members of the count team present in the count room during the counting process shall be required to wear a full-length, one-piece, pocketless outer garment with no openings other than for the hands, feet and neck.

(d) No person shall carry a pocketbook or other container into the count room at any time unless it is transparent.

(e) All persons exiting the count room shall be inspected with a metal detector by a casino security department employee in the presence of a Commission inspector. The counting and recording process shall be discontinued and all coin and slot tokens shall be secured during any work break or emergency where the minimum number of count room personnel required by (a) above are not present or are not capable of performing their responsibilities.

(f) Immediately prior to opening and counting the contents of any slot drop bucket or slot drop box, the doors to the count room shall be securely locked. In addition, prior to opening and counting the first slot drop bucket or slot drop box of a hard count;

1. A count team member shall notify a surveillance department employee assigned to the closed circuit television monitoring room required by N.J.A.C. 19:45-1.10 that the count is about to begin; and

2. The count room supervisor or his or her supervisor shall notify the Commission inspector, in writing, of the name and Commission licensee number of each person who shall participate in the counting process and whether each such individual is scheduled to:

- i. Be present in the count room during the entire counting process;
- ii. Enter the count room during the counting process; or
- iii. Leave the count room prior to the conclusion of the counting process.

(g) No person shall be permitted to enter or leave the count room during the counting process, except in an emergency, unless his or her name is on the written notice required by (f) above and a Commission inspector is present. Notwithstanding the foregoing, if a casino licensee uses the phased

collection and transfer procedures authorized by N.J.A.C. 19:45-1.42(c)3, the names of the personnel required by N.J.A.C. 19:45-1.42(c)2 to transport and secure the collected slot drop buckets and slot drop boxes in the count room (the "collection team") shall not have to be included on the written notice required by (f) above if they enter the count room during the counting process solely for that purpose.

1. If, during the counting process, a casino licensee permits a member of the count team to enter or leave the count room or members of the collection team enter the count room pursuant to the phased collection and transfer procedure authorized by N.J.A.C. 19:45-1.42(c)3, any employee remaining in the count room shall be required to display his or her hands and move to a location away from any coin or slot token until the count team member has entered or left the count room or the transfer of the slot drop boxes and slot drop buckets to the count room has been completed and the collection team has left the count room. All activity in the count room shall be discontinued during any period when a count team member is entering or exiting the count room or a transfer of slot drop boxes and slot drop buckets is taking place.

2. 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, and if a casino licensee uses the phased collection and transfer procedures authorized by N.J.A.C. 19:45-1.42(c)3, when all slot drop buckets and slot drop boxes have been secured inside the count room.

3. The surveillance department shall monitor and make a video recording, with the time and date inserted thereon, of the entire hard count, including any entrance to or exit from the count room by any person during the hard count, any transfer of slot drop buckets or slot drop boxes to the count room conducted pursuant to N.J.A.C. 19:45-1.42(c)3, any storage of slot drop buckets or slot drop boxes in the staging area permitted by N.J.A.C. 19:45-1.42(c)3, and all metal detector inspections performed by casino security. The video recording shall be retained by the surveillance department for at least five days from the date of recordation unless otherwise directed by the Commission or the Division.

(h) No prize tokens, coins or slot tokens shall be removed from the count room after the commencement of the hard count until the hard count has been completed and the prize tokens, coins or slot tokens have been recounted and accepted by a main bank cashier or master coin bank cashier in accordance with (j)4 below.

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

1. Prior to the first slot drop bucket or slot drop box being emptied and counted, employees of the casino licensee shall:

i. Check, in the presence of the Commission inspector, the accuracy of all weighing and counting equipment, with the exception of coin or slot token wrapping machines, to insure proper calibration for each denomination of coin and slot token;

ii. Complete and sign a calibration report; and

iii. Initiate the preparation of a Slot Win Sheet, on which shall be recorded the results of the hard count. The Slot Win Sheet shall be, at a minimum, a two-part form consisting of an original and a duplicate copy unless the casino licensee chooses, pursuant to (j)6 below, to make photocopies of the original Slot Win Sheet, in which case only an original shall be required. Each additional copy of a multi-part Slot Win Sheet shall be clearly labeled as a copy.

