



Ohio Administrative Code Rule 3772-10-19 Drop box count procedures.

Effective: May 27, 2017

- (A) Each casino operators internal controls shall detail the count procedures for counting the proceeds from gaming.
- (B) Drop boxes shall only be opened and counted in the count room by the count team.
- (C) Access to the count room shall be restricted as follows:
- (1) When cash, vouchers, chips, or coupons are present in the count room, access shall be restricted to members of the count team, security, main bankers, and commission agents. The executive director or executive directors designee may conditionally approve temporary access for additional individuals, as requested.
 - (2) When cash, vouchers, chips, or coupons are not present in the count room, access shall be restricted as detailed in the casino operators internal controls and approved by the commission.
- (D) All persons present in the count room during the counting process, except agents of the commission and security personnel, shall wear a full-length, one-piece, pocket-less outer garment with openings only for the arms, feet, and neck.
- (E) Counts shall be conducted by a count team that is independent of the cashier's cage and of the transactions being reviewed and counted. Only count team members shall handle cash, tickets, chips, or coupons during the count.
- (F) The counts shall be performed by a minimum of three count team employees. The count team employees shall be rotated on a routine basis such that the count team is not consistently the same licensed employees for more than four days per week.
- (G) At no time during the count shall there be fewer than three count team employees in the count



room until the drop proceeds have been accepted into the cage or main bank accountability.

(H) No person shall:

(1) Carry into the count room a bag or other container unless it is transparent; and

(2) Be allowed to exit or enter the count room during the count except for emergencies or scheduled breaks. Agents of the commission may enter and exit during the count as needed.

(I) Before conducting the count, the casino operator shall ensure that:

(1) All counting machines are tested for accuracy. The test procedures employed shall be witnessed by all count team members and shall be documented. The test documentation shall be signed by all count team members and included in the final count paperwork that is forwarded to the accounting department; and

(2) The count team alerts the surveillance department that the count is about to begin.

(J) Each member of the count team shall display the backs and palms of his or her hands to the view of the other members of the count team and the surveillance camera prior to commencing and after completing each of the following:

(1) Transporting money from the count table to the count machine;

(2) Transporting money from the count machine to the count table;

(3) Conducting the bulk count of loose bills at the end of the count;

(4) Removing his or her hands from a position on or above the count table;

(5) Returning his or her hands to a position on or above the count table; and

(6) Coming in contact with their person or that of another individual.



(K) Any variances in the count room with the counting machine shall be reported to the commission immediately. Each variance shall be investigated by the casino operator and the investigation documentation and results shall be submitted to the commission in writing.

(L) All members of the count team shall attest in writing to their participation in the count and the results of their participation.

(M) All drop proceeds that were counted shall be turned over to a main banker who shall be independent of the count team. Before having access to the documentation of the funds counted by the count team, the main banker shall conduct a bulk count of the count drop and then compare the bulk count to the count documentation or a transfer sheet. All differences shall be reconciled before the main banker and count team leave the count room.

(N) The main banker shall attest in writing to accepting the funds and transporting the funds to the main bank.

(O) The count sheet, with all supporting documents, shall be delivered to the accounting department by a count team member or a licensed person independent of the cashier's cage department. Alternatively, the count sheet and supporting documents may be adequately secured via a locked canister or other device to which only accounting personnel can gain access until retrieved by the accounting department.