

(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, slot shift manager or keno shift supervisor, 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 craps, mini-craps, mini-dice, baccarat, blackjack, spanish 21, roulette, minibaccarat, red dog, sic bo, big six, casino war, pai gow, pai gow poker, caribbean stud poker, let it ride poker, three card poker, fast action hold 'em, colorado hold 'em poker, boston 5 stud poker and poker table 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 a baccarat, blackjack, spanish 21, roulette, mini-craps, mini-dice, sic bo, mini-baccarat, red dog, casino war, pai gow, pai gow poker, big six, caribbean stud poker, let it ride poker, three card poker, fast action hold 'em, colorado hold 'em poker, boston 5 stud poker or poker game.

6. Pit boss shall be the third level supervisor assigned the responsibility for the overall supervision of the opera-

tion and conduct of a craps game and the second level supervisor assigned the responsibility for the overall supervision of the operation and conduct of a blackjack, spanish 21, roulette, mini-craps, mini-dice, minibaccarat, big six, sic bo, red dog, casino war, pai gow, pai gow poker, caribbean stud poker, let it ride poker, three card poker, fast action hold 'em, colorado hold 'em poker, boston 5 stud poker or baccarat game.

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. 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, a casino manager may personally perform the required duties of a table games shift manager when the casino manager is present in the casino.

(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 blackjack, spanish 21, roulette, minibaccarat, sic bo, red dog, pai gow, pai gow poker, big six, mini-craps, mini-dice, casino war, caribbean stud poker, let it ride poker, three card poker, fast action hold 'em, colorado hold 'em poker, boston 5 stud poker and poker table;

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

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

5. One floorperson shall supervise:

i. Not more than four blackjack, spanish 21, roulette, pai gow poker, minibaccarat (using the dealing procedures in N.J.A.C. 19:47-7.7(c)1 or 2), mini-dice, sic bo, red dog, casino war, caribbean stud poker, let it ride poker, three card poker, fast action hold 'em, colorado hold 'em poker, boston 5 stud poker or big six tables, or any combination thereof; or

ii. Not more than two minibaccarat tables if either table uses the dealing procedure in N.J.A.C. 19:47-7.7(c)3; or

iii. Not more than one blackjack, roulette, pai gow poker, mini-dice, sic bo, red dog, casino war, caribbean stud poker, let it ride poker, three card poker, fast action hold 'em or big six table; and:

(1) One minibaccarat table which uses the optional dealing procedure in N.J.A.C. 19:47-7.7(c)3; or

(2) One pai gow table if continuous, dedicated surveillance camera coverage is maintained for the pai gow table; or

iv. Not more than two craps tables; or

v. Not more than one craps table and one blackjack, spanish 21, roulette, minibaccarat (using only the dealing procedures in N.J.A.C. 19:47-7.7(c)1 or 2), mini-dice, sic bo, red dog or big six table; or

vi. Not more than one mini-craps or baccarat table; or

vii. Not more than one pai gow table, provided, however, that one floorperson may supervise 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 on the casino floor; or

viii. As to the game of poker:

(1) If the poker shift supervisor is supervising only poker tables, not more than eight poker tables; or

(2) 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, not more than 10 poker tables; or

(3) If the poker shift supervisor is supervising both poker tables and table games other than poker, not more than four poker tables;

6. One pit boss shall supervise not more than 20 gaming tables; 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 supervisors. In any plan for revised supervision:

1. One floorperson may supervise not more than six blackjack (none of which shall offer the streak wager permitted under N.J.A.C. 19:47-2.22), spanish 21, roulette, minibaccarat (using only the dealing procedures in N.J.A.C. 19:47-7.7(c)1 or 2), mini-dice, sic bo, red dog or big six tables, or any combination thereof;

2. One pit boss may supervise not more than 24 gaming tables;

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 blackjack, spanish 21, roulette, minibaccarat (using only the dealing procedures in N.J.A.C. 19:47-7.7(c)1 or 2), mini-dice, sic bo, red dog or big six table;

5. One floorperson may supervise one craps table and two additional blackjack, spanish 21, roulette, minibaccarat, (using only the dealing procedures in N.J.A.C. 19:47-7.7(c)1 or 2), mini-dice, sic bo, red dog or big six tables, or any combination thereof;

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 supervisor may simultaneously assume the responsibility of the keno shift 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 supervisor or keno shift 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 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.

(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).

#### 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.

(d) The method or methods utilized to comply with the requirements referenced in (c) above shall be submitted to and approved by the Commission.

(e) Each automated coupon redemption machine shall, at a minimum, accumulate the following data on a meter or a computer generated tape:

1. The total amount of currency, coin or slot tokens dispensed by the automated coupon redemption machine; and
2. The total dollar amount of coupons accepted by the automated coupon redemption machine.

