

## CHAPTER 45

## ACCOUNTING AND INTERNAL CONTROLS

## Authority

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

## Source and Effective Date

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

## Chapter Expiration Date

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

## Chapter Historical Note

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

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

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

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

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

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

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

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

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

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

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

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## 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.

(i) Licensees shall report to the Commission essential details of any loans, borrowings, installment contracts, guarantees, leases, or capital contributions no later than 10 days after the end of the month in which the transaction or event occurs.

(j) Copies of all financial statements and statistical reports required to be filed with the Commission shall be furnished by the licensee to the Division.

As amended, R.1984 d.135, effective August 16, 1984.  
See: 16 N.J.R. 361(a), 16 N.J.R. 927(a).

(c): delete alternative basis for quarterly reports.  
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.2005 d.86, effective March 7, 2005.  
See: 36 N.J.R. 623(a), 37 N.J.R. 789(a).

In (d), inserted reference to "Chief Gaming Executive".  
Petition for Rulemaking.  
See: 37 N.J.R. 812(a).

### 19:45-1.7 Annual audit and other reports

(a) Each casino licensee, unless specifically exempted by the Commission, shall, at its own expense, cause its annual financial statements to be audited in accordance with generally accepted auditing standards by an independent certified public accountant licensed to practice in the State of New Jersey.

(b) The annual financial statement shall be prepared on a comparative basis for the current and prior calendar year, and shall present financial position and results of operations in conformity with generally accepted accounting principles.

(c) The financial statements required by this section shall include a footnote reconciling and explaining any differences between the financial statements included in the casino licensee's annual report, filed in conformity with N.J.A.C. 19:45-1.6, and the audited financial statements. Such footnote shall, at a minimum, disclose the effect of such adjustments on:

1. Revenues from the casino and authorized games in the casino simulcasting facility;
2. Casino simulcasting revenues;
3. Revenues net of complimentary services;
4. Total costs and expenses;
5. Income before extraordinary items; and
6. Net income.

(d) Two copies of the audited financial statements, together with the report thereon of the casino licensee's independent certified public accountant, shall be filed with the Commission and the Division not later than April 30 following the end of the calendar year.

(e) Each licensee shall require its independent certified public accountant to render the following additional reports:

1. Report on material weaknesses in internal accounting control. Whenever in the opinion of the independent certified public accountant there exists no material weaknesses in internal accounting control, the report shall so state.

2. Report expressing the opinion of the independent certified public accountant that based on his examination of the financial statements the licensee has followed, in all material respects during the period covered by his examination, the system of internal accounting control approved by the Commission. Whenever, in the opinion of the independent certified public accountant, the licensee has materially deviated from the system of internal accounting control approved by the Commission or the accounts, records, and control procedures examined are not maintained by the licensee in accordance with the Casino Control Act and this chapter, the report shall enumerate such deviations and such areas of the system no longer considered effective, and shall make recommendations regarding improvements in the system of internal accounting control.

3. The licensee shall prepare a written response to the independent certified public accountant's reports required by (e) 1 and 2 above. The response shall indicate, in detail, the corrective actions taken. Such response shall be submitted to the Commission and Division within 90 days from receipt of the independent certified public accountant's reports.

(f) In accordance with the requirements of section 146 of the Casino Control Act, each licensee who has made a decision to pay the in lieu taxes prescribed by that section on his licensed premises and whose decision has been approved by the Commission shall file with the Department of the Treasury, not later than 90 days following the completion of the project, a schedule which details by major classification, the costs incurred in the project. Accompanying the schedule shall be a report expressing the opinion of the licensee's independent certified public accountant that such costs are presented fairly in such schedule.

(g) Two copies of the reports required by (e) above, and two copies of any other reports on internal accounting control, administrative controls, or other matters relative to the licensee's accounting or operating procedures rendered by the licensee's independent certified public accountant, shall be filed with the Commission and the Division by the licensee by April 30 following the end of the calendar year or upon receipt, whichever is earlier.

(h) If the casino licensee or any of its affiliates is publicly held, the licensee or the affiliate shall submit five copies to the Commission and one copy to the Division of any report, including, but not limited to, forms S-1, 8-K, 10-Q, 10-K, proxy or information statements and all registration statements, required to be filed by such licensee or affiliates with the Securities and Exchange Commission or other domestic

or foreign securities regulatory agency, at the time of filing with such commission or agency.

(i) If an independent certified public accountant who was previously engaged as the principal accountant to audit the casino licensee's financial statements resigns or is dismissed as the casino licensee's principal accountant, or another independent certified public accountant is engaged as principal accountant, the casino licensee shall file a report with the Commission and the Division within 10 days following the end of the month in which such event occurs, setting forth the following:

1. The date of such resignation, dismissal or engagement.

2. Whether in connection with the audits of the two most recent years preceding such resignation, dismissal, or engagement there were any disagreements with the former accountant on any matter of accounting principles or practices, financial statement disclosure, or auditing scope or procedure, which disagreements if not resolved to the satisfaction of the former accountant would have caused him to make reference in connection with his report to the subject matter of disagreement, including a description of each such disagreement. The disagreements to be reported include those resolved and those not resolved.

3. Whether the principal accountant's report on the financial statements for any of the past two years contained an adverse opinion or disclaimer of opinion or was qualified. The nature of such adverse opinion, disclaimer of opinion, or qualification shall be described.

4. The casino licensee shall request the former accountant to furnish to the casino licensee a letter addressed to the Commission, with a copy furnished to the Division, stating whether he agrees with the statements made by the casino licensee in response to (i) of this section. Such letter shall be filed with the Commission as an exhibit to the report required by (i) of this section.

Amended by R.1981 d.272, effective September 10, 1981.

See: 13 N.J.R. 47(c), 13 N.J.R. 628(a).

Amended by R.1991 d.470, effective September 16, 1991.

See: 23 N.J.R. 2006(a), 23 N.J.R. 2868(b).

In subsections (b), (d) and (g), deleted "fiscal" from text to update rule.

Amended by R.1992 d.500, effective December 21, 1992.

See: 24 N.J.R. 3225(a), 24 N.J.R. 4563(a).

In (h), added copy requirements, including proxy and registration statements.

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 at (c)1 and 2.

Amended by R.1996 d.29, effective January 16, 1996.

See: 27 N.J.R. 4176(a), 28 N.J.R. 282(a).

(e)2 required reported deviations to be material.

#### 19:45-1.8 Retention, storage and destruction of books, records and documents

(a) All original books, records and documents pertaining to the casino licensee's operations and approved hotel shall be:

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

2. Retained on the site of the approved hotel building or at another secure location approved in accordance with (d) below for the time period specified in (c) below;

3. Held immediately available for inspection by agents of the Commission and Division during all hours of operation;

4. Organized and indexed in such a manner so as to provide immediate accessibility to agents of the Commission and Division; and

5. Destroyed only after:

i. Expiration of the minimum retention period specified in (c) below, except that the Commission may, upon the written petition of any casino licensee and for good cause shown, permit such destruction at an earlier date; and

ii. Written notice to the Commission and Division in accordance with (f) below.

(b) For the purposes of this section, "books, records and documents" shall be defined as any book, record or document pertaining to, prepared in or generated by the operation of a casino, a casino simulcasting facility, a multi-casino progressive slot system or an approved hotel including, but not limited to, all forms, reports, accounting records, ledgers, subsidiary records, computer generated data, internal audit records, correspondence and personnel records. This definition shall apply without regard to the medium through which the record is generated or maintained, for example, paper, magnetic media or encoded disk.

(c) All original books, records and documents shall be retained by a casino licensee in accordance with the following schedules. For purposes of this subsection, "original books, records or documents" shall not include copies of originals, except for copies which contain original comments or notations or parts of multi-part forms.

1. The following original books, records and documents shall be retained indefinitely unless destruction is requested by the casino licensee and approved by the Commission:

i. Corporate records required by N.J.A.C. 19:45-1.4;

ii. Records of corporate investigations and due diligence procedures;

iii. Current casino and casino key employee personnel files; and

iv. A record of any original book, record or document destroyed, identifying the particular book, record or document, the period of retention and the date of destruction.

2. The following original books, records and documents shall be retained by a casino licensee for a minimum of five years:

- i. Gaming-related documents not otherwise specified in (c)3 below, including, without limitation, records concerning gaming-related casino service industries;
- ii. Personnel files of terminated casino and casino key employees; and
- iii. Any other original book, record or document not otherwise specified in this subsection.

3. The following original books, records and documents shall be retained by a casino licensee for a minimum of four years from the date of the actual filing of the gross revenue tax return pursuant to N.J.A.C. 19:54-1.7 for the tax year in which the book, record or document was generated:

- i. Casino cage documents;
- ii. Documentation supporting the calculation of table game win;
- iii. Except as otherwise provided in (c)6 and 8 below, documentation supporting the calculation of slot machine win;
- iv. Suspicious gaming vouchers and unverified gaming vouchers;
- v. Documentation supporting the calculation of poker revenue;
- vi. Documents associated with the accounting and reconciliation of assets contained within the keno drawers, including the reporting of overages and shortages, keno fill slips, keno credit slips, keno count sheets and reports generated by the keno computer system;
- vii. Documentation supporting the calculation of the provision for uncollectible patron checks pursuant to N.J.A.C. 19:54-1.6; and
- viii. Suspicious gaming voucher reports; unscanned gaming voucher transfer forms; unverified gaming voucher transfer forms; gaming voucher receipts; unverified gaming voucher logs; unverified gaming voucher log summary reports; and all documents associated with investigations of unverified gaming vouchers conducted pursuant to N.J.A.C. 19:45-1.54(d)12 and 13.

4. The following original books, records and documents shall be retained by a casino licensee for a minimum of three years:

- i. Hotel income audit documents, including, without limitation, telephone call records and charges;
- ii. Non-gaming hotel-related documents, including, without limitation, records concerning hotel guests; records concerning banquets; food and beverage docu-

ments; records of retail stores, accounts receivable and other records of transactions in which the casino licensee is a vendor; and entertainment records;

- iii. Payroll records, except as provided in (c)1 above;
- iv. Signature cards of terminated employees;
- v. Marketing department records;
- vi. Security incident reports;
- vii. Insurance department records relating to guest claims and copies of arrest records;
- viii. Credit union records;
- ix. Hotel-related documents which pertain to the purchasing department and accounts payable department;
- x. Patron gaming records;
- xi. Records concerning junkets;
- xii. Petty cash documentation;
- xiii. General ledgers and supporting journals; and
- xiv. Accounts receivable documents from store rentals and travel wholesalers.

5. The following original books, records and documents shall be retained by a casino licensee for a minimum of one year:

- i. Complimentary settled guest checks;
- ii. Card and dice transaction and inventory reports;
- iii. Returned check aging reports, except for year-end reports;
- iv. Vendor registration forms;
- v. Register tapes and room service checks;
- vi. Files and workpapers used to prepare budgets;
- vii. Records generated by the mailroom;
- viii. Advertising records;
- ix. Slot department daily activity logs;
- x. Surveillance employee duty logs including, but not limited to, those required pursuant to N.J.A.C. 19:45-1.10(d), VCR/tape logs, surveillance department visitor logs, and equipment malfunction reports;
- xi. Any document, except for a document specified in (c)3ii through vi above, for which the casino licensee can demonstrate that the information contained thereon is duplicative or less than that recorded on another document retained in accordance with (c)1 through 4 above;
- xii. Daily operating reports generated by multi-casino progressive slot systems;

xiii. Logs of all multi-casino progressive slot system events and problems;

xiv. With the exception of cashed pari-mutuel tickets and credit vouchers, the original books, records and documents related to the revenues and expenses of casino simulcasting, including, but not limited to, all reports generated by the totalisator and all records maintained in accordance with N.J.A.C. 19:45-1.2(c)10, shall be retained by a casino licensee or hub facility for a minimum of one year; and

xv. Any and all reports or documents prepared pursuant to or in connection with N.J.A.C. 19:48-3 relating to the forfeiture of winnings or things of value obtained by a prohibited person as defined in that subchapter.

