

**ICMP Compliance Checklist: Section XIII, SURVEILLANCE**  
**For Use by Division of Gaming and Independent Compliance Officers (ICOs)**

<b>Legend:</b>			
C = In Compliance	N = Noncompliance	2C = In Compliance at Follow-up	2N = Noncompliance at Follow-up

<b>Licensee Name</b>
<b>Prepared By</b>
<b>Period reviewed (ICO Use Only)</b>
<b>Date Completed</b>
<b>Date Follow-up Performed</b>

**ICMP - SURVEILLANCE - B. EQUIPMENT**

1. At least one 17", or greater, call up monitor is required. If there are two or more separate pits, there must be at least one 17" monitor for each separate blackjack or poker pit (this includes the original one required). "Separate" means either by floor or distance.

C	N	2C	2N
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2. A quad recorder, when used in critical areas, must be continuously displayed on a 17" or greater monitor or otherwise approved by the Division. As an alternative, a 17" or greater monitor is required to scroll through all of the casino cameras with a dwell time not to exceed two (2) seconds. This monitor must be able to show a video loss by displaying a blank screen or video loss. In addition, a separate 17" or greater call up monitor is required. The number of monitors is based on the number of cameras. One monitor is required for every 50 cameras, including PTZs, in addition to the scrolling and call-up monitor.

C	N	2C	2N
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3. One black-and-white or color instant video printer is required. The printer must be hooked up to the call-up monitor, not to a separate monitor/recording system.

C	N	2C	2N
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4. PTZ cameras must be 360 degree functional (with slip rings) in open slot and table areas. A PTZ camera in a gaming area must be enclosed in a shaded housing so that it is hidden from view.

C	N	2C	2N
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5. A date/time generator must be used for all recording of gaming areas. The date and time must be synchronized and set correctly. The date and time must not significantly obscure the picture.

C	N	2C	2N
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6. A maintenance log must be maintained which provides evidence that the equipment has been checked, and serviced if necessary. VCR's and cameras must be clean. Every two months, the licensee must have a qualified person check to ensure that equipment is functioning properly. Licensees are responsible for ensuring all video equipment and video tapes are properly functioning and the playback quality meets Division requirements.

C	N	2C	2N
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7. All video tapes must be erased or destroyed prior to disposal, sale to another licensee or manufacturer, or when discarded by any other means (e.g., giving a used tape to an employee for personal use).

C	N	2C	2N
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8. All video tapes must be rewound using a rewinding device. Alternatively, they may be rewound in a VCR that is not currently recording gaming operations (i.e., it is not acceptable for there to be a lapse in recording while a video tape is being rewound).

C	N	2C	2N
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9. Licensees must prepare a review program that ensures all videotapes are checked on a regular basis to identify potential equipment or quality control issues. The review must be documented each time and include the employee who is conducting the check. Documentation includes at a minimum the date and time of the check, tape numbers reviewed, the results of the review (good, fair, poor), and disposition of any problems discovered during the review.

C	N	2C	2N
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**ICMP – SURVEILLANCE - C. CASHIER CAGES, VAULTS, & COUNT ROOMS**

1. In the count room, one or more stationary cameras must provide a close up, unobstructed view of the cash/coin counting table where the actual count takes place. Licensees must ensure that count team members are aware of the location of the required surveillance cameras in the count room.

C	N	2C	2N
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During the count, the count team members, whether being removed from the box, counted, sorted, or verified, must not obstruct the camera view of the monies. Additionally, the location where monies are set aside (e.g., on another table, shelf, etc.), until the end of the count and cashier verification, must be recorded by surveillance cameras that are located close enough to the monies to ensure the monies are clearly distinguishable.

2. In the cashier cage, the monitoring must be of such quality that the transaction cameras are able to differentiate between bill denominations and between chip denominations by edge design.

C	N	2C	2N
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3. Internal hallways to and from count, vault, and cashier rooms must have surveillance. There must be cameras inside the coin and vault rooms.

C	N	2C	2N
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4. Elevators used for transporting drops, fills, credits, jackpots, and gaming money must have video surveillance inside the elevator and at each opening on the floors. Dumb waiters need not have surveillance inside, but must still have surveillance at each opening on the floors.