(f) Automated coupon redemption machines may be located on or immediately adjacent to the casino floor, provided that closed circuit television coverage of all automated coupon redemption machines is provided, pursuant to N.J.A.C. 19:45-1.10 and 1.11. Each automated coupon redemption machine shall have imprinted, affixed or impressed on the outside of the machine a unique asset identification number. Each automated coupon redemption machine shall contain a lockable coupon storage box which retains the coupons accepted by the machine. Each coupon storage box located inside the machine shall also have imprinted, affixed or impressed thereon the asset identification number of the corresponding machine.

(g) Each automated coupon redemption machine shall have, at a minimum, the following:

1. One lock securing the compartment housing the coupon storage box and one lock securing the coupon storage box within the compartment, the keys to which shall be different from each other. Such keys shall be controlled by two separate departments or by different employees of the slot department;
2. One lock securing the currency dispensing compartment housing the currency cassettes, the key to which shall be controlled by the slot department;
3. One lock securing the compartment housing the coin storage container, the key to which shall be controlled by the slot department; and
4. One lock securing the contents of the coupon storage box, the key to which shall be different from the keys referenced in (g)1 through 3 above. Such key shall be controlled by an employee of the slot department other

than the employee(s) controlling the keys referenced in (g)1 through 3 above.

(h) At least once each gaming day, a slot cashier shall remove the coupons accepted by the automatic coupon redemption machine. Any currency, coin or slot tokens removed from the automated coupon redemption machine during the removal of coupons or during any other time shall be placed in a secured container, as approved by the Commission, with the automated coupon redemption machine asset identification number attached or recorded thereon. Upon removal of the coupons and/or currency, coins or slot tokens from the automated coupon redemption machine, a serially prenumbered three-part form, at a minimum, shall be prepared by the slot cashier. Each series of forms shall be used in a sequential order, and the series numbers of all forms received by a casino shall be accounted for by employees with no incompatible functions. All original, duplicate and triplicate void forms shall be marked "VOID" and shall require the signature of the preparer. The following copies shall contain, at a minimum, the following information:

1. The original and the duplicate and triplicate copies of the form shall contain, at a minimum, the following information:
  - i. The date and time of preparation;
  - ii. The denomination of the automated coupon redemption machine;
  - iii. The automated coupon redemption machine asset identification number;
  - iv. The total amount of currency, coin or slot tokens appearing on the meter or computer generated tape as dispensed by the automated coupon redemption machine;
  - v. The total dollar amount of coupons or the converted value of coupons appearing on the meter or computer generated tape as accepted by the automated coupon redemption machine; and
  - vi. The signature of the slot cashier who removed the coupons and/or currency, coin or slot tokens from the automated coupon redemption machine.
2. The original form shall contain the following information in addition to the information in (h)1 above:

i. The total dollar amount of coupons received from the security representative referenced in (h)1vii above and counted by a master coin bank cashier or a slot cashier, other than the slot cashier who removed the coupons from the machine;

ii. The total dollar amount of currency, coin or slot tokens removed by the slot cashier referenced in (h)1vi above and counted by a master coin bank cashier or a slot cashier, other than the slot cashier who removed the currency or coins from the machine;

iii. Any additional information as may be required by the Commission to reconcile the coupons removed from the automated coupon redemption machine; and

iv. The signature of the master coin bank cashier or slot cashier who received and counted the coupons and/or coin or slot tokens.

(i) The slot cashier shall:

1. Prepare the form referenced in (h) above by recording the information in (h)1i through v above;

2. Sign the form; and

3. Place the duplicate and triplicate copy of the form in the automated coupon redemption machine for subsequent forwarding, at the end of the gaming day, to accounting.

(j) Upon removal from the automated coupon redemption machine, the slot cashier shall transport the coupons, currency, coin or slot tokens to the slot booth or master coin bank.

(k) A master coin bank cashier or a slot cashier, other than the slot cashier who removed the coupons and any currency, coin or slot tokens from the automated coupon redemption machine, shall:

1. Count the coupons, currency, coin or slot tokens and record such amounts on the original copy of the form;

2. Reconcile the amount(s) counted to the amount(s) recorded in accordance with (h)1iv and v above;

3. Sign the original form attesting to the reconciliation; and

4. Retain the original copy of the form for subsequent forwarding to accounting at the end of the gaming day.

(l) Any coupon accepted by an automated coupon redemption machine shall be cancelled by the machine immediately upon exchange, in a manner approved by the Commission, so that the coupon is not redeemable in accordance with N.J.A.C. 19:45-1.34(a) or acceptable by another automated coupon redemption machine or a bill changer.