6. The following original books, records and documents shall be retained by a casino licensee for a minimum of six months:

i. Except as provided in (c)11xxiv below, coupons entitling patrons to cash, slot tokens, gaming chips, plaques, simulcasting wagers, progressive wager coupons or match play coupons, including unused, voided and redeemed coupons;

ii. Gaming vouchers redeemed at any location other than a slot machine pursuant to N.J.A.C. 19:45-1.54, and which have been verified and electronically cancelled by the gaming voucher system;

iii. Voided gaming vouchers;

iv. Redeemed or voided keno tickets;

v. The following hotel income audit documents: Cashier reports, room tally reports, over/short reports, rate variations and missing check reports;

vi. Load count arrival forms;

vii. Credit card settled guest checks pertaining to restaurant and bar charges;

viii. Room charge settled guest checks pertaining to restaurant and bar charges;

ix. Credit card vouchers used to settle guest checks in restaurants and bars;

x. Guest check control sheets used to control the issuance and return of guest checks to cashiers, bartenders and food servers;

xi. Credit applications with unused lines of credit;

xii. Zeroed-out countercheck envelopes;

xiii. Emergency drop box approval forms; and

xiv. Solicited resumes or employment applications, provided that such documents pertain to persons who were not hired by the casino licensees.

7. The following original books, records and documents shall be retained by a casino licensee for a minimum of 90 days:

i. Coin bag tags, provided that the information contained thereon is duplicative or less than that recorded on another document; and

ii. Documents relating to promotions, such as entry forms and game tickets.

8. The following original books, records and documents shall be retained by a casino licensee for a minimum of 30 days:

i. Hotel cashier envelopes.

9. The following original books, records and documents shall be retained by a casino licensee for a minimum of seven days and may be destroyed without the notice required by (f) below unless the Commission or Division directs otherwise pursuant to (g) below:

i. Pari-mutuel tickets and credit vouchers which have been cashed, cancelled or refunded in the casino licensee's casino simulcasting facility;

ii. Gaming vouchers redeemed at slot machines pursuant to N.J.A.C. 19:45-1.54, and which have been verified and electronically cancelled by the gaming voucher system;

iii. Contribution invoices sent to casino licensees participating in a multi-casino progressive slot system; and

iv. Jackpot activity reports generated by a multi-casino progressive slot system.

10. The following original books, records and documents do not have to be retained by a casino licensee for any minimum period of time, but may be destroyed only upon notice in accordance with (f) and (g) below:

i. Any serially pre-numbered form required by Commission rules that is blank or unused, unless otherwise specified by this section; and

ii. Any original book, record or document that has been copied and stored on a microfilm, microfiche or other media system approved by the Commission.

11. The following original books, records and documents do not have to be retained by a casino licensee for any minimum period of time and may be destroyed without the notice required by (f) below:

i. Parking ticket stubs;

ii. Coat check tickets;

iii. Housekeeping reports;

iv. Maintenance department records;

v. Patron mailing lists;

- vi. Blank entry forms;
- vii. Bellman and baggage forms;
- viii. Cash settled guest checks;
- ix. Food credit and complimentary beverage coupons;
- x. Drink chits;
- xi. Food and beverage order slips;
- xii. Bottle sales slips;
- xiii. Showroom starter slips;
- xiv. Communication department records;
- xv. Unsolicited resumes or letters requesting employment;
- xvi. Register tapes, provided that the information contained thereon is duplicative or less than that recorded on another document retained in accordance with (c)3 above;
- xvii. Survey questionnaires regarding service in the casino hotel;
- xviii. Records of hours worked by persons employed in gaming-related positions in an abstract or other readily accessible format;
- xix. Any blank or unused form except as provided in (c)8i above, unless otherwise specified by this section;
- xx. Keno requests;
- xxi. Laundry charges;
- xxii. Slot machine meter reports generated by a multi-casino progressive slot system;
- xxiii. Handle pull or play reports generated by a multi-casino progressive slot system; and
- xxiv. Any coupon issued and mailed or otherwise given to a patron and subsequently returned unused to the sender, provided that all reconciliations required pursuant to N.J.A.C. 19:45-1.46 and the casino licensee's approved internal controls have been conducted and resolved, and that any coupons with unresolved discrepancies are retained in accordance with (c)6i above.

(d) A casino licensee may petition the Commission at any time for approval of a facility off the site of the approved hotel building to be used to generate or store original books, records and documents. Such petition shall include:

1. A detailed description of the proposed off-site facility, including security and fire safety systems; and
2. The procedures pursuant to which Commission and Division agents will be able to gain access to the original books, records and documents retained at the off-site facility.

(e) A casino licensee may petition the Commission for approval of a microfilm, microfiche or other suitable media system for the copying and storage of original books, records and documents. Such a system shall be approved if it contains the following elements to the satisfaction of the Commission:

1. A system that provides for the processing, preservation and maintenance of books, records and documents in a form which makes them readily available for review and copying on the site of the approved hotel building or other site approved by the Commission;
2. A system of inspection and quality control which ensures that microfilm, microfiche or other media when displayed on a reader (viewer) or reproduced on paper exhibit a high degree of legibility and readability;
3. A reader-printer available for use by the Commission or Division on the site of the approved hotel building or other site approved by the Commission which permits the ready location, reading and reproduction of any book, record or document being stored on microfilm, microfiche or other media; and
4. A detailed index of all microfilmed, microfiched or other stored data maintained and arranged in such a manner as to permit the immediate location of any particular book, record or document.

(f) A casino licensee shall, except as otherwise provided in (c) above, notify the Commission and the Division in writing at least 15 days prior to the scheduled destruction of any original book, record or document. Such notice shall list each type of book, record and document scheduled for destruction, including a description sufficient to identify the books, records and documents included; the retention period; and the date of destruction. Each casino licensee shall retain this record of destruction in accordance with (c)1 above.

(g) The Commission or the Division may prohibit the destruction of any original book, record or document by so notifying the casino licensee in writing within 15 days of receipt of the notice of destruction pursuant to (f) above or, in the case of a book, record or document governed by (c)9 above, within the seven-day retention period. Such original book, record or document may thereafter be destroyed only upon notice from the Commission or Division, or by order of the Commission upon the petition of the casino licensee or by the Commission on its own initiative.

(h) The casino licensee may utilize the services of a disposal company for the destruction of any books, records or documents except those related to credit. Any cash complimentary coupons to be destroyed by a disposal company shall be cancelled with a void stamp, hole punch or similar device, or must contain a clearly marked expiration date which has expired.

(i) Nothing herein shall be construed as relieving a casino licensee from meeting any obligation to prepare or maintain

any book, record or document required by any other Federal, state or local governmental body, authority or agency.

Amended by R.1983 d.112, effective March 29, 1983.  
See: 15 N.J.R. 257(a), 15 N.J.R. 627(b).

Originally filed as an emergency adoption (R.1983 d.37) on January 27, 1983. Readopted as R.1983 d.112. Repealed section on junkets which are now codified at N.J.A.C. 19:49.

New Rule, R.1985 d.51, effective February 19, 1985.

See: 16 N.J.R. 3303(a), 17 N.J.R. 481(a).

Amended by R.1992 d.361, effective September 21, 1992.

See: 24 N.J.R. 2348(b), 24 N.J.R. 3332(a).

Revised to meet statutory changes regarding records retention, storage and destruction. Eliminate current petition process for records destruction and off-site record generation or storage. In (a)2: revised text to reference new text at (c) and (d). Added (a)5. At (b): added final sentence regarding the medium. Added new subsection (c). Recodified (c) as new (d), deleting existing (d). Deleted existing (c)1, recodifying (c)2 as new (c)1 and recodifying existing (c)5 as (c)2, with no change in text. Deleted existing (f) and added (f)-(h), recodifying existing (g) as (i), with no change in text.

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.110, effective March 1, 1993.

See: 24 N.J.R. 3694(b), 25 N.J.R. 1008(b).

Record retention schedule revised at (c).

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.138, effective March 21, 1994.

See: 25 N.J.R. 5905(a), 26 N.J.R. 1376(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.123, effective March 4, 1996.

See: 27 N.J.R. 4993(a), 28 N.J.R. 1403(b).

Amended by R.1996 d.438, effective September 16, 1996.

See: 28 N.J.R. 3243(a), 28 N.J.R. 4235(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.1998 d.124, effective March 2, 1998.

See: 29 N.J.R. 4743(a), 30 N.J.R. 868(a).

In (c)4, rewrote xv; in (c)5, inserted a new ix and xi and recodified former ix as xi.; and in (c)6, added xii.

Amended by R.2005 d.101, effective April 4, 2005.

See: 36 N.J.R. 4880(a), 37 N.J.R. 1086(a).

Rewrote (c).

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

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

Rewrote (c).

Amended by R.2005 d.354, effective October 17, 2005.

See: 37 N.J.R. 1136(a), 37 N.J.R. 4040(a).

In (b), added “, a multi-casino progressive slot system”; rewrote (c).

Amended by R.2006 d.275, effective July 17, 2006.

See: 38 N.J.R. 1420(a), 38 N.J.R. 3066(c).

Rewrote (c)9 through 11; in (f) inserted “, except as otherwise provided in (c) above,”; and in (g), deleted “the” preceding “receipt”; inserted “the” preceding “notice”, and inserted “or, in the case of a book, record

or document governed by (c)9 above, within the seven-day retention period” at the end of the first sentence.

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

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

In the introductory paragraph of (c), inserted the comma following “copies”; rewrote (c)3iv; in (c)3vi, deleted “and” from the end; in (c)3vii, substituted “; and” for a period at the end; and added (c)3viii.

Amended by R.2008 d.371, effective December 15, 2008.

See: 40 N.J.R. 4757(a), 40 N.J.R. 7001(b).

In the introductory paragraph of (c)6, substituted “original” for “originals”; in (c)6i, substituted “Except as provided in (c)11xxiv below, coupons” for “Coupons” and “, plaques,” for “or plaques or”; in (c)11xxii, deleted “and” from the end; in (c)11xxiii, substituted “; and” for a period at the end; and added (c)11xxiv.

Amended by R.2009 d.310, effective October 19, 2009.

See: 41 N.J.R. 2640(a), 41 N.J.R. 3960(b).

In (c)5xiii, deleted “and” at the end; in (c)5xiv, substituted “; and” for a period at the end; and added (c)5xv.

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

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

In the introductory paragraph of (c), deleted a comma following the second occurrence of “copies”; and in (c)3viii, substituted “(d)12 and 13” for “(d)13 and 14”.

### 19:45-1.9 Complimentary services or items

(a) A complimentary service or item is a service or item provided directly or indirectly by a licensee at no cost or at a reduced price.