2. All slot tokens in denominations of \$25.00 or more shall be counted or weighed at the beginning of the hard count, in the presence of the Commission inspector, except upon notice to and written approval of the Commission's principal inspector at least 24 hours in advance of the rescheduled count of such slot tokens. The casino licensee may count or weigh other denominations of coins or slot tokens at the same time, provided that the high denomination slot token count proceeds to completion without interruption, except as otherwise provided herein. The Commission inspector shall, independently of the casino licensee, record on a countdown sheet the total value of each slot token in a denomination of \$25.00 or more which is counted or weighed. The inspector shall compare the totals on his or her countdown sheet with the value of each of those slot tokens recorded by the hard count team on the Slot Win Sheet, and verify that the amounts are in agreement and are correct, and if not, shall either satisfactorily account for any discrepancies, if possible, or document the incident and promptly report it to the Division. At the conclusion of the hard count, the inspector shall recompare the totals on the countdown sheet with the final totals determined by the casino licensee.

3. Before each slot drop bucket or slot drop box is emptied, one count team member shall hold it up in full view of the closed circuit television camera and the count team member recording the count so as to permit proper recording of the number contained thereon.

4. The contents of each slot drop bucket or slot drop box shall be emptied, counted and recorded separately and such procedures shall at all times be conducted in full view of the closed circuit television cameras located in the count room.

5. The contents of each slot drop bucket or slot drop box shall be emptied separately into either a machine that automatically counts the coins or slot tokens or a scale that automatically weighs the coin or slot tokens; provided, however, that any prize tokens or foreign slot tokens shall

be manually counted and separately recorded on the Slot Win Sheet.

6. Immediately after the contents of each slot drop bucket or slot drop box are emptied into either the counting machine or scale, the inside of the slot drop bucket or slot drop box shall be held up to the full view of the closed circuit television camera and shall be shown to at least one other count team member and the Commission inspector, if present, to assure that all contents of the slot drop bucket or slot drop box have been removed.

7. As the contents of each slot drop bucket or slot drop box are counted by the counting machine or weighed by the scale, one member of the count team shall manually record or cause a computer system to record, in a manner approved by the Commission, the following information on the Slot Win Sheet or a supporting document:

i. The asset number and denomination of the slot machine to which the slot drop bucket or slot drop box contents corresponds, if not preprinted thereon;

ii. The number of coins or slot tokens, or the weight of the coins or slot tokens contained in the slot drop bucket or slot drop box; provided, however, that if the value of the coins or slot tokens is not converted into dollars and cents until after the counting process is completed, the conversion shall be calculated and the dollar value of the drop shall be entered by denomination of the slot machine on the Slot Win Sheet;

iii. The number and dollar value of each denomination of prize token issued by any casino licensee, and the total dollar value of all prize tokens issued by any casino licensee; and

iv. The number and dollar value of each denomination of foreign slot token and the total dollar value of all foreign slot tokens.

8. A Commission inspector may, at any time, require the accuracy of any weighing, wrapping or counting equipment, or the value of any previously weighed, wrapped or counted coin or slot tokens, to be checked or rechecked.

9. After all slot tokens in denominations of \$25.00 or more have been counted, wrapped or placed in racks, and then secured in a manner approved by the Commission, the Commission inspector may leave the count room to perform other functions as required by the Commission. Upon leaving the count room, the inspector shall:

i. Notify the surveillance department of his or her departure; and

ii. Test and activate the light system or other approved device at the count room door required by N.J.A.C. 19:45-1.32(d).

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:
- Compared for agreement with each other and, if applicable, to triplicates or stored data on a test basis;
  - Reviewed for the appropriate number and propriety of signatures on a test basis;
  - Accounted for by series numbers;
  - Tested for proper calculation, summarization, and recording;
  - Subsequently recorded; and
  - Maintained and controlled by accounting department employees.
11. The Slot Win Sheet shall be compared to the Slot Meter Sheet by a casino accounting department employee who shall:
- 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 on the Slot Meter Sheet; 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;
  - Compare for agreement, for each slot machine, Jackpot Payouts to the manual jackpot meter reading recorded on the Slot Meter Sheet;
  - 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
  - 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".