(m) Whenever currency, coins or slot tokens are distributed to an automated coupon redemption machine, a serial-

ly prenumbered three-part form, at a minimum shall be prepared by a slot cashier. Each series of forms shall be used in sequential order, and the series numbers of all slips received by a casino shall be accounted for by employees with no incompatible functions. All original, and duplicate and triplicate copies of void forms shall be marked "VOID" and shall require the signature of the preparer. The slot cashier shall:

1. Record the following information on the original and all copies of the form:

i. The date and time of preparation;

ii. The automated coupon redemption machine asset identification number;

iii. The dollar amount of currency or, if coin or slot tokens, the number of bags and the dollar amount of each bag to be distributed; and

iv. The total dollar amount of the fill.

2. Present the original and all copies of the form to the master coin bank cashier;

3. Obtain the signature of the master coin bank cashier who prepared the currency, coins or slot tokens for distribution to the automated coupon redemption machine;

4. Present the original copy of the form to the master coin bank cashier;

5. Transport the duplicate and triplicate copies of the form, along with the funds to the automated coupon redemption machine;

6. Sign the duplicate copy of the form; and

7. Place the duplicate copy of the form in the automated coupon redemption machine until forwarded to accounting at the end of the gaming day.

(n) A security department representative shall:

1. Escort the slot cashier to the automated coupon redemption machine and observe the filling of the machine;

2. After meeting the signature requirements in (m)6 above, immediately place the duplicate copy of the form into a locked accounting box at the security podium.

(o) At the end of each gaming day, at a minimum, the original, duplicate and triplicate copies of the forms referenced in (h), (i), (j), (k), (m) and (n) above shall be forwarded to the accounting department for agreement and shall be used to reconcile each automated coupon redemption machine in a manner as approved by the Commission.

(p) Notwithstanding this section, in addition to accepting coupons, an automated coupon redemption machine may accept currency for changing bills of one denomination into bills of a smaller denomination and coin in exchange for

currency, provided the procedures governing the control and reconciliation of coupons, currency and coin removed from the machine are approved by the Commission.

(q) Prize tokens shall not be dispensed from automated coupon redemption machines.

New Rule, R.1991 d.152, effective March 18, 1991.

See: 22 N.J.R. 3708(b), 23 N.J.R. 885(a).

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

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

In (h) and (o): stylistic revisions.

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

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

In (f): added text regarding location of automated coupon machines.

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

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

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

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

Amended by R.2003 d.463, effective December 1, 2003.

See: 35 N.J.R. 2476(a), 35 N.J.R. 5436(b).

Rewrote the section.

#### **19:45-1.46B Procedures and requirements for a bill changer which can accept coupons**

(a) Each bill changer which can accept coupons shall be able to establish the dollar value and validity of each coupon inserted therein by interpreting the coded information which must be contained on the coupon pursuant to (b) below.

(b) In addition to complying with the requirements of N.J.A.C. 19:45-1.46, each coupon which can be accepted by a bill changer shall contain encoded data that identifies the dollar value of the coupon and such other information as the Commission may require. Each coupon shall also contain a unique code or other security measure, which can be interpreted only by the bill changer, to ensure that the coupon is valid.

(c) The methods by which a bill changer and each coupon which can be accepted therein will comply with the requirements of (a) and (b) above shall be submitted to and approved by the Commission before any such bill changer or coupon may be used by a casino licensee.

(d) Unless the slot machine to which the bill changer is attached contains the coupon meters identified in N.J.A.C. 19:45-1.37(e)3 and 19:46-1.26(d), a bill changer which can accept coupons shall be equipped with mechanical, electrical or electronic devices as follows:

1. A "numerical coupon meter" that continuously, automatically and separately counts the total number of all coupons accepted by the bill changer; and
2. A "value coupon meter" that continuously, automatically and separately counts the total dollar value of all coupons accepted by the bill changer.

(e) Each coupon accepted by a bill changer shall be deposited and stored in the bill changer's slot cash storage box. Each such coupon shall be counted as part of the slot cash storage box drop in accordance with the count procedures in N.J.A.C. 19:45-1.33.

(f) Each coupon accepted by a bill changer shall be cancelled in a manner approved by the Commission which shall prevent the acceptance of the cancelled coupon by any bill changer, any automated coupon redemption machine or any other form of authorized redemption. The coupon shall be cancelled by the bill changer immediately upon acceptance or, pursuant to N.J.A.C. 19:45-1.33(h), in the count room prior to the conclusion of the count.

(g) Unless otherwise authorized by the Commission, any coupon which can be accepted by a bill changer shall be accounted for and controlled pursuant to N.J.A.C. 19:45-1.46.