(b) No casino licensee may offer or provide any complimentary services, gifts, cash or other items of value to any person except as authorized by N.J.S.A. 5:12-102(m). Each casino licensee shall, pursuant to the provisions of N.J.S.A. 5:12-99a(2) and N.J.A.C. 19:45-1.3, prepare and maintain internal controls for the authorization and issuance of complimentary services and items, including cash and noncash gifts issued pursuant to N.J.S.A. 5:12-102(m) and N.J.A.C. 19:45-1.9B. Such internal controls shall include, without limitation, the procedures by which the casino licensee delegates to its employees the authority to approve the issuance of complimentary services and items and the procedures by which conditions or limits, if any, which may apply to such authority are established and modified, including limits based on relationships between the authorizer and recipient, and shall further include effective provisions for audit purposes. Notwithstanding the foregoing:

1. Internal controls for complimentary distribution programs shall be subject to the requirements of N.J.A.C. 19:45-1.46;

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, keno satellite booths and keno lockers;

xi. 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, a gaming voucher system pursuant to N.J.A.C. 19:45-1.55 and a slot monitoring system approved to conduct manual slot payouts pursuant to N.J.A.C. 19:45-1.40F;

xii. The operation of automated jackpot payout machines, gaming voucher redemption machines, gaming voucher systems and electronic transfer credit systems; and

xiii. 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, is connected to a progressive payout meter displaying a potential payout of \$35,000 or more, or offers the fire bet in the game of craps;
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.

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

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

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

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

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

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

#### 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 in-

clude, 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 re-

ording 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

(i) No provision of this section or any other Commission rule shall be construed so as to limit a casino licensee's discretion in utilizing a particular job title for any position in its jobs compendium.

New Rule, R.1986 d.240, effective July 7, 1986.

See: 17 N.J.R. 2747(a), 18 N.J.R. 1402(c).

Petition for Rulemaking: Job descriptions.

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

Amended by R.1989 d.169, effective March 20, 1989.

See: 20 N.J.R. 3120(b), 21 N.J.R. 780(a).

(b)2: deleted requirement concerning number of persons employed and added "date of submission" language. (b)3: added "at a minimum" to "Each job description . . ." and deleted iv and v. Existing vi through x redesignated iv through viii; added ix. (c)1: added "changes in page numbers" requirement; in (c)2, (b) above was (b)3 above. Added new (d) and changed existing (d) to (d)1, with changes; added (d)2.

Amended by R.1990 d.523, effective November 5, 1990.

See: 22 N.J.R. 2253(a), 22 N.J.R. 3391(b).

Deleted requirement that a casino licensee file job compendium with Division of Gaming Enforcement.

Administrative Correction to section heading.

See: 25 N.J.R. April 5, 1993.

Amended by R.1994 d.140, effective March 21, 1994.

See: 26 N.J.R. 114(a), 26 N.J.R. 1379(a).

Amended by R.1996 d.249, effective June 3, 1996.

See: 28 N.J.R. 1360(b), 28 N.J.R. 3008(a).

#### **19:45-1.12 Personnel assigned to the operation and conduct of gaming**

(a) Each casino licensee shall be required to employ the personnel herein described in the operation of its casino and casino simulcasting facility, regardless of the position titles assigned to such personnel by the casino licensee in its approved jobs compendium. Functions described in this section shall be performed only by persons holding the appropriate license required by the casino licensee's approved jobs compendium to perform such functions, or by persons holding the appropriate license required by the casino licensee's approved jobs compendium to supervise persons performing such functions, subject to the limitations imposed by N.J.A.C. 19:45-1.11(a).

1. Each casino licensee shall at all times maintain a level of staffing that ensures the proper operation and effective supervision of all authorized games and simulcast wagering in the casino and casino simulcasting facility.

2. Each casino licensee shall be required to employ a person referred to herein as a casino manager. The casino manager shall be the executive assigned the responsibility and authority for the supervision and management of the overall operation of a casino licensee's casino games department including, without limitation, the hiring and terminating of all casino personnel and the creation of high employee morale and good customer relations, all in accordance with the policies and practices established by the casino licensee's board of directors or non-corporate equivalent.

i. In the absence of the casino manager and the assistant casino manager, should the establishment have an assistant casino manager, a table games shift manager

or slot shift manager, as applicable, who is employed within the casino games department shall be designated by the casino licensee as the person responsible for the overall operation of the casino games department and such person shall have the authority of a casino manager.

ii. Notwithstanding the foregoing, if a casino licensee chooses, pursuant to N.J.A.C. 19:45-1.11(b)4, to establish an independent slot department or an independent keno department, the independent slot department shall be supervised and managed by a slot department manager in accordance with (h)5 below, and the independent keno department shall be supervised and managed by a keno manager in accordance with (k)3 below.

(b) The following personnel shall be used to operate the table games in an establishment:

1. Casino clerk shall be the person located at a desk in the pit to prepare documentation required for the operation of table games including, without limitation, Requests for Fills, Requests for Credits, Counter Checks and documents that evidence the exchange of gaming chips or plaques as part of credit or debit card chip transactions.

2. Dealers shall be the persons assigned to each table game to directly operate and conduct the game.

3. Stickperson shall be the dealer assigned to each craps table to control the dice and may be responsible for the proposition wagers made at the craps table. At the casino licensee's option, a stickperson may also be assigned to a mini-craps table, in addition to the required dealer, to control the dice and may be responsible for the proposition wagers made at the mini-craps table.

4. Boxperson shall be the first level supervisor assigned the responsibility of directly participating in and supervising the operation and conduct of the craps game.

5. Floorperson shall be the second level supervisor assigned the responsibility for directly supervising the operation and conduct of a craps game, and the first level supervisor assigned the responsibility for directly supervising the operation and conduct of all other table games.

6. Except as provided in (b)8ii below, pit boss shall be the third level supervisor assigned the responsibility for the overall supervision of the operation and conduct of a craps game and the second level supervisor assigned the responsibility for the overall supervision of the operation and conduct of all other table games other than poker.

7. Poker shift supervisor shall be licensed as a casino key employee and shall be the supervisor assigned and present during a shift with the responsibility for directly supervising all activities related to the operation and conduct of poker. A poker shift supervisor may also

supervise table games other than poker in lieu of a pit boss in accordance with the provisions of this section.

8. Table games shift manager shall be the supervisor assigned to each shift with the responsibility for the supervision of table games conducted in the casino and casino simulcasting facility; provided, however, that:

i. If a casino licensee chooses, pursuant to N.J.A.C. 19:45-1.11(b)4, to establish an independent slot department, a casino manager may personally perform the required duties of a table games shift manager when the casino manager is present in the casino; and

ii. A casino licensee may, as part of its revised supervision plan as set forth in (e) below, permit its table games shift manager to provide a break, for a reasonable period of time, for a pit boss on duty during the hours of 12:00 A.M. to 12:00 P.M.

(c) Each casino licensee shall maintain the following minimum levels of staffing:

1. One casino clerk shall be assigned to the entire casino facility;

2. One dealer shall be assigned to each table for any table game other than craps and baccarat;

3. Three dealers shall be assigned to each craps and baccarat table;

4. One boxperson shall be assigned to each craps table;

5. One floorperson shall supervise not more than:

i. Four tables comprised of any combination of table games excluding baccarat, minibaccarat (when using the dealing procedure in N.J.A.C. 19:47-7.7(c)3), craps, mini-craps and pai gow;

ii. One baccarat table;

iii. As to the game of minibaccarat, when using the dealing procedure in N.J.A.C. 19:47-7.7(c)3:

(1) Two minibaccarat tables using the dealing procedure in N.J.A.C. 19:47-7.7(c)3; or

(2) One minibaccarat table using the dealing procedure in N.J.A.C. 19:47-7.7(c)3 and one table of any other table game excluding baccarat, mini-craps and pai gow (unless the pai gow table has continuous, dedicated surveillance camera coverage);

iv. As to the game of craps:

(1) Two craps tables; or

(2) One craps table and one table of any other table game excluding baccarat, mini-craps and pai gow;

v. One mini-craps table;

vi. As to the game of pai gow:

(1) One pai gow table;

(2) Two pai gow tables if the tables are in a side-by-side configuration and continuous, dedicated surveillance camera coverage is maintained for the pai gow tables; or

(3) One pai gow table with continuous, dedicated surveillance camera coverage and one table of any other table game excluding baccarat, craps and mini-craps; or

vii. As to the game of poker:

(1) Four poker tables if the poker shift supervisor is supervising both poker tables and table games other than poker;

(2) Eight poker tables if the poker shift supervisor is supervising only poker tables; or

(3) Ten poker tables if the poker shift supervisor is supervising only poker tables and no floorperson assigned to poker by a casino licensee has any responsibilities for seating players;

6. One pit boss shall supervise not more than 24 gaming tables, provided that all of the tables are within view of each other; and

7. One poker shift supervisor shall supervise all open poker tables; provided, however, that the poker shift supervisor may supervise a total of not more than 16 poker tables and table games other than poker (in lieu of a pit boss) if fewer than 16 poker tables are open.

(d) Notwithstanding the provisions of (c)5 above:

1. If a casino licensee has six or fewer poker tables open for gaming activity, no poker floorperson shall be required and the poker tables may be supervised by the poker shift supervisor, provided that the poker shift supervisor is not supervising any other table games; and

2. If a casino licensee has at least one but fewer than four poker tables open for gaming activity, the poker shift supervisor may supervise any combination of not more than four poker tables and table games other than poker (in lieu of a pit boss) and no floorperson shall be required to supervise the poker tables provided that the floorperson supervision requirements for games other than poker are satisfied.

(e) Notwithstanding the provisions of (c) above, a casino licensee may implement a plan for revised supervision by floorpersons, poker shift supervisors, pit bosses or slot shift managers. A plan for revised supervision of table games shall not include any gaming tables at which the cards shall be used for more than 24 hours pursuant to N.J.A.C. 19:46-1.18(g)7. In any plan for revised supervision:

1. One floorperson may supervise not more than six tables comprised of any combination of table games

excluding baccarat, minibaccarat (when using the dealing procedure in N.J.A.C. 19:47-7.7(c)3), craps, mini-craps, pai gow and blackjack when offering the streak wager permitted under N.J.A.C. 19:47-2.22;

2. One pit boss may supervise not more than 30 gaming tables, provided that all of the tables are within view of each other;

3. One poker shift supervisor may supervise a total of not more than 24 poker tables and gaming tables other than poker (in lieu of a pit boss), provided that:

i. The poker shift supervisor is supervising all poker tables which are open to the public; and

ii. One floorperson may supervise not more than six poker tables;

4. One floorperson may supervise two craps tables and one additional table of any other table game excluding baccarat, minibaccarat (when using the dealing procedure in N.J.A.C. 19:47-7.7(c)3), mini-craps and pai-gow;

5. One floorperson may supervise one craps table and two additional tables comprised of any combination of table games excluding baccarat, minibaccarat (when using the dealing procedure in N.J.A.C. 19:47-7.7(c)3), mini-craps and pai gow;

6. One floorperson assigned to poker may supervise not more than 10 poker tables if the poker shift supervisor is supervising only poker tables;

7. One floorperson assigned to poker may supervise not more than 12 poker tables if the poker shift supervisor is supervising only poker tables and no floorperson assigned to poker has any responsibilities for seating players; and

8. If a casino licensee chooses to establish slot and keno operations in the same department, as permitted under N.J.A.C. 19:45-1.11(b), a slot shift manager may simultaneously assume the responsibility of keno supervisor.

