

1 **Title 36 MARYLAND STATE LOTTERY AND GAMING CONTROL AGENCY**

2 **Subtitle 03 GAMING PROVISIONS**

3 **Chapter 10 Video Lottery Facility Minimum Internal Control Standards**

4 **Authority: State Government Article, §§9-1A-02 and 9-1A-04**
5 **Annotated Code of Maryland**

6
7 **.43 Collection of Cash Storage and Table Game Drop Boxes.**

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

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

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

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

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

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

19 B. A facility operator shall **notify the Commission:**

20 (1) ~~Notify the Commission in~~ **In** writing, of a permanent change in the drop schedule
21 including a pick-up day or time, area of the floor to be dropped, or transportation route;
22 and

23 (2) ~~Notify the Commission prior~~ **Prior** to any temporary deviation from the drop
24 schedule.

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

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

For August 27, 2015 Commission. The amendments to §G of this regulation removes the requirement to lock cash storage boxes that are not actively in a cabinet or trolley.

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

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

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

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

9 (a) In accordance with the drop schedule; and

10 (b) On an emergency basis; and

11 (2) Require:

12 (a) Cash storage and table game drop boxes to be transported directly to, and
13 secured in:

14 (i) The count room; or

15 (ii) A trolley storage area approved by the Commission under COMAR
16 36.03.11;

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

20 (i) Security department; and

21 (ii) Accounting department;

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

26 (d) Prior to the movement of a trolley containing table game drop boxes from the
27 gaming floor into the count room, an accounting department supervisor or
28 floorperson or above to verify that the number of table game drop boxes being

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1 transported from the gaming floor equals the number of table game drop boxes
2 scheduled for collection; and

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

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

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

11 (1) In the count room **in an area approved by the Commission;**

12 (2) ~~In A~~ a trolley storage area approved by the Commission under COMAR 36.03.11; or

13 (3) ~~Other~~ **In another** location at the facility approved by the Commission.

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

16 (1) A manual key box; or

17 (2) An automated key tracking system.

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

22 J. A trolley storage area utilized to store cash storage or table game drop boxes prior to the count
23 process shall meet the design standards for a count room under Regulation .44 of this chapter.

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