

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 **.43 Collection of Cash Storage and Table Game Drop Boxes.**

11
12 A. At least 30 days before video lottery terminal or table game operations are to commence, a
13 facility operator shall submit to the Commission in writing a drop schedule setting forth:
14

15 (1) Specific pick-up days and times for collection of cash storage and table game drop
16 boxes and requirements that:
17

18 (a) Cash storage boxes may not be commingled with table game drop boxes; and
19

20 (b) Table game drop boxes shall be collected once each gaming day regardless of
21 whether the gaming table was open during the gaming day;
22

23 (2) Specifications as to what areas of the gaming floor will be covered on each pick-up
24 day; and
25

26 (3) Specific transportation routes to be utilized from the gaming floor to the count room
27 on each pick-up day.
28

29 B. A facility operator shall:
30

31 (1) Notify the Commission in writing of a permanent change in the drop schedule
32 including a pick-up day or time, area of the floor to be dropped, or transportation route;
33 and
34

35 (2) Notify the Commission prior to any temporary deviation from the drop schedule.
36

For September 25, 2014 Commission.

The proposed change to § G of this regulation would allow a facility operator to request approval to use other locations for storage of drop boxes not actively in use. The proposed change to § H of this regulation would make current regulations consistent with actual practices. The proposed change to § J is a correction.

Updated Sept. 15, 2014

1 C. A facility operator shall make readily available to the Commission:

2
3 (1) An access control matrix indicating which employee job descriptions are authorized
4 to participate in the cash storage and table game drop box collection process; and

5
6 (2) A list of employees, with license numbers, who are authorized to participate in the
7 cash storage and table game drop box collection process.
8

9 D. A facility operator shall develop and include in the internal controls submitted to and
10 approved by the Commission under Regulation .05 of this chapter procedures addressing the
11 collection of cash storage and table game drop boxes.
12

13 E. A facility operator's internal controls shall:

14
15 (1) Detail the actual procedures to be performed and documentation to be generated by
16 drop team employees collecting cash storage and table game drop boxes:

17
18 (a) In accordance with the drop schedule; and

19
20 (b) On an emergency basis; and
21

22 (2) Require:

23
24 (a) Cash storage and table game drop boxes to be transported directly to, and
25 secured in:

26
27 (i) The count room; or

28
29 (ii) A trolley storage area approved by the Commission under COMAR
30 36.03.11;
31

32 (b) The cash storage and table game drop box collection process to involve the
33 participation of at least three employees, at least one of whom is an employee of
34 the:

35
36 (i) Security department; and

For September 25, 2014 Commission.

The proposed change to § G of this regulation would allow a facility operator to request approval to use other locations for storage of drop boxes not actively in use. The proposed change to § H of this regulation would make current regulations consistent with actual practices. The proposed change to § J is a correction.

Updated Sept. 15, 2014

(ii) Accounting department;

(c) Prior to the movement of a trolley containing cash storage boxes from the gaming floor into the count room, an accounting department supervisor to verify that the number of cash storage boxes being transported from the gaming floor equals the number of cash storage boxes scheduled for collection that day;

(d) Prior to the movement of a trolley containing table game drop boxes from the gaming floor into the count room, an accounting department supervisor or floorperson or above to verify that the number of table game drop boxes being transported from the gaming floor equals the number of table game drop boxes scheduled for collection; and

(e) Prior to changing the type of table game offered, or removing a video lottery terminal or table game from the gaming floor, that an emergency drop shall be conducted.

F. A facility operator shall transport cash storage and table game drop boxes in an enclosed trolley secured by one lock that has a key which is controlled by the security department.

G. A facility operator shall store cash storage and table game drop boxes not attached to a bill validator, including emergency cash storage and table game drop boxes that are not actively in use, in a **locked** cabinet or trolley:

(1) In the count room; ~~or~~

(2) A trolley storage area approved by the Commission under COMAR 36.03.11-; **or**

(3) Other location at the facility approved by the Commission.

H. The cabinet or trolley used for storage under §G of this regulation shall be secured by one lock that has a key which is controlled by the security department-**in:**

(1) a manual key box; or

For September 25, 2014 Commission.

The proposed change to § G of this regulation would allow a facility operator to request approval to use other locations for storage of drop boxes not actively in use. The proposed change to § H of this regulation would make current regulations consistent with actual practices. The proposed change to § J is a correction.

Updated Sept. 15, 2014

1 **(2) an automated key tracking system.**
2

3 I. Immediately prior to the commencement of the count process, the security department may
4 issue its key to the storage cabinet or trolley required under §G of this regulation to a count room
5 supervisor for the purpose of allowing count room personnel to gain access to the cash storage or
6 table game drop boxes to be counted.
7

8 J. A trolley storage area utilized to store cash storage or table game drop boxes prior to the count
9 process shall meet the design standards for a count room under Regulation ~~.45.44~~ of this chapter.

For September 25, 2014 Commission.

The proposed change to § G of this regulation would allow a facility operator to request approval to use other locations for storage of drop boxes not actively in use. The proposed change to § H of this regulation would make current regulations consistent with actual practices. The proposed change to § J is a correction.

Updated Sept. 15, 2014