(f) The casino manager or table games shift manager shall notify the Commission and the Division no later than 24 hours in advance of implementing or changing any plan for revised supervision for table games, and the slot shift manager or keno supervisor shall provide such notification for keno, provided, however, that notice may be provided less than 24 hours in advance in circumstances which are emergent or may otherwise not reasonably be anticipated.

1. Any notice for a plan for revised supervision of table games shall include, without limitation, the following information:

i. The pit number and configuration of any pit affected;

ii. The type, location and table number of any table affected;

iii. The standard staffing level required for the gaming table or tables and the proposed variance therefrom;

iv. The start date and time, and the duration, of the revised supervision; and

v. The basis for the decision to revise the number of supervisory personnel, which shall include any relevant factors which demonstrate that proper operation and effective supervision of the affected gaming tables will be maintained, including, as applicable, a showing:

(1) That the revised supervision is justified by a reduced volume of play at the specified times and gaming tables in the casino or casino simulcasting facility;

(2) That the particular dealers or supervisors assigned to the affected tables possess a degree of skill and experience indicative of sufficient ability to operate the affected tables with revised supervision, in which case a record of the personnel assigned to such tables during the period or revised supervision shall be maintained;

(3) That a reduced number of gaming tables will be operating in the affected pits, which are in a configuration to ensure proper supervision and operation; or

(4) Any other facts or circumstances which establish that a revision in the number of supervisory personnel is appropriate.

2. Any notice for a plan for revised supervision for keno operations shall include, without limitation, the following information:

i. The start date and time, and the duration, of the revised supervision; and

ii. The basis for the decision to consolidate the supervisory responsibilities in one employee, which shall include any relevant factors which demonstrate that effective supervision of keno operations will be maintained, including a showing that the revised supervision is justified by a reduced level of keno wagering or keno staffing.

(g) The Commission may, at any time upon 12 hours notice, direct that the plan for revised supervision shall be terminated and that the licensee shall maintain standard staffing levels as defined in (c) above.

(h) The following personnel shall be used to maintain and operate the slot machines and bill changers in an establishment:

1. Slot mechanics shall be the persons assigned the responsibility for repairing and maintaining slot machines and bill changers in proper operating condition and participating in the filling of payout reserve containers.

2. Slot attendants shall be the persons assigned the responsibility for the operation of slot machines and bill changers, including, but not limited to, participating in manual jackpot payouts and filling payout reserve containers. At the discretion of the casino licensee, slot attendants may, using currency obtained from an imprest fund issued by the cashiers' cage, the master coin bank or a slot booth in accordance with internal control procedures approved by the Commission, pay slot jackpots of less than \$1,200 pursuant to N.J.A.C. 19:40-1.40E, and accept currency and coupons from patrons in exchange for currency.

3. Slot supervisors shall be the first level supervisors assigned the responsibility for directly supervising the operation of slot machines and bill changers.

4. Slot shift manager shall be the second level supervisor with the responsibility for the overall supervision of the slot machine and bill changer operation for each shift.

5. If a casino licensee chooses to establish an independent slot department pursuant to N.J.A.C. 19:45-1.11(b)4, the slot department manager shall be the executive assigned the responsibility and authority for the supervision and management of the overall operation of the casino licensee's slot machines and bill changers including, without limitation, the hiring and terminating of all slot department personnel and the creation of high employee morale and good customer relations, all in accordance with the policies and practices established by the casino licensee's board of directors or non-corporate equivalent. In the absence of the slot department manager, the slot shift manager shall have the authority of the slot department manager.

(i) The following personnel shall, at a minimum, be used to operate a simulcast counter in a casino simulcasting facility:

1. Casino pari-mutuel cashiers shall be assigned the responsibility of generating, and issuing to patrons, pari-mutuel tickets and credit vouchers, conducting credit card and debit card cash transactions, making simulcast payouts to patrons, and redeeming credit vouchers for patrons. At the discretion of a casino licensee, a casino pari-mutuel cashier ("vault cashier") may, alternatively, be assigned the responsibility to control the currency and coin in the simulcast vault, as provided in N.J.A.C. 19:45-1.14A and 1.15A. A vault cashier on a shift shall not perform any other functions of a casino pari-mutuel cashier on the same shift; and

2. Simulcast counter shift supervisor shall be the first level supervisor assigned the responsibility for directly supervising the operation and conduct of the simulcast counter; provided, however, that the simulcast counter shift supervisor may simultaneously assume the responsibilities of one, but not both, of the following positions, if the specified requirements are met:

i. The keno shift supervisor, if a casino licensee chooses to establish keno and simulcasting operations in the same department, as permitted by N.J.A.C. 19:45-1.11(b)4 and the keno booth is adjacent to the simulcast counter; or

ii. A first level supervisor of cage cashiers, if the casino accounting department is responsible for the operation and conduct of the simulcast counter as permitted by N.J.A.C. 19:45-1.11(b)7iv and the cashiers being supervised work in a cage that is adjacent to the simulcast counter.

(j) The following personnel, at a minimum, shall be used to conduct keno operations:

1. Keno writer shall be the person assigned the responsibility to generate keno tickets, redeem coupons, conduct credit card and debit card cash transactions, accept wagers and issue keno payouts at a keno booth, roving keno work station or satellite keno booth.

2. Keno supervisor shall be the supervisor assigned to each shift with the responsibility for directly supervising all activities at a keno booth, roving keno work stations and satellite keno booths. A keno supervisor who is licensed as a casino key employee may simultaneously assume the responsibilities of the simulcast counter shift supervisor if a casino licensee chooses to establish keno and simulcasting operations in the same department as permitted by N.J.A.C. 19:45-1.11(b)4. The following functions shall only be performed by the casino key employee to whom the keno supervisor reports or a supervisor thereof:

i. Requesting access to the keno computer system for keno personnel;

ii. Requesting pay table changes and performing pay table changes in accordance with approved internal controls;

iii. Requesting and being present for software and hardware upgrades as performed in accordance with approved internal controls;

iv. Authorizing the payment of winning keno tickets of \$5,000 or more; and

v. Hiring and terminating keno personnel in accordance with the policies and procedures established by the casino licensee.

3. If a casino licensee chooses to establish an independent keno department pursuant to N.J.A.C. 19:45-1.11(b)4, the keno manager shall be the executive assigned the responsibility and authority for the supervision and management of the overall operation of the game of keno by the casino licensee, including, without limitation, the hiring and terminating of all keno personnel in accordance with the policies and practices established by the casino licensee.

(k) Nothing in this section shall be construed to limit a casino licensee from utilizing personnel in addition to those described herein nor shall anything in this section be construed to limit the discretion of the Commission to order the utilization of additional personnel by the casino licensee necessary for the proper conduct and effective supervision of gaming in an establishment.

Amended by R.1982 d.206, effective July 6, 1982.

See: 13 N.J.R. 534(b), 14 N.J.R. 710(d).

Added 10 to (a).

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

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

(a)5iv added.

Amended by R.1987 d.395, effective October 5, 1987.

See: 19 N.J.R. 54(b), 19 N.J.R. 1826(b).

Added text to (a)5iv "or a combination . . .".

Petition for Rulemaking: Personnel assignments.

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

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. 2090(a).

Added "and bill changers".

Amended by R.1989 d.169, effective March 20, 1989.

See: 20 N.J.R. 3120(b); 21 N.J.R. 780(a).

(a)7: added assistant casino manager proviso; deleted (a)8 and renumbered existing 9 and 10 as 8 and 9. In (d), added "appropriate license and position endorsement required by . . . jobs compendium" language.

Amended by R.1990 d.323, effective July 2, 1990.

See: 21 N.J.R. 3080(a), 22 N.J.R. 2039(a).

Revised (a)6i to elaborate on supervisory duties of the pit boss.

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

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

Added new subsection (a), recodifying (a)-(c) as (b)-(d); deleted (d).

Stylistic revisions throughout new subsection (c).

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

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

Added "red dog" game to (b)2; (b)5ii; (b)5iv; and (b)6i-ii.

Amended by R.1991 d.615, effective December 16, 1991.

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

Revised (b)2, added Sic bo.

Amended by R.1992 d.120, effective March 16, 1992.

See: 24 N.J.R. 56(a), 24 N.J.R. 972(a).

Revised (b)5 regarding first level supervisor responsibilities, deleting (b)5i-iii structurally. Added new (c)-(g), recodifying existing (c)-(d) as (h)-(i). In (g), added expiration date of September 16, 1992 for (d), (e) and (f).

Amended by R.1992 d.334, effective September 8, 1992.

See: 24 N.J.R. 2136(a), 24 N.J.R. 3098(b).

Moved "baccarat" to (c)3 from (c)2 to correct text to conform with provisions that three dealers be present for baccarat.

Amended by R.1992 d.335, effective September 8, 1992.

See: 24 N.J.R. 1249(b), 24 N.J.R. 3098(c).

Moved language from subsection (d) to end of subsection (a) regarding staffing level requirements.

Deleted (g), which had set a September 16, 1992 expiration date for subsections (d), (e) and (f).

Notice of Temporary Adoption of New Rules and Amendments.

See: 24 N.J.R. 1517(a).

New rules and amendments for the game of pai gow poker.

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

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

Pai gow poker provisions added on permanent basis.

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

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

Pai gow added.

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

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

Simulcast provisions added.

Administrative Correction.

See: 25 N.J.R. 2507(a).

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.1994 d.141, effective March 21, 1994.

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

Temporary Amendment: Double Down Stud.

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

Amended by R.1995 d.11, effective January 3, 1995.

See: 26 N.J.R. 4174(a), 27 N.J.R. 144(a).

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

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

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

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

Amended by R.1995 d.371, effective July 17, 1995.

See: 27 N.J.R. 1370(a), 27 N.J.R. 2706(a).

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

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

Added Caribbean stud poker.

Amended by R.1995 d.534, effective October 2, 1995.

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

Amended by R.1995 d.623, effective December 4, 1995.

See: 27 N.J.R. 3596(a), 27 N.J.R. 4912(b).

Amended by R.1995 d.652, effective December 18, 1995.

See: 27 N.J.R. 3595(b), 27 N.J.R. 5043(a).

Administrative Correction to (c)5i.

See: 28 N.J.R. 2404(a).

Amended by R.1996 d.356, effective August 5, 1996.

See: 28 N.J.R. 2352(b), 28 N.J.R. 3818(b).

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.443, effective September 16, 1996.

See: 27 N.J.R. 3597(a), 28 N.J.R. 4235(b).

Amended by R.1996 d.532, effective November 18, 1996.

See: 28 N.J.R. 3907(a), 28 N.J.R. 4899(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 (i), inserted reference to slot games department; in (i)1, added responsibilities of the vault cashier.

Amended by R.1997 d.133, effective March 17, 1997.

See: 29 N.J.R. 110(a), 29 N.J.R. 921(a).

In (b)3, added second sentence.

Amended by R.1997 d.134, effective March 17, 1997.

See: 28 N.J.R. 2531(a), 29 N.J.R. 928(a).

In (b)2, (b)5, (b)6, (c)2 and (c)5i, added reference to three card poker.

Amended by R.1997 d.215, effective May 19, 1997.

See: 29 N.J.R. 542(a), 29 N.J.R. 2468(b).

