

1 Title 36 STATE LOTTERY AND
2 GAMING CONTROL AGENCY

3
4 Subtitle 03 GAMING PROVISIONS

5
6 Chapter .10 Video Lottery Facility Minimum Internal Control Standards

7
8 Authority: State Government Article, § 9-1A-04(d), Annotated Code of Maryland

9
10 .42 Access to Bill Validators, Cash Storage, and Table Game Drop Boxes.

11
12 A. Access.

13
14 (1) A facility operator shall control access to a bill validator, a cash storage box housed in
15 a video lottery terminal, and a table game drop box in accordance with this regulation.

16
17 (2) Access to a bill validator shall be controlled by:

18
19 (a) At least one lock; and

20
21 (b) Requiring the key to the lock to be maintained by the ~~gaming operations~~
22 security department.

23
24 (3) The cash storage box shall be secured to a bill validator by two separate locks, the
25 keys to which are different from each other, and, for the lock on the belly door or main
26 door of the video lottery terminal:

27
28 (a) The key shall be controlled by the ~~gaming operations~~ security department in:

29 (i) a manual key box; or

30
31 (ii) an automated key tracking system;

32
33 (b) Immediately prior to the commencement of the drop, the ~~operations~~ security
34 department may, issue its belly door or main door key to the accounting
35 department;
36

For September 25, 2014 Commission.

The proposed change to §A and § E would make this regulation consistent with actual practice.

Updated Sept. 15, 2014

1 (c) A key transferred from the ~~gaming operations~~ **security** department to the
2 accounting department shall be returned immediately following the conclusion of
3 the drop; ~~and~~

4 (d) The facility operator shall establish sign in and sign out procedures in its
5 internal controls documenting the transfers; **and**

6
7 **(e) If an automated key tracking system is used, a facility operator shall**
8 **require dual access from the security department and accounting**
9 **department to obtain keys.**

10
11 (4) The lock on the release mechanism securing the cash storage box to the bill validator
12 shall be controlled by the security department.

13
14 (5) Access to the contents of a cash storage box shall be controlled by:

15
16 (a) At least one lock; and

17
18 (b) Requiring the key to the lock to be maintained by the accounting department.

19
20 B. Control. A facility operator shall either:

21
22 (1) Assign to a cash storage box an asset number that:

23
24 (a) Is permanently imprinted or affixed to the outside of the cash storage box; and

25
26 (b) Corresponds to the asset number of the video lottery terminal in which the
27 cash storage box is installed; or

28
29 (2) With the written approval of the Commission, utilize a computerized system for:

30
31 (a) Assigning a unique identification number to a cash storage box; and

32
33 (b) Attributing it to the video lottery terminal in which the cash storage box is
34 installed.

35
36 C. Unique identification number. A facility operator shall ensure that an asset number or unique
37 identification number on a cash storage box is clearly visible to:
38

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1 (1) An employee involved in removing or replacing a cash storage box; and

2
3 (2) The surveillance department.

4
5 D. Emergency cash storage box. A facility operator may maintain an emergency cash storage
6 box without an asset number or a unique identification number if:

7
8 (1) The word "emergency" is permanently imprinted or affixed on the box; and

9
10 (2) When put into use, the cash storage box is temporarily marked with the asset number
11 of the video lottery terminal in which it is installed.

12
13 E. Table Game Drop Box.

14
15 (1) A table game shall have a secure tamper-resistant table game drop box attached to it
16 in which the following shall be deposited:

17
18 (a) Cash exchanged for gaming chips and plaques at the gaming table;

19
20 (b) Issuance copies of counter checks exchanged at the gaming table for gaming
21 chips and plaques;

22
23 (c) Copies of fill request slips, fill slips, credit request slips, credit slips, and table
24 inventory slips; and

25
26 (d) Other table game wagering instruments approved by the Commission.

27
28 (2) A table game drop box shall have:

29
30 (a) ~~Two separate~~**One** locks securing the contents deposited into it, ~~the keys to~~
31 ~~which must be different from each other;~~

32
33 (b) A separate lock securing the table game drop box to the gaming table, the key
34 to which must be different from ~~each of~~ the keys to the locks securing the
35 contents of the table game drop box;

36

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The proposed change to §A and § E would make this regulation consistent with actual practice.

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1 (c) A slot opening through which currency, value chips, or poker rake chips for
2 nonbanking games, other table game wagering instruments approved by the
3 Commission, and required instruments can be inserted into it;

4
5 (d) A mechanical device that automatically closes and locks the slot opening upon
6 removal of the table game drop box from the gaming table; and
7

8 (e) Permanently imprinted or impressed thereon, and clearly visible to
9 surveillance, either:

10
11 (i) A number corresponding to a unique permanent number on the gaming
12 table to which the table game drop box is attached and at least one letter
13 indicating the type of game; and
14

15 (ii) The word “emergency”.

16
17 (3) In addition to the requirements of §E(2)(e) of this regulation, a table game drop box
18 may also be identified by a bar code label that is securely affixed to the table game drop
19 box and shall be:

20
21 (a) At a minimum, encoded with the information required under §E(2)(e) of this
22 regulation; and
23

24 (b) Prepared in accordance with the facility operator’s approved internal controls.
25

26 (4) The security department shall control the key used to release a table game drop box
27 from a table game, ~~and in:~~ **a manual key box or an automated key tracking system;**

28 (a) Immediately prior to the commencement of the table game count process, the
29 security department may issue its release key to the count room supervisor for the
30 purpose of resetting the release mechanism on empty table game drop boxes;

31 (b) A key transferred by the security department shall be immediately returned
32 after the conclusion of the table game drop box count; ~~and~~

33 (c) In its internal controls, a facility operator shall establish sign-in and sign-out
34 procedures governing key transfers and control of a key during breaks taken by
35 count room personnel; **and**

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The proposed change to §A and § E would make this regulation consistent with actual practice.

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1 **(d) If an automated key tracking system is used, a facility operator shall**
2 **require dual access from the security department and accounting**
3 **department to obtain keys.**
4

5 (5) The keys to the ~~two~~ table game drop box locks required under §E(2) of this regulation
6 shall be ~~separately~~ controlled:
7

8 (a) ~~One by~~ by the ~~accounting~~**security** department; and

9
10 (b) ~~One by Commission compliance personnel.~~

11
12 (6) Before using a table game drop box labeled “Emergency” for a table game, a facility
13 manager shall:
14

15 (a) Obtain verbal approval of Commission compliance personnel; and

16
17 (b) Temporarily mark the emergency table game drop box with the number of the
18 gaming table and at least one letter indicating the game type.

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The proposed change to §A and § E would make this regulation consistent with actual practice.

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