

THE PRELIMINARY TEXT OF THE PROPOSED RULE DEVELOPMENT IS:

(Substantial rewording of Rule 61D-14.065, F.A.C., follows. See Florida Administrative Code for present text.)

61D-14.065 Procedure for Slot Cash Storage Box Count.

(1) Each slot machine licensee shall include in its internal control procedures:

(a) A workflow diagram identifying and describing all equipment used in the process of counting all bills, tickets, or vouchers (counting process);

(b) A description of all:

1. Computer equipment used in the counting process and the recording of the counting process result;
and

2. Other computer systems or processes that communicate with computer equipment for purposes related to the counting process;

(c) Procedures for controlling changes in software use in the counting process and the recording of the counting process result, which provide for notification to the division at least 24 hours prior to the implementation of any proposed change; and

(d) Controls that prevent access to any count room information by anyone outside of the count room until the entire count process is concluded.

(2) Pre-count requirements in the internal controls shall include:

(a) Procedures requiring:

1. Advance notice to the surveillance department of the count; and

2. The audio-visual recording of all count room activity during the count process;

3. That a count team be present in the count room;

a. The count team shall include at least three members comprised of a supervisor holding a professional occupational license; and

b. At least two additional team members, each possessing a license issued pursuant to Chapter 551, F.S.;

c. With one count team member designated and responsible as the count recorder;

(b) Procedures requiring outer garmet wear and control that state:

1. All persons present in the count room during the counting process shall wear as outer garments, only a full-length, one-piece, pocket-less garment with openings only for the arms, feet, and neck.

2. The outer garments used in a count room shall be conspicuously marked "count room use only" and shall not be used for any other purpose;

3. When the required outer garmet is not in use it shall be inspected by an independent department according to the facility internal controls;

4. That the outer garments used for in the count room shall not be removed from the facility without prior approval of the division.

(c) No person shall carry any items into the count room:

1. Once all items to be counted are delivered into the count room;

2. After the count process has begun; or

3. During any part of the counting process;

(d) Each member of the count team is individually responsible for and shall record in a bound count room access record provided by the slot machine licensee:

1. The time that count team member enters or exits the count room;

2. The count team member's printed name and employee number;

3. The count team member's signature; and

4. The date and time the count team member entered and exited the count room.

(e) The requirement to:

1. Retain the bound count room access record pursuant to Rule 61D-14.080, F.A.C.;

2. Maintain the bound count room access record currently in use for the count room for presentation to the division or FDLE immediately upon request.

(3) Count process requirements in the internal controls shall include:

(a) A requirement that a dual count and reconciliation be performed for each count process;

(b) Segregation of bills, tickets, or vouchers and the procedures for resolving any discrepancies;

(c) The method required for disposition and handling of torn or mutilated bills, tickets, or vouchers;

(d) The use of counting machines which shall include verification of calibration under surveillance coverage;

(e) That the contents of each slot cash storage box shall be emptied on the count table and counted separately;

(f) A requirement that the cash storage box content keys shall not be removed from the count table until all boxes have been emptied and counted;

(g) A member of the count team, at the completion of the count shall:

1. Hold the slot cash storage box in full view of the count room surveillance camera;

2. Demonstrate the cash storage box is completely empty; and only then

3. Lock the slot cash storage box and placed it in the storage area for locked slot cash storage boxes.

(h) As the contents of each slot cash storage box are counted, a count team member shall record information regarding the details of the count to include:

1. The asset number of the machine to which the slot cash storage box contents correspond;

2. The total value of each denomination of currency counted;

3. The total value of all denominations of currency counted;

4. A listing of each slot machine ticket or voucher counted by validation number and the value of each ticket or voucher counted; and

5. The gaming date of the items being recorded; and

6. The total number of all slot cash storage boxes opened and counted.

(h) The doors to the count room shall be locked and remain locked except when the doors are opened as follows:

1. At the start or conclusion of a count team employee's shift;

2. To permit slot cash storage boxes to be secured in the count room;

3. To permit empty slot cash storage boxes or emergency slot cash storage boxes that were not part of the current count to be removed from the count room;

4. To allow a main bank cashier or cage supervisor to enter the count room to perform his or her job responsibilities;

5. To permit exit in the event of an emergency;

6. To allow the count team to exit the room at the conclusion of the count; and

7. To allow for scheduled breaks for the entire count team;

(i) During the counting process, the count room supervisor shall notify the surveillance department whenever a count room door will be opened;

(j) Any scheduled breaks in work for a count team working within a count room shall require:

1. The all members of the count team to exit the count room as a team and together;

2. That all members enter their exit time in the bound count room access record;

3. That the count room be locked and remain under surveillance until the break is ended;

4. That all count team members enter their reentry time on the bound count room access record; and

5. That all count team members may only reenter the count room as a team and together.

(k) The count team members shall not leave the count room until all money is counted, verified, sorted, and the total count recorded in the appropriate computer system and cash drop funds are transferred to the cash vault.

1. If a count team member leaves the count room, all count team members shall secure all of the bills, tickets and vouchers in the count room, and notify the slot machine licensee's security representative that

the count team needs to leave the count room.

2. All count team members shall be screened by security before leaving the count room.

3. No count team member shall remain in the count room alone.

4. The count team members shall not re-enter the count room until all count team members are present and enter the count room together;

(l) Any person leaving the count room prior to the completion of the entire count process, shall also record the time that he or she exited the count room, if the person exiting the count room is unable to sign the document due to an emergency, the count room supervisor shall record the person's name and time of exit and a notation describing the emergency on the document;

(m) After preparation of the slot cash storage box report, the count team members performing the banking functions and the count room supervisor shall sign the reports attesting to the accuracy of the information recorded thereon as evidence of their participation in the counting of the slot cash storage boxes; and

(n) If a discrepancy in excess of \$500 occurs during the verification of the counted funds for the "Buy" into the vault,

1. The discrepancy shall be brought to the immediate attention of the division and FDLE; and

2. The count room supervisor shall write a detailed report explaining the discrepancy and surrounding circumstances to include any relevant details regarding the source or processing of the funds and the corrective action taken. The count room supervisor shall file the written report with the division within 48 hours of the conclusion of the count.

(4) Post-count requirements in the internal controls shall require that:

(a) All bills, tickets and vouchers shall be presented in the count room to a main bank cashier or cage supervisor who, prior to having access to the information recorded on the slot cash storage box report and in the presence of a count team member, shall:

1. Verify the bills, tickets and vouchers presented in accordance with the slot licensee's internal controls;

2. Attest by signature for the custody of the bills, tickets, and vouchers.

(b) Once all signatures required by this section have been obtained, all tickets and vouchers have been removed from the slot cash storage boxes, and any other supporting documentation has been completed, those documents shall:

1. Be transported directly to the accounting department;

2. Not be available to any cashier's cage personnel; and

3. Be received and processed by the accounting department which shall:

a. Record the figures and calculate the total drop for that gaming day; and

b. Reconcile the recorded information received with the facility based central monitoring system.

(c) A security department employee, in the presence of a count room supervisor, shall conduct an inspection of the entire count room and all counting equipment located therein to verify that no bills, tickets, or vouchers remain in the room; and

(d) Cash from a previous count shall be transported to the vault "buy" before another count can begin.

Specific Authority 551.103(1), 551.122 FS. Law Implemented 551.103(1)(d), (g), (i) FS. History--New 6-25-06.