In (b)7, inserted last sentence; in (c)7 and (e)3, inserted "(in lieu of a pit boss)"; subdivided (d); in (d)1, inserted "poker" preceding "floorperson" and deleted second sentence relating to assignment of floorperson when seven or more poker tables opened; added (d)2; and made nonsubstantive changes throughout section.

Administrative correction.

See: 29 N.J.R. 3270(b).

In (b)5, (b)6 and (c)2, inserted reference to mini-craps.

Amended by R.1997 d.427, effective October 6, 1997.

See: 28 N.J.R. 5060(a), 29 N.J.R. 4307(a).

Inserted references to mini-dice throughout.

Amended by R.1998 d.18, effective January 5, 1998.

See: 29 N.J.R. 3432(b), 30 N.J.R. 112(b).

Rewrote (a)1; added (a)2 through (a)2ii; amended (b)8; deleted (b)9; amended (f) and (h); rewrote (h)5 and added N.J.A.C. reference; deleted (i)3; amended (j)2; rewrote (j)3; and deleted (l).

Amended by R.1998 d.148, effective March 16, 1998.

See: 30 N.J.R. 36(a), 30 N.J.R. 1059(a).

Inserted "conducting credit card and debit card cash transactions" in (i)1 and (j)1.

Amended by R.1998 d.371, effective July 20, 1998.

See: 29 N.J.R. 4672(a), 30 N.J.R. 2639(b).

In (b) and (c), inserted references to fast action hold 'em throughout.

Amended by R.1999 d.29, effective January 19, 1999.

See: 30 N.J.R. 30(a), 31 N.J.R. 144(a).

In (b) and (c), inserted references to casino war and fast action hold 'em.

Amended by R.1999 d.42, effective February 1, 1999.

See: 30 N.J.R. 4034(a), 31 N.J.R. 454(a).

In (c)5, inserted "(using only the dealing procedures in N.J.A.C. 19:47-7.7(c)1 or 2)" following "minibaccarat" and inserted a reference to casino war in i, added a new ii and recodified former ii through v as iii through vi; and in (e)1, inserted "(using only the dealing procedures in N.J.A.C. 19:47-7.7(c)1 or 2)" following "minibaccarat".

Amended by R.1999 d.247, effective August 2, 1999.

See: 31 N.J.R. 842(a), 31 N.J.R. 2248(a).

In (c)5, inserted a new iii, and recodified former iii through vi as iv through vii.

Amended by R.2000 d.2, effective January 3, 2000.

See: 30 N.J.R. 4149(a), 32 N.J.R. 71(a).

Inserted references to spanish 21 and casino war throughout; and in (c)5i and (e)1, inserted "(using only the dealing procedures in N.J.A.C. 19:47-7.7(c)1 or 2)" following "minibaccarat".

Amended by R.2001 d.24, effective January 16, 2001.

See: 32 N.J.R. 3754(a), 33 N.J.R. 287(a).

In (e)1, inserted "(none of which shall offer the streak wager permitted under N.J.A.C. 19:47-2.22)" preceding "spanish 21".

Amended by R.2001 d.77, effective March 5, 2001.

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

Rewrote (c); and added (e)4 and 5.

Amended by R.2001 d.288, effective August 20, 2001.

See: 32 N.J.R. 4240(a), 33 N.J.R. 2824(a).

In (b)2, (b)5, (b)6, (c)2 and (c)5, added references to colorado hold 'em poker.

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

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

In (h)2, substituted "using currency" for "also accept currency and coupons from patrons in exchange for currency", and inserted "pay slot jackpots of less than \$1,200 pursuant to N.J.A.C. 19:40-1.40E, and accept currency and coupons from patrons in exchange for currency" at the end of the paragraph.

Petition for Rulemaking.

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

Petition for Rulemaking.

See: 34 N.J.R. 2871(b).

Amended by R.2002 d.343 and d.344, effective November 4, 2002.

See: 34 N.J.R. 2212(a), 34 N.J.R. 2213(a), 34 N.J.R. 3793(a), 34 N.J.R. 3794(a).

Rewrote the section.

Amended by R.2003 d.19, effective January 6, 2003.

See: 34 N.J.R. 3176(a), 34 N.J.R. 3289(b), 35 N.J.R. 274(a).

Rewrote the section.

Petition for Rulemaking.

See: 35 N.J.R. 280(b), 1159(b).

Amended by R.2003 d.117, effective March 17, 2003.

See: 34 N.J.R. 3941(a), 35 N.J.R. 1428(a).

Rewrote (j).

Amended by R.2003 d.243, effective June 16, 2003.

See: 35 N.J.R. 1395(a), 35 N.J.R. 2740(a).

In (b)2, 5 and 6 and (c)2 and (c)5i, inserted "boston 5 stud poker" following "colorado hold 'em poker".

Amended by R.2003 d.416, effective October 20, 2003.

See: 35 N.J.R. 2794(a), 35 N.J.R. 4908(a).

In (c), rewrote iii, vi and vii.

Petition for Rulemaking.

See: 35 N.J.R. 5171(a).

Amended by R.2004 d.176, effective May 3, 2004.

See: 35 N.J.R. 1798(a), 36 N.J.R. 2204(c).

Substituted references to shift managers for keno shift supervisors throughout.

Amended by R.2004 d.326, effective August 16, 2004.

See: 36 N.J.R. 1305(a), 36 N.J.R. 3889(a).

In (b), inserted "double cross poker" following "5 stud poker," throughout.

Amended by R.2004 d.339, effective September 7, 2004.

See: 36 N.J.R. 2308(a), 36 N.J.R. 4165(b).

In (b), rewrote 2, 5, 6; rewrote (c) and (e).

Petition for Rulemaking.

See: 37 N.J.R. 4077(a).

Petition for Rulemaking: Notice of action on petition for rulemaking: accounting and internal controls.

See: 37 N.J.R. 4583(b).

Petition for Rulemaking: Notice of Action on Petition for Rulemaking:

Accounting and Internal Controls

See: 38 N.J.R. 1095(a).

Petition for Rulemaking.

See: 41 N.J.R. 685(b), 685(c).

Amended by R.2009 d.90, effective March 16, 2009.

See: 40 N.J.R. 5956(a), 41 N.J.R. 1269(a).

In the introductory paragraph of (e), inserted the second sentence.

Amended by R.2009 d.146, effective May 4, 2009.

See: 41 N.J.R. 395(a), 41 N.J.R. 2052(a).

Rewrote (i)2.

Amended by R.2010 d.095, effective June 21, 2010.

See: 42 N.J.R. 177(a), 42 N.J.R. 1250(a).

In (b)6, substituted "Except as provided in (b)8ii below, pit" for "Pit"; rewrote (b)8; in (c)6 and (e)2, inserted "provided that all of the tables are within view of each other"; in (c)6, substituted "24" for "20"; in the introductory paragraph of (e), deleted a comma following "bosses"; and in (e)2, substituted "30" for "24".

#### Case Notes

Examination of casino clerk responsibilities. Playboy-Elsinore Associates v. Strauss, 189 N.J.Super. 185 (Law Div.1983).

#### 19:45-1.12A Internal control procedures for access badge system and issuance of temporary license credentials

Each casino licensee shall establish procedures and a control plan for readily identifying each employee of a casino licensee who is permitted, during the normal course of performing his or her duties or during emergencies, to have access to one or more restricted areas, and for issuing temporary license credentials and access badges. These procedures and control plan shall be submitted, reviewed and modified in conformance with the provisions of N.J.A.C. 19:45-1.3.

4. The employee receiving the funds and documents in accordance with (c)3 above shall verify the currency, coin and/or slot tokens against the amount recorded on the Slot Counter Check and the Request and, if in agreement, sign the original and duplicate copy of the Request and return the duplicate copy of the Request to the general cashier or slot cashier.

5. The general cashier or slot cashier shall retain the duplicate copy of the Request as evidence of the funds and the Slot Counter Check being received by the employee in accordance with (c)3 above.

6. Once the currency, coin and/or slot tokens has been verified in accordance with (c)4 above, the employee who received the funds shall transport them along with the original and all copies of the Slot Counter Check and the original Request, to the patron in the presence of the slot supervisor referenced in (c)1 above.

7. The employee who transports the funds shall present the original and all duplicate copies of the Slot Counter Check to the patron for signature; provided, however, that a casino licensee may, in accordance with approved internal controls, require the patron to sign the original Slot Counter Check only and have a computer generated facsimile of the signature exemplar obtained from the patron's signature file preprinted on the redemption, issuance and accounting copies of a computer prepared Slot Counter Check if:

i. The patron's signature has previously been recorded in a patron signature file in conformance with the requirements of N.J.A.C. 19:45-1.5A; and

ii. A legible copy of the signed original Slot Counter Check is made by the casino licensee prior to the presentment of the original Slot Counter Check for collection or payment in accordance with the provisions of this chapter, which copy shall be maintained by the casino licensee and be available for inspection by representatives of the Commission and Division upon request.

8. Upon receiving the signed original and all duplicate copies of the Slot Counter Check directly from the patron, the employee who transports the funds shall verify the patron's signature on the original Slot Counter Check against the patron's signature on the original Request. If in agreement, the funds shall be immediately given to the patron. In no instance shall the funds be given to the patron prior to the receipt of the signed Slot Counter Check from the patron.

9. Once the patron has received the funds, the slot supervisor referenced in (c)1 above shall sign the back of the accounting copy of the Slot Counter Check as a witness to the transfer of funds to the patron in exchange for the signed Slot Counter Check from the patron. The slot supervisor shall immediately deposit the accounting copy of the Slot Counter Check with the original Request

in a locked accounting box for forwarding to the accounting department in conformity with (h) below.

10. The employee who transported the funds shall immediately return the original, redemption, acknowledgment (manual mode only) and issuance copies of the Slot Counter Check to the general casino or slot cashier who issued the funds. The general cashier or slot cashier shall attach the duplicate copy of the Request to the issuance copy of the Slot Counter Check and shall maintain them in his or her imprest fund for forwarding to the main bank or master coin bank cashier at the end of his or her shift.

i. The original, redemption and acknowledgment (manual mode only) copies of the Slot Counter Check, if not issued by the general cashier, shall be expeditiously transported to the cashiers' cage by a security department member or via a pneumatic tube system where the original and redemption copies shall be maintained and controlled by the check bank cashier. If the Slot Counter Check was issued by a general cashier, the general cashier shall expeditiously transport the original, redemption and acknowledgment copies of the Slot Counter Check to the check bank cashier where the original and redemption copies shall be maintained and controlled by the check bank cashier. The acknowledgment copy shall be returned to the general cashier or slot cashier in accordance with either (d) or (e) below.

(d) For establishments in which the chip bank cashier receives the original, redemption and acknowledgment copies of the Slot Counter Check, the chip bank cashier shall sign and time stamp the acknowledgment copy of the Slot Counter Check and expeditiously return it to the general cashier or slot cashier via a security department member or pneumatic tube system and shall transfer the original and redemption copies of the Slot Counter Check to the check bank cashier in return for properly signed documentation.

(e) For establishments in which the check bank cashier receives the original, redemption and acknowledgment copies of the Slot Counter Check directly from the general cashier or slot cashier, whether directly through the use of the pneumatic tube system or transported by a security department member, the check bank cashier shall:

1. Sign and time stamp the acknowledgment copy and shall transmit it to the general cashier directly or to the slot cashier via a security department member or pneumatic tube system, and shall maintain the original and redemption copies of the Slot Counter Check.