New Rule, R.1994 d.69, effective February 7, 1994.

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

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

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

Petition for Rulemaking.

See: 34 N.J.R. 1750(c), 2344(a), 3546(b).

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

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

In (f), changed N.J.A.C. reference.

#### **19:45-1.47 Keno booths; satellite keno booths; keno lockers; roving keno work stations**

(a) Keno gaming operations shall only be conducted in a separate and distinct area approved by the Commission, although a casino licensee may conduct the same keno game or different keno games in separate approved areas. Any area designated for keno gaming activity shall be located:

1. On the casino floor;
2. In a casino simulcasting facility; or
3. In a public keno area in accordance with the provisions of N.J.A.C. 19:45-1.47B.

(b) Any area designated for keno may contain a physical structure known as a keno booth to house the keno writers and to serve as the central location for the following:

1. The custody of the keno booth inventory, including currency, coin, coupons, gaming chips, slot tokens, and forms and documents normally associated with the operation of a keno booth;
2. The exchange by patrons of coupons for currency, coin or keno tickets in conformity with N.J.A.C. 19:45-1.46(j);
3. The receipt of currency, coin, gaming chips, coupons and slot tokens for wagering at the game of keno;
4. The issuance of cash to patrons upon the presentation of a recognized credit or debit card in accordance with N.J.A.C. 19:45-1.25(i);

5. The payment of winning wagers at the game of keno; and

6. Such other functions normally associated with the operation of a keno booth.

(c) The keno booth shall be designed and constructed to provide maximum security for the materials housed therein and the activities performed therein, and shall include the following:

1. Separate work stations which shall include:

i. Manually triggered silent alarm systems connected directly to the monitoring rooms of the closed circuit television system, the security department office and the on-site office of the Division;

ii. A computer terminal which shall be used to issue keno tickets and calculate payouts for winning keno tickets; and

iii. An area for the storage of a keno drawer.

2. A segregated area for the storage of the keno computer equipment. The location and security of the keno computer equipment shall be approved by the Commission. Nothing herein shall preclude a casino licensee from storing its keno computer equipment in another segregated and secure area of the casino hotel facility, provided that the location of and the security measures for such area have been approved by the Commission.

(d) In addition to the requirements in (c) above, a keno booth may contain the following:

1. A segregated and secure area for the storage of locked keno drawers pursuant to N.J.A.C. 19:45-1.48; and

2. A segregated and secure area, maintained on an imprest basis by the keno supervisor, which may be used to establish opening keno inventories and complete keno fills and keno credits pursuant to the requirements of this chapter.

i. The casino licensee shall submit for review and approval procedures governing how this area will be maintained on an imprest basis. In addition, each keno supervisor shall prepare a count sheet to record the opening and closing balance for their shift which shall be signed by both the incoming and outgoing keno supervisor.

(e) If a keno booth is designed so as to be immediately adjacent to the cashiers' cage or a satellite cage and access to the keno booth is through the cashiers' cage or satellite cage, the casino security department escort otherwise required by N.J.A.C. 19:45-1.48, 1.49 and 1.50 for the transportation of keno drawers and keno fills and credits shall not be required.

(f) A casino licensee may, in its discretion, operate one or more satellite keno booths. All the provisions of this subchapter governing the operation of a keno booth shall apply to a satellite keno booth with the exception of the following:

1. The keno games for which wagers are accepted at a satellite keno booth must be the same keno games for which wagers are accepted at the keno booth;

2. The only keno computer equipment which may be located at a satellite keno booth shall be the computer terminals used by the keno writers to issue keno tickets and calculate payouts of winning keno tickets;

3. A satellite keno booth may not contain a separate area for the storage of currency and coin pursuant to (d) above; and

4. A satellite keno booth may operate without the presence of a keno supervisor; however, a keno writer at a satellite keno booth may not redeem a winning keno ticket for \$1,500 or more unless the payment is authorized by obtaining the signature of a keno supervisor or a supervisor thereof in accordance with N.J.A.C. 19:47-15.6(b).

(g) A casino licensee may, in its discretion, permit a keno runner to generate and redeem keno tickets from a keno locker located on the casino floor or in the casino simulcasting facility. Each keno locker shall be a fully enclosed structure and shall contain one keno work station. A keno locker shall be closed and locked whenever it is unattended by a keno runner. A keno work station in a keno locker shall include:

1. A manually triggered silent alarm system connected directly to the monitoring rooms of the closed circuit television system, the casino security department office and the on-site office of the Division;

2. A computer terminal which shall be used to issue keno tickets and calculate payouts for winning keno tickets;

3. An area for the storage of one or more keno drawers, which area shall only be used by a keno runner selling or redeeming keno tickets from that keno locker; and

4. A light that is located above the work station and is visible from outside the keno locker, which light shall automatically illuminate whenever the door to the keno locker is open.