**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 effecting 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 or bill changer may be utilized to accept coupons provided that the acceptance of coupons by an automated coupon redemption machine complies with this section and N.J.A.C. 19:45-1.46A or the

acceptance of coupons by a bill changer complies with this section and N.J.A.C. 19:45-1.46B. If coupons are mailed to a patron pursuant to (q) or (r) below, an automated coupon 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(e), 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 not 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, changeperson, 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.492, 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).

#### **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 the dollar value of the coupon 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 have the capability of establishing the validity of the coupon by comparing the unique code programmed into the machine to the bar code on the coupon referenced in (b) above. Each automated coupon redemption machine shall also have the capability to read the dollar value of the bar coded 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) Any coupon accepted by an automated coupon redemption machine shall be cancelled by the machine 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 another automated coupon redemption machine or a bill changer.

(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, and 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.

(n) A security department representative shall:

1. Escort the slot cashier to the automated coupon redemption machine and observe the filling of the machine;

2. After meeting the signature requirements in (m)6 above, immediately place the duplicate copy of the form into a locked accounting box at the security podium.

(o) 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.

(p) 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.

(q) 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).

#### **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.

(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 not expire, 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)7 below;

4. 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)6 below, and the voucher is forwarded to and accepted by the casino accounting department in accordance with the requirements of this section.

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 forgoing, 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 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;
5. The asset number of the slot machine dispensing the voucher;
6. At least one anti-counterfeiting measure, which shall appear on one or both sides of the voucher;
7. The locations where the voucher may be redeemed and any restriction regarding redemption in accordance with (a)3 above; and
8. 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
3. The gaming voucher was printed as a test gaming voucher in accordance with the provisions of (d)9 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, provide for the following:

1. Upon the presentation of a gaming voucher for redemption, the general cashier, slot cashier, or slot machine shall use the system to verify the validity of the serial number and value of the voucher, and if valid, the 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 presented for redemption to a general cashier or slot cashier shall be transferred to the cashier's cage or count room separately from all other inventory items in accordance with internal controls approved by the Commission; and

- 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;

2. The casino licensee shall maintain a record of all transactions in the 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 of the transaction, 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. Notwithstanding (d)2 above, the casino licensee shall maintain an "unredeemed gaming voucher record" of the information required by (b)1 through 5 above for gaming vouchers that have been issued but not yet redeemed, which record shall be stored in the system for a period of time specified in the casino licensee's internal controls, which period shall not be less than two years from the date of issuance of the voucher, provided that:

- i. Any unredeemed gaming voucher record removed from the system after two years shall be stored and controlled in a manner approved by the Commission;

- ii. Prior to the redemption of a gaming voucher, the complete serial number of the unredeemed voucher shall only be available to the system;

- iii. The redemption of any gaming voucher for which the unredeemed gaming voucher record is not stored in the system shall not result in a deduction from gross revenue, unless the casino licensee has approved internal controls which require that, prior to redemption, the unredeemed gaming voucher record be reloaded into the system, and the validity of the serial number and value of the voucher be subsequently verified by the system; and

- iv. After the redemption of a gaming voucher for which the unredeemed gaming voucher record has been reloaded into the system, the unredeemed gaming voucher record shall be immediately canceled electronically and the gaming voucher redeemed for the value printed thereon;

4. At the end of each gaming day, the system shall generate reports, as approved by the Commission, which reports shall be provided to the casino accounting department, either directly by the system or through the MIS department, for purposes of the reconciliation required by (g) below and 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 redemption location, including at a minimum, the asset number of the slot machine or location if other than a slot machine, the serial number, value, date and time of redemption of each voucher, the total value of all gaming vouchers redeemed at slot machines, and the total value of all gaming vouchers redeemed at locations other than slot machines;

- iii. The unredeemed liability for gaming vouchers;