(f) If there is no acknowledgment copy, the check bank cashier shall be responsible for consummating the transaction in the computer upon receipt of the original and redemption copies of the Slot Counter Check.

(g) Once the acknowledgment copy of the Slot Counter Check has been returned to the general cashier or slot cashier, it shall be attached to the issuance copy of the Slot Counter Check and forwarded to the main bank or master coin bank at the end of the cashier's shift.

(h) At the end of the gaming activity each day, at a minimum, the following procedures and requirements shall be observed:

1. The original and all copies of voided Slot Counter Checks and the accounting copy of the Slot Counter Check shall be picked up by a representative of the accounting department with no incompatible functions and returned to the accounting department for agreement, on a daily basis, with the issuance and acknowledgment copies of the Slot Counter Check received from the general cashiers or slot cashiers.

2. The redemption copy of a Slot Counter Check maintained and controlled in conformity with (b)6ii and (c)10i above shall be forwarded to the accounting department subsequent to the redemption, consolidation or deposit of the original Slot Counter Check for agreement with the accounting and issuance copies of the Slot Counter Check or stored data.

New Rule. R.1991 d.229, effective May 6, 1991.

See: 22 N.J.R. 3205(a), 23 N.J.R. 1455(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.1995 d.625, effective December 4, 1995.

See: 27 N.J.R. 3311(a), 27 N.J.R. 4914(a).

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)1i, substituted "signature" for "original signature, or a computer generated facsimile thereof," in the first sentence, and substituted references to signature files for references to credit files throughout the introductory paragraph.

Amended by R.2003 d.118, effective March 17, 2003.

See: 34 N.J.R. 3943(a), 35 N.J.R. 1429(b).

In (c), rewrote the second sentence in 3 and substituted references to employee who receives and transports the funds for accounting or security department representative throughout.

Amended by R.2004 d.150, effective April 19, 2004.

See: 35 N.J.R. 2794(a), 36 N.J.R. 1957(a).

Rewrote (b)5; rewrote (c)7.

#### Cross References

Casino licensee's right to apply chips, plaques, slot tokens or prize tokens presented by a patron towards redemption of patron's slot counter checks, see N.J.A.C. 19:46-1.5 and N.J.A.C. 19:46-1.35.

#### 19:45-1.26 Substitution, redemption and consolidation of patron checks at the cashiers' cage; initiation of transactions by mail

(a) The drawer of an undeposited Counter Check or Slot Counter Check may use a personal check to substitute for or partially redeem such Counter Check or Slot Counter Check or to consolidate two or more undeposited Counter Checks or Slot Counter Checks if the personal check is drawn on an account which has been verified pursuant to N.J.A.C. 19:45-1.27, complies with the requirements of N.J.A.C. 19:45-1.25(b) and (c), and is deposited or redeemed in accordance with the requirements of N.J.S.A. 5:12-101 and this chapter.

1. For purposes of this chapter, a personal check which is used by a drawer in a substitution, partial redemption or consolidation transaction shall be referred to as a "replacement check."

2. The drawer of an undeposited replacement check may use another replacement check in a substitution, consolidation or partial redemption transaction involving the original replacement check.

(b) The drawer of an undeposited patron check may redeem it:

1. In its entirety by exchanging cash, cash equivalents, complimentary cash gifts, casino checks, casino affiliate checks, annuity jackpot trust checks, slot tokens, gaming chips or gaming plaques in an amount equal to the amount of the patron check being redeemed; or

2. In part by exchanging:

i. Another patron check in a lesser amount; and

ii. Cash, cash equivalents, complimentary cash gifts, casino checks, casino affiliate checks, annuity jackpot trust checks, slot tokens, gaming chips or gaming plaques in an amount which equals the difference between the amount of the check exchanged in (b)2i above and the amount of the patron check being partially redeemed.

(c) If a drawer has more than one undeposited patron check outstanding, such checks shall be redeemed in reverse chronological order (the most recently dated patron check shall always be redeemed first).

1. If more than one patron check bears the same date, the drawer may choose the order in which to redeem the identically dated checks.

2. If, pursuant to its internal controls, a casino licensee does not require a patron check used in a substitution, consolidation or partial redemption transaction to be dated with the date of the initial patron check being substituted, consolidated or partially redeemed, then the date of the initial patron check, and not the date of the replacement, consolidation or partial redemption check, shall be used to determine the order in which outstanding patron checks shall be redeemed.

(d) The drawer of a patron check may consolidate some or all undeposited patron checks by exchanging another patron check in an amount equal to the total amount of the outstanding patron checks being consolidated.

(e) Except as otherwise provided in this section, N.J.A.C. 19:45-1.26A, 19:46-1.5(g) and 1.35(d), all consolidations, total or partial redemptions or substitutions of patron checks shall be initiated by the drawer of the patron check and processed by a general cashier at a cashiers' cage or a satellite cage. Consolidation, redemption or substitution of personal checks exchanged for nongaming purposes pursuant to N.J.A.C. 19:45-1.25(d) shall not be allowed.

(f) Notwithstanding (e) above, the drawer of one or more outstanding patron checks may initiate a redemption, substitution or consolidation transaction by mailing an authorized instrument to the casino licensee, provided that the casino licensee complies with all relevant provisions of this section, N.J.A.C. 19:45-1.25, 1.26A, 1.27, 1.28 and its approved internal controls, which internal controls shall, at a minimum, include:

1. Procedures requiring that any authorized instrument received by the casino licensee through the mail be forwarded directly to the casino accounting department, which department shall maintain oversight of the transaction at all times and shall record the receipt of the authorized instrument, including, without limitation:

i. The date that the authorized instrument is received;

ii. The name of the drawer;

iii. The amount and type of any payment received and, if applicable, the check number of any replacement check received; and

iv. The signature of the casino accounting department employee who receives the authorized instrument;

2. The notation of the transaction in the patron's credit file including, without limitation, the specific terms of any oral instructions or a copy of any written instructions from the patron concerning the intended use of the authorized instrument;

3. Procedures governing the verification and processing of the authorized instrument including, where appropriate, its transfer to the check bank;

4. A method of documenting and processing the receipt of payments toward the total or partial redemption of a patron check in accordance with N.J.A.C.

19:45-1.26A, if the authorized instrument received is insufficient to effectuate a requested redemption; and

5. Procedures for the return of the original patron check to the drawer in accordance with (i) below if the transaction results in a substitution, consolidation or redemption.

(g) No casino licensee or any other person licensed under the Act, or any other person acting on behalf of or under any arrangement with a casino licensee or other person licensed under the Act, shall accept any patron check in redemption, consolidation or substitution of any patron check for the purpose of avoiding or delaying the deposit of a patron check in a bank for collection or payment within the time periods specified in N.J.A.C. 19:45-1.28.

(h) Upon completion of a redemption, consolidation or substitution transaction pursuant to this section, the general cashier shall return any original patron check being redeemed, consolidated or substituted to the drawer in accordance with the requirements in (i) below. If the redemption, consolidation or substitution of a patron check is accomplished by the acceptance of another patron check, the general cashier accepting the new patron check shall date and time stamp the new check, place his or her initials on the new check, and record on the new check the serial number of any Counter Check, Slot Counter Check or replacement check being redeemed, consolidated or substituted. The new patron check shall be dated with the date of the initial patron check being redeemed, consolidated or substituted unless the internal controls of the casino licensee include an independent procedure to ensure that the date of the initial patron check shall be used to determine the date by which the new patron check shall be redeemed or deposited pursuant to N.J.A.C. 19:45-1.28.

(i) Any original patron check which may be returned to the drawer pursuant to this section or N.J.A.C. 19:45-1.26A shall be returned directly to the drawer by one of the following methods:

1. If the drawer personally appears at a cashiers' cage or a satellite cage of the casino licensee and requests the return of the check, the general cashier shall:

i. Obtain the original patron check from the check bank cashier;

ii. Verify the identity of the drawer by either:

(1) Obtaining the patron's signature and comparing it to the signature on the check to be returned;

(2) Comparing the signature on the patron's identification credential to the signature on the check to be returned;

(3) Comparing the drawer's actual appearance to the general physical description in a patron signature file; or

(4) Obtaining the personal attestation of a cage or casino supervisor as to the identity of the drawer; and

iii. Return the original patron check to the drawer contemporaneously with the request unless the casino licensee is authorized to return the check to the drawer in accordance with (j) below, in which event the casino licensee shall return the check in accordance with those procedures or, at the drawer's request, mail the check to the drawer pursuant to (i)2 below.

2. If the drawer requests, either orally or in writing, that one, some or all of his or her patron checks be returned by mail, the casino licensee shall maintain a record of the specific terms of any oral request or a copy of the written request in the credit file of the drawer and the check bank cashier shall:

i. Obtain the original patron check; and

ii. Present the original patron check to a cage supervisor who shall direct a casino accounting department employee, as authorized in the casino licensee's internal controls, to mail the patron check by ordinary mail to only the address of the drawer's current residence as indicated in his or her credit file pursuant to N.J.A.C. 19:45-1.27; provided, however, that the patron check may be returned by ordinary mail to any other address requested by the drawer for which the drawer certifies, in a writing comparable to N.J.A.C. 19:45-1.27(a)11, that the address information is accurate and for which the casino licensee maintains in the credit file a record of the request and the certification, and a log of the details of each patron check so mailed.

(j) Whenever an original patron check to be returned pursuant to (i)1 above is located at a cashiers' cage or satellite cage other than the one at which the drawer has

personally appeared and the casino licensee chooses not to have the original patron check transported in accordance with N.J.A.C. 19:45-1.14(j) to the cashier's cage or satellite cage where the drawer personally appeared (the "drawer's location"), the casino licensee shall complete the transaction by returning the original patron check as follows:

1. The general cashier at the drawer's location shall, after confirming that the drawer's original patron check is located at the cashiers' cage or a satellite cage elsewhere in an establishment of the casino licensee and notifying the drawer of that location, prepare a redemption receipt that includes, at a minimum, the following information, and shall deliver the completed original to the drawer and retain the copies for further processing in accordance with the casino licensee's internal controls:

i. The name or trade name of the casino licensee issuing the receipt;

ii. The serial number and dollar amount of each original patron check to be returned; provided, however, that nothing in this subparagraph shall prevent a casino licensee from issuing a separate redemption receipt for each original patron check;

iii. The signature of the drawer on the duplicate and the signature of the general cashier issuing the redemption receipt on the original and on each copy; and

iv. The date on which the redemption receipt is issued; and

2. When a drawer to whom a redemption receipt has been issued pursuant to (j)1 above appears at a cashiers' cage or satellite cage and requests the return of an original patron check specified in the receipt, a general cashier at that location shall, at a minimum:

i. Obtain the original redemption receipt from the drawer and the duplicate thereof from the cashier maintaining the document; provided, however, that in the event the drawer does not produce a redemption receipt for each original patron check to be returned, the check for which the drawer does not tender a receipt shall only be returned if the general cashier, in accordance with the casino licensee's internal controls, verifies the drawer's identity and is able to determine the check that is to be returned;

ii. Confirm that the original patron check or checks specified in the receipt are physically present in that cage; provided, however, that if an original patron check specified in the redemption receipt is not at that cashiers' cage or satellite cage, the general cashier shall direct the drawer to the cashiers' cage or satellite cage where the original patron check is located or obtain the item in accordance with (i)1i above for return to the drawer; and

iii. Verify the identity of the drawer in accordance with (i)1ii above, obtain the check to be returned and

thereafter return the original patron check to the drawer.