(h) A casino licensee may, in its discretion, operate roving keno work stations which contain a keno terminal and a keno drawer. The roving keno work station shall be:

1. Operated by a keno writer in accordance with the rules of this Chapter and N.J.A.C. 19:47; and

2. Operated on the casino floor, in the casino simulcasting facility or in a public keno area in accordance with the provisions of N.J.A.C. 19:45-1.47B; provided, however, if a roving keno work station shall be operated in a public keno area, the keno writer shall receive and return his or her imprest funds and perform all fills and credits in a restricted casino area approved by the Commission for such activity.

New Rule, R.1995 d.285, effective June 5, 1995.  
See: 27 N.J.R. 2218(a), 27 N.J.R. 2254(a).

Amended by R.1996 d.443, effective September 16, 1996.

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

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

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

Added a new (b)4 and recodified former 4 and 5 as 5 and 6.

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

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

In (a), deleted former 2, redesignated former 3 as 2, and added a new 3; in (b), substituted "may" for "shall" following "keno" in the introductory paragraph; inserted a new (g); and recodified former (g) as (h), deleted "Notwithstanding (a), (b) and (c) above," at the beginning, and rewrote 2.

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

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

Rewrote (f)4.

#### 19:45-1.47A Keno runners

(a) A casino licensee may employ one or more "keno runners" to assist in the conduct of keno. A keno runner may act as an intermediary between a patron and a keno writer in order to facilitate the placement or redemption of a keno wager. A keno runner may also accept and redeem keno wagers at a keno booth, satellite keno booth or keno locker without the assistance of a keno writer provided that:

1. The keno runner operates out of his or her own keno drawer; and
2. The casino licensee's approved keno system can generate the reports necessary for the accounting and reconciliation of the assets and documents contained in the keno drawer of each keno runner.

(b) A keno runner may, in accordance with internal controls approved by the Commission, carry an imprest fund of currency for the purpose of giving change to patrons who make keno wagers. Such funds may be issued from the keno vault, the main bank or the master coin bank, but shall not be issued by a keno writer.

(c) If a patron wishes to use a keno runner to place a keno wager, the keno runner shall:

1. Require the patron to complete a two-part keno runner request and to present currency, coin, gaming chips, slot tokens or coupons in an amount sufficient to fund the request;
2. Provide a part of the keno runner request to the patron that will identify the patron to the keno wager;
3. Take the part of the keno runner request with the information regarding the wager together with the currency, coin, gaming chips, slot tokens or coupons to a keno writer at a keno work station or to a keno booth, satellite keno booth or keno locker where the keno runner has a keno drawer;
4. Receive the keno ticket or tickets and any change from the keno writer or generate them directly at his or her work station in a keno booth, satellite keno booth or keno locker; and
5. Deliver the keno ticket or tickets to the patron in exchange for the identifying part of the keno runner

request, provided that, prior to the exchange, the keno runner shall compare the two parts of the keno runner request to ensure that the ticket is being delivered to the correct patron.

(d) If a patron wishes to use a keno runner to redeem a winning keno ticket, a keno runner shall:

1. Agree to assist the patron only if the winning keno ticket has a value that does not exceed \$500.00;
2. Accept the ticket from the patron in exchange for a one-part keno ticket receipt;
3. Take the winning ticket to a keno writer at a keno work station or to a work station in a keno booth, satellite keno booth or keno locker where the keno runner has a keno drawer; and
4. Receive the proceeds of the ticket from the keno writer or take them from the keno runner's drawer in the keno booth, satellite keno booth or keno locker and deliver them to the patron in exchange for the keno ticket receipt.

(e) Each keno runner shall, in accordance with a casino licensee's approved internal controls, "sign in" prior to the start of each keno game for which the keno runner was authorized to accept keno wagers. This act shall constitute a representation by the keno runner that all wagers accepted for that game have been placed and that corresponding keno tickets have been issued, or that no wagers were accepted for that game. After "signing in," a keno runner shall not accept additional wagers for the game, but may deliver keno tickets to patrons for wagers that were placed prior to the keno runner "signing in."

(f) No keno game for which a keno runner has been authorized to accept wagers shall close until all keno runners assigned to that game have "signed in" in accordance with (e) above.

New Rule, R.1998 d.164, effective April 6, 1998.