C	N	2C	2N
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5. In the cashier's cage, one or more stationary cameras must provide a close up view of the cash/coin transactions. Transaction cameras must be able to differentiate between bill denominations, and also chip denominations by edge design. Comments

C	N	2C	2N
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6. Count rooms, vaults, and cashier cages must have room lighting hard wired. There must be no ability to turn off the lights from inside the room, or near the doors.

C	N	2C	2N
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**ICMP - SURVEILLANCE - D. BLACKJACK & POKER AREAS**

1. The soft drop route must be under surveillance at all times. This includes coverage when the empty drop boxes are retrieved from the soft count room; empty or full boxes are transported to and from the blackjack and poker tables; and, full boxes are removed from the tables and empty boxes are locked into place on the tables. (Note to ICO: This may be performed in conjunction with observations of soft drop procedures via surveillance tapes.)

C	N	2C	2N
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**ICMP - SURVEILLANCE - E. SLOT AREAS**

1. Statewide multi-link progressive slot machines (e.g., Quartermania, Megabucks, Colorado Nickels) must have dedicated camera coverage enabling any person reviewing the video tape to identify the progressive jackpot liability, the patron who won the jackpot, and if the jackpot was won legitimately (i.e., see that the reels spun, not the winning combination of the reels).

C	N	2C	2N
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2. All slot machines must be under stationary camera surveillance including candle to drop door.

C	N	2C	2N
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3. The drop route must be under surveillance at all times.

C	N	2C	2N
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**ICMP - SURVEILLANCE - F. GENERAL GUIDELINES**

1. A VCR must continuously record all camera views of gaming areas 24 hours a day. All camera views must be able to be called up on 17" or greater monitors.

C	N	2C	2N
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Revised January 2003

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2. A complete index and guide to the casino cameras, monitors and controls must be posted in clear view in the surveillance room. The guide must include, but not be limited to, a map of the camera locations, how to call up each camera, control PTZs, print pictures (both live and playback), how to play back regular tapes as well as those that were recorded on a quad or a multiplexer, and the number of each camera.

C	N	2C	2N
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A detailed map of the entire gaming area showing camera locations, their numbers with an arrow (or other similar symbol) indicating the direction they point.

3. All video tapes recording gaming areas must be kept a minimum of 30 days for cashier, count, coin, and vault areas; 10 days for all other areas.

C	N	2C	2N
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4. Access to surveillance rooms shall be limited to essential employees authorized by the licensee, law enforcement agencies, service personnel, and others when approved by the Division. A current list of authorized employees and service personnel that have access to the surveillance room must be posted in the surveillance room or on the surveillance room door.

C	N	2C	2N
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5. Each casino must have a surveillance room in-house. Exceptions would only be for commonly owned casinos that are contiguous, and then only with Division approval. Surveillance rooms must remain locked, and must have room for at least two people to view monitors. Licensees that want other functions to be housed in the surveillance room must receive Division approval.

C	N	2C	2N
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6. Licensees with 500 or more total gaming devices (includes slot machines and table games) must have manned surveillance rooms during gaming hours, and during drop and count procedures.

C	N	2C	2N
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**ICMP - ACCOUNTING - A. GENERAL**

1. The locked accounting box must be located in a secure location, under surveillance, somewhere other than inside the cashier cage.

C	N	2C	2N
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**ICMP - KEY CONTROL - A. GENERAL AND SLOTS - M. KEY CONTROL AND BLACKJACK - L. KEY CONTROL**

1. Restricted key boxes (i.e., locked box #1, locked box #2, bill validator release key box, duplicate key box, etc.) must be under surveillance and approved by the Division.

C	N	2C	2N
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2. The two-keyed locked boxes containing keys to restricted areas are securely attached in the cashier cage.

C	N	2C	2N
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**Additional**

1.

<b>C</b>	<b>N</b>	<b>2C</b>	<b>2N</b>
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<b>Review Recap</b>		
	<i>Initial Review</i>	<i>Follow-up</i>
(1) Total items tested	_____	_____
(2) Total noncompliance items	_____	_____

Revised January 2003

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