(k) Each casino licensee that issues redemption receipts in accordance with (j) above shall specify in its internal controls the procedures to be used in connection therewith, which shall include, at a minimum, a system for monitoring issued and not yet presented redemption receipts and for reconciling the inventory of the check bank cashiers.

Amended by R.1984 d.624, effective January 21, 1985.

See: 16 N.J.R. 2076(a), 17 N.J.R. 212(a).

(a) substantially amended.

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

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

Added reference to "Slot Counter Checks" throughout section.

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.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.466, effective August 21, 1995.

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

Added reference to annuity jackpot trust checks throughout the section.

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.1997 d.131, effective March 17, 1997.

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

In (e) and (h)1, added reference to a satellite cage; in (h)1iii, added reference to procedures for return of checks to the drawer; and added (i) and (j).

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

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

Rewrote (h)1ii.

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

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

In (e), added an exception at the beginning, substituted "shall be initiated by the drawer of the patron check and processed by a general cashier" for "by gaming patrons shall be made by general cashiers" following "checks", and changed N.J.A.C. reference; inserted a new (f); and recodified former (f) through (j) as (g) through (k) and made corresponding internal citation changes.

#### Case Notes

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).

#### 19:45-1.26A Acceptance of payments toward outstanding patron checks

(a) A casino licensee may, in its discretion, permit the drawer of an undeposited patron check or any person acting for the benefit of such drawer to deposit cash, cash equivalents, casino checks, slot tokens, gaming chips or gaming plaques with a general cashier for the purpose of having such payment applied to the total or partial redemption of the patron check by the drawer pursuant to N.J.A.C. 19:45-1.26.

(b) Prior to a casino licensee accepting payments pursuant to (a) above, the casino licensee shall establish a system of internal controls for such transactions, which internal controls shall, at a minimum, provide for:

1. A method of documenting or recording the receipt of each such payment, which method shall include, without limitation, the following:

- i. The names of the drawer and the person making the payment;
- ii. All significant details concerning the transaction;
- iii. The signatures of the person making the payment and the general cashier accepting the payment; and
- iv. The issuance of a receipt to the person making the payment;

2. The maintenance of the general cashier's imprest inventory; and

3. The notation in the drawer's credit account of the receipt of the payment.

(c) If any payments received by a casino licensee pursuant to this section entitle the drawer of a patron check to redeem the original patron check in its entirety, or if any such payments received in conjunction with the submission of a new patron check by the drawer in a lesser amount entitle the drawer of a patron check to redeem the original patron check in part, the casino licensee shall return the original patron check to the drawer in accordance with the provisions of N.J.A.C. 19:45-1.26.

(d) If the drawer of a patron check fails to redeem it prior to the date on which the patron check must be deposited pursuant to N.J.A.C. 19:45-1.28, the casino licensee shall deposit the patron check regardless whether any payment has been received pursuant to the provisions of this section. The casino licensee, after timely depositing the patron check and allowing a commercially reasonable time for the patron check to clear in accordance with its internal controls established pursuant to N.J.A.C. 19:45-1.28(f), shall apply any payments received pursuant to this section in accordance with the following priorities:

1. If the casino licensee has any returned checks issued by the drawer which have not been completely satisfied, the payments shall be applied to such obligations;

2. If the casino licensee, after all obligations of the drawer described in (d)1 above have been completely satisfied, possesses any outstanding patron checks issued by the drawer which have not been deposited or cleared in accordance with the requirements of N.J.A.C. 19:45-1.28, the casino licensee shall hold the payments until all outstanding patron checks of the drawer have cleared; or

3. If the casino licensee does not have any unpaid returned checks or outstanding patron checks issued by the drawer, the payments shall be returned immediately to the drawer unless the drawer has orally or in writing instructed the casino licensee to retain the payments in a cash deposit account and the casino licensee maintains in the credit file a record of the specific terms of those instructions, including a copy of any written instructions.

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

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

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

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

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

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

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

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

Rewrote the section.

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

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

Rewrote the section.

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

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

Rewrote (f)1ii.

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

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

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

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

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

1. A supervisor of the casino accounting or independent slot machine cage department (supervisor) and an employee of the casino security department shall obtain the keys from their respective departments and unlock the cabinets housing the bill validator boxes.

2. The supervisor, in the presence of the casino security department employee, or a member of the count team in the presence of the supervisor and casino security department employee, shall remove all bill validator boxes and place them in a locked cart.

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

4. Accompanied by the supervisor and casino security department employee, the locked cart shall be transported to the cashiers' cage, count room or secure area approved by the Commission adjacent to a count room pursuant to

N.J.A.C. 19:45-1.54(d)1iii, where the contents of the bill validator boxes shall be counted.

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

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

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

8. The reports required by (a)5 through 7 above may be provided to the casino accounting department by the MIS department or, provided that they are not susceptible to alteration or deletion, be generated by the casino accounting department.

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

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

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

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

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

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

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

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

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

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

(b) To determine the gross revenue deduction for gaming vouchers redeemed by gaming voucher redemption machines pursuant to N.J.A.C. 19:45-1.43, the casino accounting department shall compare the following and, if they do not all agree, report the lowest amount:

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

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

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

New Rule, R.2007 d.117, effective April 16, 2007.  
See: 38 N.J.R. 4669(a), 39 N.J.R. 1505(a).

#### 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;

(b) The chipperson inventory shall be placed and kept in a lockable cart approved by the Commission, known as a "chip cart." For a given shift, each chipperson shall have his or her own chip cart, and no other person shall operate from the chip cart of that chipperson. When not in use, all chip carts shall be stored in a segregated and secure area approved by the Commission.

(c) The keys to the chip carts shall be maintained and controlled either by the accounting department or the security department, in a secure place approved by the Commission. Each key shall be signed-in and signed-out in accordance with procedures approved by the Commission.

(d) Each casino licensee shall develop internal control procedures for the accounting and reconciliation of all chipperson inventories used each gaming day. These procedures shall include the documentation used by the chip bank in issuing the inventories, the documentation used by the main bank in receiving the inventories, the verification of each inventory by a cage supervisor, and the reporting of any overage or shortage, provided that any shortages of \$250.00 or more must also be reported immediately to the casino licensee's casino controller, the Commission and the Division. Copies of all documentation and reports shall be forwarded to casino accounting on a daily basis.

New Rule, R.1999 d.379, effective November 1, 1999.  
See: 30 N.J.R. 4147(b), 31 N.J.R. 3527(a).

**19:45-1.54 Gaming vouchers; physical characteristics; procedures for issuance and redemption**

(a) In conjunction with, or in lieu of, the requirements of N.J.A.C. 19:45-1.36 for a hopper and either a slot drop bucket or slot drop box, a casino licensee may issue a gaming voucher to automatically pay a jackpot or the amount on a credit meter, which voucher shall be dispensed automatically from a slot machine to a patron, provided that:

1. The slot machine satisfies the requirements of N.J.A.C. 19:45-1.37(b)5 and (e)4, and such slot machine is connected to a computerized gaming voucher system ("system") that satisfies the requirements of N.J.A.C. 19:45-1.55;

2. The design specifications of the gaming voucher are submitted to and approved by the Commission prior to issuance, which specifications shall comply with the requirements of (b) below;

3. Each gaming voucher is redeemable only in accordance with the requirements of (c) through (e) below and shall, except as otherwise provided in N.J.A.C. 19:45-3.1(b), expire one year from its date of issuance, provided however, that nothing shall preclude a casino licensee from restricting the redemption location for a gaming voucher after a specified period of time, above a specified value, or both, in accordance with approved internal controls, provided that adequate written notice explaining the restriction

or restrictions, as approved by the Commission, is provided to patrons in accordance with (b)8 below;

4. Except as permitted by (a)4i below, no gaming voucher shall result in a deduction from gross revenue unless the voucher is redeemed, the system is used to verify the validity of the serial number and value of the voucher, which verification shall be performed upon redemption except as provided in (d)5 through 7 below, and the voucher is forwarded to and accepted by the casino accounting department in accordance with the requirements of this section;

i. Consistent with the provisions of (g)1v(3) below, a casino licensee may obtain a deduction from gross revenue for an unverified gaming voucher in its physical possession provided that the casino licensee:

(1) Investigates the unverified gaming voucher and records the information required by (d)14ii below;

(2) Establishes that it paid the presenting patron the stated value of the gaming voucher in redemption thereof and did not pay any other patron in redemption of the voucher; and

(3) Produces sufficient documentation from its gaming voucher system or related systems to establish that the gaming voucher was validly issued by the gaming voucher system;

5. In addition to the requirements of (a)4 above, no gaming voucher redeemed at a slot machine shall result in a deduction from gross revenue unless the gaming voucher is counted in the count room in accordance with the requirements of N.J.A.C. 19:45-1.33; and

6. The casino licensee has approved internal controls in accordance with the requirements of this chapter.

(b) Each gaming voucher shall be designed and manufactured with sufficient graphics or other security measures, so as to permit, to the greatest extent possible, the proper verification of the voucher. Notwithstanding the 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 conspicuous notice that the voucher must be redeemed within one year of the date of its issuance or the obligation of the casino licensee to pay the patron will expire;

5. A unique serial number, which shall be automatically generated by the system in accordance with the requirements of N.J.A.C. 19:45-1.55(e)1 and shall include a method of identifying the casino licensee issuing the voucher;

6. The asset number of the slot machine dispensing the voucher;

7. At least one anti-counterfeiting measure, which shall appear on one or both sides of the voucher;

8. The locations where the voucher may be redeemed and any restriction regarding redemption in accordance with (a)3 above; and

9. A bar code or magnetic strip which shall enable the system to identify the numeric information in (b)1 through 5 above when the voucher is subsequently presented for redemption.

(c) Except as provided in (i) below for employee redemption of gaming vouchers, each gaming voucher shall be redeemed by a patron for a specific value of cash, a casino check of that casino licensee in the amount of the gaming voucher surrendered, gaming voucher credits, or slot tokens, which value shall not exceed \$10,000. Notwithstanding the forgoing, a casino licensee shall not permit a gaming voucher that is presented for redemption to be redeemed if it knows, or reasonably should know, that:

1. The gaming voucher is materially different from the sample of the gaming voucher approved by the Commission pursuant to this section;

2. The gaming voucher was previously redeemed or has expired; or

3. The gaming voucher was printed as a test gaming voucher in accordance with the provisions of (d)8 below.

(d) Prior to issuing a gaming voucher, each casino licensee shall establish a system of internal controls for the issuance and redemption of gaming vouchers, which internal controls shall be submitted to the Commission for approval and shall, at a minimum, implement the following requirements and procedures.

1. Except as otherwise provided in (d)4 below with regard to the receipt or discovery of a suspicious gaming voucher, a general cashier, slot cashier, gaming voucher redemption machine or slot machine shall, upon the presentation of a gaming voucher for redemption, scan the gaming voucher into the gaming voucher system to verify the validity of the gaming voucher, including its validation number, value and date of expiration. If the gaming voucher is valid, the gaming voucher system shall immediately cancel the voucher electronically and permit the redemption of such voucher for the value printed thereon.

i. At the end of each shift, gaming vouchers redeemed by a general cashier or slot cashier and verified

and electronically cancelled by the gaming voucher system shall be transferred to the main bank or master coin bank separately from all other inventory items.

ii. Gaming vouchers presented for redemption at a slot machine shall be transported to the count room in accordance with the requirements of N.J.A.C. 19:45-1.42; and

iii. Gaming vouchers presented for redemption at a gaming voucher redemption machine shall be transported to a count room or the cashiers' cage pursuant to N.J.A.C. 19:45-1.33A.