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

#### 19:45-1.47B Public keno areas

(a) In addition to conducting keno operations on the casino floor or in a casino simulcasting facility in accordance with the provisions of N.J.A.C. 19:45-1.47, a casino licensee may conduct keno operations in other public areas of the casino hotel ("public keno areas") in accordance with the provisions of this section. Public keno areas shall be approved by the Commission and may include, without limitation, restaurants, lounges and bars, but shall not include qualifying sleeping units or other hotel rooms used for the lodging of guests. An area of the casino hotel that is leased to an on-premise shopkeeper may be a public keno area provided that the lessee holds a casino service industry license.

(b) Keno tickets shall only be issued and redeemed in public keno areas by a keno writer or keno runner operating in accordance with the provisions of N.J.A.C. 19:45-1.47 or 1.47A.

(c) An application to conduct keno operations in a public keno area pursuant to this section shall be made in accordance with the provisions of N.J.A.C. 19:43-7.6. Any such application shall, at a minimum, describe:

1. The public areas where keno tickets shall be sold and redeemed;
2. The method or methods that shall be used to sell and redeem keno tickets; and
3. If keno runners shall be used, the location of the keno work stations from which the keno runners shall purchase and redeem keno tickets and the routes that shall be used to get to and from such keno work stations in the public keno area or to and from the perimeter of the casino floor or casino simulcasting facility.

New Rule, R.1998 d.164, effective April 6, 1998.  
See: 29 N.J.R. 2632(a), 30 N.J.R. 1304(a).

**19:45-1.48 Accounting controls for the operation of keno booths, keno lockers and keno work stations**

(a) Whenever a keno work station is opened for gaming, the keno work station shall commence operation with an amount of currency and coin known as the "keno inventory." The amount of the keno inventory shall be determined by the casino licensee, except that the keno inventory shall not exceed \$1,500 for a keno writer working from a roving keno work station, a keno runner working from a keno locker, and a keno writer or keno runner working from a satellite keno booth located in a public keno area. No casino licensee shall cause or permit currency, coin or gaming chips to be added to, or removed from, the keno inventory during the gaming day except:

1. In exchange for a keno ticket purchased by a patron;
2. In order to make change for a patron buying a keno ticket;
3. In receipt of a coupon from a patron in exchange for currency, coin or a keno ticket in conformity with N.J.A.C. 19:45-1.46(j);
4. In payment of a winning or voided keno ticket in conformity with the provisions of N.J.A.C. 19:47-15.6; or
5. In conformity with the keno fill and keno credit procedures described in N.J.A.C. 19:45-1.49 and 1.50.

(b) Whenever a keno work station is opened for gaming activity, the keno inventory shall be stored in a lockable container known as a "keno drawer." For a given shift, each keno writer and each keno runner authorized to accept and redeem keno wagers shall have his or her own keno drawer and no other person shall operate out of the drawer of that keno writer or keno runner. Nothing herein shall preclude a keno writer or keno runner from working at multiple keno work stations throughout the gaming day provided the keno writer or keno runner appropriately logs on and off each computer terminal and continues to operate from his or her assigned keno drawer.

(c) Keno drawers shall be prepared by a main bank cashier, master coin bank cashier, cage supervisor or keno supervisor.

(d) The keys to the keno drawers containing the keno inventories shall be maintained and controlled 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.

(e) Immediately prior to opening a keno work station for gaming, each keno writer or keno runner assigned to a work station shall, if the drawer is not already located at that keno work station, transport the keno drawer, in the presence of a casino security department member, to the appropriate keno work station where the drawer shall be counted in accordance with the requirements of (h) below. If the keno writer or keno runner is assigned to a keno work station in a keno booth or satellite keno booth where his or her drawer is already located, the keno writer or keno runner shall count his or her drawer at the keno work station in accordance with the requirements of (h) below. Each keno runner assigned to work from a keno locker shall, prior to opening his or her work station for gaming, count his or her drawer in accordance with the requirements of (h) below at the keno booth, cashier's cage or other restricted casino area approved by the Commission.

(f) Nothing in this section shall preclude a casino licensee from developing approved internal control procedures pursuant to which the keno drawers for a shift are delivered to the keno booth by a member of the casino security department, provided the casino security department does not have access to the keys to the keno drawers.

(g) Each keno drawer which is prepared shall contain a form in addition to the currency and coin. The form shall be, at a minimum, a two-part form with the preparer of the drawer maintaining the duplicate as a balancing item and the original being sent with the currency and coin. The preparer shall record, at a minimum, the following information on the original and duplicate form:

1. The date and time of preparation of the keno drawer;
2. The keno work station location number;
3. The total amount of each denomination of currency and coin to be distributed;
4. The total amount of all denominations of currency and coin to be distributed; and
5. The signature of the preparer.

(h) The keno writer or keno runner shall count the contents of the drawer in the presence of a keno supervisor or a supervisor thereof and shall assure the accurate comparison of the count to the figures recorded on the form referenced in (g) above.