- iv. 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

- v. Exception reports and audit logs;

5. In accordance with the requirements of N.J.A.C. 19:46-1.20(f), the casino licensee shall immediately report to the Commission and the Division, using a three-part form, at a minimum, any evidence that a gaming voucher has been counterfeited, tampered with, or altered in any way which would affect the integrity, fairness, reliability or suitability of the voucher;

6. Notwithstanding the requirements of (d)1 above, if the system is inoperable rendering it 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, provided that:

- i. The value of the voucher is \$500.00 or less;
- 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. The voucher is physically canceled in a manner required by the casino licensee's approved internal controls and physically segregated and secured until verified and electronically canceled;
- iv. The voucher is verified in the system, pursuant to (d)1 above, and electronically canceled in the system as soon as reasonably practicable upon availability of the system;
- v. The casino licensee shall compute and record on a report the total number and value of all such vouchers redeemed during each cashier's shift; and
- vi. The redemption of such voucher shall not result in a deduction from gross revenue if the voucher is determined to be counterfeit or otherwise invalid, or if the system is unable to subsequently verify the serial number and value of the voucher;

7. 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 an equivalent value of coins or slot tokens that matches the denomination of the coin or slot token which that slot machine is designed to accept in order to activate play, the slot machine shall perform one of the following procedures, as specified in the casino licensee's approved internal controls:

- i. Automatically issue a new gaming voucher containing the value that cannot be completely converted, either immediately or upon the patron's request; or
- ii. Not redeem the gaming voucher and immediately return the voucher to the patron;

8. Any casino licensee that issues a gaming voucher in lieu of equipping a slot machine with a hopper shall have approved internal controls 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, 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; and

9. 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) Nothing in this section shall preclude a casino licensee from issuing a cash complimentary in accordance with the provisions of N.J.A.C. 19:45-1.9 to a patron in accordance with internal controls approved by the Commission for the value printed on a gaming voucher that is not otherwise redeemable in accordance with the requirements of this section.

(g) All gaming vouchers redeemed at locations other than slot machines shall be transferred to the casino accounting department on a daily basis in a manner approved by the Commission. Prior to accepting a transfer of gaming vouchers, a casino accounting representative shall perform a piece count of all vouchers being transferred, record the results of such count on a document as approved by the Commission, and sign the document attesting to the accuracy of the information recorded thereon. All gaming vouchers redeemed by bill changers and counted in the count room in accordance with N.J.A.C. 19:45-1.33 shall be forwarded to the casino accounting department upon conclusion of the count process. 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. Reconcile the serial number and value of gaming vouchers redeemed at locations other than slot machines 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.

v. 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 shall be the lesser of the value of gaming vouchers redeemed, as recorded on the gaming voucher system report required by (d)4ii above, or the total of the 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; 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 accounting 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

vi. 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. Sign each system report or item reviewed in accordance with internal controls approved pursuant to (g), (g)1, and (g)2 above, attesting to the accuracy of the information recorded thereon; and

4. Maintain and control redeemed gaming vouchers until destruction in accordance with the requirements of N.J.A.C. 19:45-1.8.

(h) No adjustment to the value of any gaming voucher shall be made without the approval of the Commission.

(i) 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).

#### 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 and redemption location other than a slot machine that redeems gaming vouchers shall be connected to such a system, provided that no slot 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.

(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 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. Validate the data type and format of all inputs to critical fields and reject any corrupt data;
3. 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;
4. 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 serial number and value prior to redeeming the gaming voucher; and
  - ii. Not be used to satisfy any other requirements of this chapter; and
5. 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 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).

## 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, inadvertent 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 computer, while partition managers using hardware and software that are not part of a remote computer may be utilized to perform other functions for a remote computer that are approved by the Commission;

ii. A separate and distinct partition for each casino computer system, that complies with the following requirements:

(1) The partition shall be limited to maintaining the software and data of the casino licensee or affiliate for which the partition has been established;

(2) The MIS security officer of the casino licensee for which the partition has been established shall be responsible for maintenance of access codes to the partition;