2. The casino licensee shall maintain a record of all transactions in the gaming voucher system for a period of time specified in the casino licensee's internal controls, which period shall not be less than 90 days from the date that the gaming voucher was redeemed, voided in the system or expired, provided that any such records removed from the system after 90 days shall be stored and controlled in a manner approved by the Commission.

3. At the end of each gaming day, the gaming voucher system shall generate reports, as approved by the Commission, which reports may be generated by the casino accounting department if they are not susceptible to alteration or deletion or provided to the casino accounting department by the MIS department. The casino accounting department shall utilize the reports for purposes of the reconciliation required by (h) below. Such reports shall contain the following information, at a minimum:

i. All gaming vouchers that have been issued by each slot machine, including at a minimum, the asset number of the slot machine and the value, date and time of issuance of each voucher;

ii. All gaming vouchers that have been redeemed and canceled by each slot machine, gaming voucher redemption machine or other redemption location, including at a minimum:

(1) The asset number of the slot machine or gaming voucher redemption machine;

(2) The location, if other than a slot machine or gaming voucher redemption machine;

(3) The serial number, value, date and time of redemption of each gaming voucher;

(4) The total value of all gaming vouchers redeemed at slot machines;

(5) The total value of all gaming vouchers redeemed at gaming voucher redemption machines; and

(6) The total value of all gaming vouchers redeemed at locations other than slot machines or gaming voucher redemption machines;

i. If the gaming vouchers have been counted in a count room, the main bank or master coin bank shall perform a piece count of 10 percent of the number of strapped gaming vouchers and, if in agreement, record the value of all gaming vouchers, currency and coupons, as a credit. The gaming vouchers shall be transported with the Original Balance Receipt to the casino accounting department, and the currency shall be transported with the duplicate Balance Receipt to the main bank or master coin bank.

3. All gaming vouchers redeemed at a cashiering location shall be counted by the main bank or master coin bank, and either:

i. A casino accounting representative shall, prior to accepting a transfer of the vouchers, perform a piece count of the vouchers being transferred, compare the result of such count to a record of all vouchers recorded by the main bank or master coin bank, and sign the document attesting to the accuracy of the information recorded thereon. All gaming vouchers shall be then transported to the casino accounting department; or

ii. A casino accounting representative shall sign a document approved by the Commission acknowledging receipt of the vouchers, transport the vouchers in a sealed bag to the casino accounting department, perform a piece count of the vouchers, compare the result of such count to a record of all vouchers recorded by the main bank or master coin bank, and sign the document attesting to the accuracy of the information recorded thereon.

(h) Casino accounting department representatives with no incompatible functions shall perform, at a minimum, the following:

1. On a daily basis:

i. Review for the propriety of signatures and all other information on gaming voucher documentation as required in accordance with the provisions of this chapter;

ii. Compare gaming voucher system reports to gaming vouchers received in accordance with (g) above to ensure proper electronic cancellation of gaming vouchers;

iii. Calculate the unredeemed liability for gaming vouchers, such as by reconciling the total number and value of redeemed gaming vouchers to the total number and value of gaming vouchers issued through the use of system reports generated in accordance with the requirements of (d)4iii above, unless the system performs the calculation in a manner approved by the Commission;

iv. Calculate the cumulative total value of gaming vouchers that have expired during the current calendar month;

v. Unless the casino licensee utilizes counting equipment in its cashiers' cage or count room that enables its gaming voucher system to verify the serial number and obtain the value of gaming vouchers redeemed at locations other than slot machines, reconcile the serial number and value of gaming vouchers to the system report(s) generated pursuant to (d)4 above, by examining:

(1) No less than five percent of all gaming vouchers redeemed at such locations; or

(2) A random sample of all gaming vouchers redeemed at such locations, provided, however, that the random sample shall have a statistical confidence level of 95 percent with a precision of plus or minus two percent and that the Commission shall have approved the procedures for selecting the sample size and for assuring a proper selection of the sample.

vi. Verify that casino accounting has received:

(1) The closing paperwork for each cashier and supervisor who redeemed gaming vouchers during the gaming day; and

(2) The Balance Receipt prepared for each gaming voucher redemption machine in conjunction with the bill validator drop performed at the end of the gaming day.

vii. Complete the Slot Win Report for the recordation of all gaming voucher revenue and deductions for gaming vouchers redeemed in accordance with the following:

(1) Gaming voucher drop shall be the greater of the value of gaming vouchers redeemed, as recorded on the gaming voucher system report required by (d)4ii above, or the value of gaming vouchers counted in the count room, as recorded on the Slot Cash Storage Box Report, provided, however, that unsecured gaming vouchers shall be separately reported on the Slot Win Report in accordance with N.J.A.C. 19:45-1.42;

(2) Deductions for gaming voucher redemptions by a bill changer or at a cashiering location shall be the lesser of the value, as recorded on the gaming voucher system report required by (d)4ii above, or the total value of gaming vouchers counted in the count room, as recorded on the Slot Cash Storage Box Report, plus the value of gaming vouchers transferred in accordance with (g) above. Deductions for gaming voucher redemptions by a gaming voucher redemption machine shall be calculated in accordance with N.J.A.C. 19:45-1.33A(b); and

(3) No adjustment shall be made to the amounts recorded on the Slot Win Report in accordance with (g)1v(1) and (2) above unless the reason for the adjustment is adequately documented by casino account-

ing in accordance with the approved internal controls of the casino licensee and the adjustment is necessary in order to accurately report the casino licensee's gross revenue; and

viii. Attach or file with the Slot Win Report for the applicable gaming day any system reports and other items approved in the casino licensee's internal controls as supporting documentation;

2. On a weekly basis:

i. Compare the readings of the slot machine meters required pursuant to N.J.A.C. 19:45-1.37(b)5 and (e)4 to the number and value of issued and redeemed gaming vouchers, as applicable; and

ii. Review exception reports and audit logs;

3. On a monthly basis, prepare the report required by N.J.A.C. 19:45-3.1(c)1;

4. Sign each system report or item reviewed in accordance with internal controls approved pursuant to (h)1 through (3) above, attesting to the accuracy of the information recorded thereon; and

5. Maintain and control redeemed gaming vouchers until destruction in accordance with the requirements of N.J.A.C. 19:45-1.8.

(i) No adjustment to the value of any gaming voucher shall be made without the approval of the Commission.

(j) Employees of a casino licensee who are authorized to receive gaming vouchers as personal gratuities may redeem the gaming vouchers only at the cashiers' cage or a slot booth, subject to the terms and conditions set forth in (c) and (d) above. Gaming vouchers valued at more than \$100.00 shall be redeemed at the cashiers' cage only with the approval of the supervisor of the cashier conducting the redemption transaction.

New Rule, R.2003 d.4, effective January 6, 2003.

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

Amended by R.2004 d.10, effective January 5, 2004.

See: 35 N.J.R. 3292(a), 36 N.J.R. 199(b).

Rewrote (g)iv.

Amended by R.2004 d.33, effective January 20, 2004.

See: 35 N.J.R. 4625(a), 36 N.J.R. 532(a).

In (c), substituted "Except as provided in (i) below for employee redemption of gaming vouchers, each" for "Each" in the introductory paragraph; added (i).

Amended by R.2005 d.196, effective June 20, 2005.

See: 36 N.J.R. 3245(a), 37 N.J.R. 2234(a).

In (g), rewrote 1v(1) and 1v(3).

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

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

In (d)1, inserted "gaming voucher redemption machine"; in (d)1i, deleted "and" from the end; in (d)1ii, inserted "and" at the end; added (d)1iii; rewrote the introductory paragraph of (d)4 and (d)4ii; rewrote (g); inserted new designation (h); rewrote (h)1iv; added new (h)1v; recodified former (h)1v and (h)1vi as (h)1vi and (h)1vii; rewrote (h)1vi(2); and recodified former (h) and (i) as (i) and (j).

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

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

In the introductory paragraph of (a)4, substituted "Except as permitted by (a)4i below, no" for "No" and inserted "through 8"; added (a)4i; in the introductory paragraph of (d), substituted "implement the following requirements and procedures." for "provide for the following."; rewrote the introductory paragraph of (d)1 and (d)1i; in (d)2 and the introductory paragraph of (d)3, inserted "gaming voucher"; in (d)2, (d)3iv, (d)4v and (d)19ii, substituted a period for the semicolon at the end; in the introductory paragraph of (d)3, inserted "the provisions of"; rewrote (d)5 and (d)6; added new (d)7 through (d)18; recodified former (d)7 through (d)9 as (d)19 through (d)21; in the introductory paragraph of (d)19, inserted a comma following "token"; and rewrote (d)20, (f), the introductory paragraph of (g) and (g)3.

Amended by R.2009 d.178, effective June 1, 2009.

See: 41 N.J.R. 396(a), 41 N.J.R. 2341(a).

In the introductory paragraph of (d)19, substituted "slot credits due to" for "an equivalent value of coins or slot tokens that matches", and deleted "coin or slot token, which that" preceding and "is designed to accept in order to activate play" following the second occurrence of "slot machine"; added new (d)19i and (d)19ii; recodified former (d)19i and (d)19ii as (d)19ii(1) and (d)19ii(2); in (d)19ii(1), deleted "or" from the end; in (d)19ii(2), substituted "; or" for a period at the end; and added (d)19ii(3).

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

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

In (a)3, substituted "except as otherwise provided in N.J.A.C. 19:45-3.1(b), expire one year from its date of issuance" for "not expire" and "(b)8" for "(b)7"; in (a)4, substituted "(d)5 through 7" for "(d)6 through 8"; added new (b)4; recodified former (b)4 through (b)8 as (b)5 through (b)9; in (c)2, inserted "or has expired"; in (c)3, substituted "(d)8" for "(d)9"; rewrote (d); added new (h)1iv and (h)3; recodified former (h)1iv through (h)1vii as (h)1v through (h)1viii; recodified former (h)3 and (h)4 as (h)4 and (h)5; and in (h)4, substituted "(h)1 through (3)" for "(g), (g)1, and (g)2".

#### 19:45-1.55 Computerized gaming voucher systems; required procedures

(a) In order to issue or redeem gaming vouchers in accordance with the procedures at N.J.A.C. 19:45-1.54, a casino licensee shall operate a computerized gaming voucher system (system) which satisfies the requirements of this section. Each slot machine, gaming voucher redemption machine and other location that redeems gaming vouchers shall be connected to such a system, provided that no slot machine, gaming voucher redemption machine or other redemption location may be connected to, or disconnected from, such a system without approved internal controls and prior written approval of the Commission to connect or disconnect each slot machine and other redemption location. If the system is used by a gaming voucher redemption machine or count room equipment to obtain the value of a gaming voucher, the system shall perform a calculation or integrity check of the value of each gaming voucher. In the case of a gaming voucher redemption machine, the calculation or integrity check shall be performed prior to permitting the gaming voucher to be redeemed by the gaming voucher redemption machine.

(b) All aspects of a system, including all hardware and software utilized therein, shall be subject to testing by the Division pursuant to N.J.A.C. 19:46-1.28 and review and approval by the Commission prior to the implementation of the system by the casino licensee and following implementation, prior to any changes thereto.