1. If the count and figures agree, the keno writer or keno runner and keno supervisor or supervisor thereof shall sign the form attesting to the accuracy of the information recorded thereon.

2. If a discrepancy exists between the amount of currency and coins counted and the amount of currency and coins recorded on the form, the appropriate corrections shall be made on the form by the keno supervisor or supervisor thereof. The keno supervisor or supervisor thereof shall place his or her initials next to each correction. Once all appropriate corrections have been made, the keno writer and keno supervisor or supervisor thereof shall sign the form. The keno supervisor or supervisor thereof shall immediately prepare a discrepancy report and forward a copy of the report to casino accounting, the Commission booth, the security department and the on-site office of the Division.

(i) Upon compliance with the signature requirements of (g) and (h) above, the keno writer or keno runner shall input the opening inventory figure in total or by denomination into the computer terminal and maintain the form required by (g) above in the keno drawer until the end of the keno writer's or keno runner's shift. Notwithstanding the foregoing, the keno supervisor or a supervisor thereof may input the opening inventory figure or figures into the computer terminal provided the keno writer or keno runner verifies the opening inventory figure or figures input into the computer to the figures recorded on the form required by (g) above.

(j) At the end of each keno writer's or keno runner's shift, all currency, coin, slot tokens, coupons and gaming chips remaining in the keno drawer shall be counted by the keno writer or keno runner at the keno booth, satellite keno booth, cashier's cage or other restricted casino area approved by the Commission. The keno writer or keno runner shall record on the form required by (g) above or on a separate one-part form the following information:

1. The total value of each denomination of currency, coin, slot tokens and gaming chips in the keno drawer;
2. The total value of all coupons in the keno drawer;
3. The total value of all denominations of currency, coins, slot tokens and gaming chips in the keno drawer;
4. The total amount of all keno fill slips;
5. The total amount of all keno credit slips; and
6. The signature of the preparer.

(k) Once the form required by (g) above has been completed with the information required by (j) above, it shall be placed in the keno drawer. If the casino licensee uses a separate form to record the closing keno inventory pursuant to (j) above, both forms shall be placed in the keno drawer. The keno drawer shall then be locked by the keno writer or keno runner and either:

1. Immediately transported to the cashier's cage, master coin bank or satellite cage by the keno writer or keno runner in the presence of a casino security department member;

2. Placed in a secure storage area in the keno booth and held for subsequent transportation by the casino security department in a manner approved by the Commission, provided, however, that the casino security department shall not have access to the key to the keno drawer; or

3. Turned over to the keno supervisor for subsequent reissuance.

(l) Each casino licensee shall develop internal control procedures for the accounting and reconciliation of the assets and documents contained within the keno drawers used each gaming day. These procedures shall include reports generated by the keno computer system and shall provide for the verification of each keno drawer by a keno supervisor, main bank cashier, master coin bank cashier or cage supervisor and the reporting of any overage or shortage. Copies of all reports shall be forwarded to casino accounting on a daily basis.

(m) Nothing herein shall preclude a keno writer or keno runner from counting the contents of his or her drawer at an area designed for this purpose within the keno booth rather than at the keno work station, provided however, that such area is approved by the Commission.

(n) Each keno writer and keno runner shall be required to independently count the contents of his or her own drawer and prepare the form required in (j) above without access to any information recorded on the reports referenced in (l) above.

New Rule, R.1995 d.285, effective June 5, 1995.

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

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

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

In (a), inserted "or gaming chips".

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

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

Inserted references to keno runners throughout; in (a), inserted a new second sentence and inserted a reference to gaming chips in the last sentence of the introductory paragraph; rewrote (e); and in (j), added "or keno runner at the keno booth, satellite keno booth, cashier's cage or other restricted casino area approved by the Commission" at the end of the first sentence.

#### 19:45-1.49 Keno drawer fill procedures

(a) Once a keno drawer has been opened for use by the keno writer or keno runner, if the keno writer or keno runner needs additional currency or coin the keno writer or keno runner shall prepare a keno fill slip.

(b) Keno fill slips shall be serially prenumbered forms. The series numbers of all keno fill slips shall be unique to the game of keno and each series of keno fill slips shall be used in sequential order. All original and duplicate void keno fill slips shall be marked "VOID" and shall require the signature of the keno writer or keno runner who prepared the slip.

(c) A keno fill slip shall be at least a two-part manual or computerized form and shall contain, at a minimum, the following information on the original and each copy of the slip:

1. The denomination of the currency and coin being requested;
2. The total amount of each denomination of currency and coin being requested;
3. The total amount of all denominations of currency and coin being requested;
4. The keno work station location number with which the currency and coin will be distributed;
5. The date and time of preparation; and
6. The signature of the keno writer or keno runner or, if computer-prepared, the identification code of the keno writer or keno runner.

(d) Upon completion of the keno fill slip by the keno writer, a keno supervisor shall either prepare the requested fill from the excess currency and coin maintained in the keno booth pursuant to N.J.A.C. 19:45-1.47 or transport all copies of the keno fill slip to the main bank or master coin bank where a cashier shall prepare the requested fill. Nothing herein shall preclude a main bank or master coin bank cashier or cage supervisor from picking up the completed keno fill slip at the keno booth.

(e) Once the requested funds have been prepared for transfer, either the keno supervisor or a supervisor thereof or the main bank or master coin bank cashier, as applicable, shall sign all copies of the keno fill slip and retain a copy as a balancing item. The funds shall be transported to the keno writer or keno runner by the keno supervisor or a supervisor thereof or by a main bank or master coin bank cashier or cage supervisor along with the original keno fill slip. If the funds have been prepared by a main bank or master coin bank cashier, the individual who will transport the funds shall sign for receipt of the funds and a member of the casino security department shall escort the funds. If the funds need to be transported outside of the keno booth they shall be placed in a sealed envelope or container.

(f) Once the funds have been given to the keno writer or keno runner, the casino security department employee, if applicable, shall sign the original keno fill slip as evidence of the transportation of the funds. The keno writer or keno runner shall then count the currency and coin and, if the amount is consistent with the amount recorded on the keno fill slip, sign the original keno fill slip and enter the amount of the fill into the computer terminal. Notwithstanding the foregoing, the keno supervisor may input the amount of the fill into the computer terminal provided the keno writer or keno runner verifies the amount input by the keno supervisor to the amount recorded on the original keno fill slip.

(g) Upon compliance with the signature requirements described in (f) above, the original keno fill slip shall be maintained in the keno drawer for subsequent reconciliation purposes.

New Rule, R.1995 d.285, effective June 5, 1995.  
See: 27 N.J.R. 2218(a), 27 N.J.R. 2254(a).  
Amended by R.1998 d.164, effective April 6, 1998.  
See: 29 N.J.R. 2632(a), 30 N.J.R. 1304(a).  
Inserted references to keno runners throughout.

#### 19:45-1.50 Keno drawer credit procedures

(a) Prior to the end of each keno writer's or keno runner's shift or at such other times as may be necessary, the keno writer or keno runner may transfer excess currency, coin, gaming chips, slot tokens and coupons to either the main bank, master coin bank or keno supervisor by preparing a keno credit slip.

(b) Keno credit slips shall be serially prenumbered forms. The series numbers of all keno credit slips shall be unique to the game of keno and each series of keno credit slips shall be used in sequential order. All original and duplicate void keno credit slips shall be marked "VOID" and shall require the signature of the keno writer or keno runner who prepared the slip.

(c) A keno credit slip shall be at least a two-part manual or computerized form and shall contain, at a minimum, the following information on the original and duplicate of the slip:

1. The denomination of the currency, coin, gaming chips and slot tokens being exchanged;
2. The total amount of each denomination of currency, coin, gaming chips and slot tokens being exchanged;
3. The total amount of coupons being exchanged;
4. The total amount of currency, coin, gaming chips, coupons and slot tokens being exchanged;
5. The keno work station location number;
6. The date and time of preparation; and
7. The signature of the keno writer or keno runner or, if computer prepared, the identification code of the keno writer or keno runner.

(d) Upon completion of the keno credit slip by the keno writer or keno runner, a keno supervisor or a supervisor thereof, main bank cashier, master coin bank cashier or cage supervisor shall verify the items being removed from the keno drawer and the information recorded on the keno credit slip. If the items to be removed and the recorded information agree, the keno supervisor or supervisor thereof, main bank cashier, master coin bank cashier or cage supervisor shall sign the original and duplicate keno credit slip and place the items into a secured envelope or container for transportation to the main bank or master coin bank or designated area of keno booth pursuant to N.J.A.C. 19:45-1.47. The duplicate keno credit slip shall be maintained by the keno writer or keno runner in the keno drawer as a balancing item and the original shall be transported by the keno supervisor or supervisor thereof, main bank cashier, master coin bank cashier or cage supervisor with the envelope or container. Prior to the transportation of the keno credit, the keno writer or keno runner shall enter the amount being credited into the computer terminal. Notwithstanding the foregoing, the keno supervisor may input the amount of the credit into the computer terminal provided the keno writer or keno runner verifies the amount input by the keno supervisor to the amount recorded on the duplicate keno credit slip.