

ICMP Compliance Checklist: Section 13, SURVEILLANCE SYSTEM
 For Use by Division of Gaming and Independent Compliance Officers (ICOs)

Legend:	N/A = Not Applicable	C = In Compliance	N = Noncompliance
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Licensee Name	Review Recap		
Prepared By			
Period reviewed (ICO Use Only)	(1) Total sections checked	Initial Review	Follow-up
Date & Time Completed			
Date Follow-up Performed	(2) Sections non-compliant		

Division of gaming use only	
Employee Name & License #	
Casino Manager & License #	

ICMP – SURVEILLANCE SYSTEM STANDARDS – A. GENERAL

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1. *All personnel installing, cleaning, maintaining and repairing surveillance equipment on site must be licensed by the Division of Gaming.*
 - 1.1. Does the casino allow any non-licensed personnel to perform any of the above functions? ___ Yes ___ No
 - 1.2. Do all surveillance officers have their licenses on their person or within the room? ___ N/A ___ Yes ___ No

2. *The surveillance system’s time must be synced to the same source that the licensee utilizes for its gaming system. In the event that the licensee doesn’t utilize a gaming system, the surveillance system time must be synced with www.time.gov.*
 - 2.1. *Is the live date/time synchronized and set correctly?* ___ Yes ___ No
[For Example: Verify that the current date/time is synchronized with www.time.gov; within 30 seconds.]

3. *A date/time must be imbedded on all recordings of gaming areas. The date and time must be synchronized and set correctly and must not significantly obscure the picture.*
 - 3.1. *Is the date/time imbedded on all recordings of the gaming area?* ___ Yes ___ No
[For Example: Randomly check 10% of the recorded images to verify that a date/time stamp is present.]
 - 3.2. *Is the recorded date/time synchronized and set correctly?* ___ Yes ___ No
[For Example: Randomly verify that 10% of the recorded images the current date/time is synchronized with www.time.gov; within 30 seconds.]
 - 3.3. *Is the imbedded date/time placed in a manner which does no significantly obscure the main focus of the image?* ___ Yes ___ No
[For Example: Randomly verify that 10% of the imbedded date/time on the recorded images does not significantly obscure the main focus of the image.]

4. *Licensees are responsible for ensuring all surveillance equipment is properly functioning and the playback quality meets Division requirements.*
 - 4.1. Does the equipment appear to be in good working order? ___ N/A ___ Yes ___ No.
 - 4.2. Does the equipment appear to be clean and maintained? ___ N/A ___ Yes ___ No

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5. The licensee must have all documentation, approvals, and variances, or copies thereof, relating to surveillance, kept in the surveillance room and available upon request.
- 5.1. Is all required documentation maintained in the surveillance room? Yes No
6. *The licensee is responsible for training licensed surveillance employees in game protection, the play of all games, the odds payouts of table games, investigations, and the use of its surveillance system.*
- 6.1. *Can the licensee create a download for evidentiary purposes?* N/A Yes No
 [For Example: If digital system is in use, have the operators create a one-minute CD or DVD recording]

ICMP – SURVEILLANCE SYSTEM STANDARDS - C. EQUIPMENT

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1. *At least one-digital monitor in the surveillance room shall have the capability of displaying any camera (live or playback) in a 15-inch or greater viewable area, not to include system controls. Licensees with 500 or more devices will provide a separate monitor station for reviews that does not interfere with normal operations. All work stations must be capable of video review in forward, reverse, slow motion, and frame-by-frame.*
- 1.1. Does the licensee have the required call up monitor? Yes No
- 1.2. If the licensee has 500 or more devices, is a separate review station, which does not interfere with normal operations, provided? N/A Yes No
- 1.3. Is the work station capable of video review in forward, reverse, slow motion, and frame-by-frame? Yes No
2. *Auto iris lenses are acceptable, if they are properly adjusted at all times. However, manual iris lenses, or auto iris lenses with a manual override, are required for PTZ cameras.*
- 2.1. Does the licensee utilize Auto Iris lenses on their fixed cameras? Yes No
- 2.2. Are the Auto Iris lenses properly adjusted? N/A Yes No
- 2.3. Do the Pan/Tilt/Zoom cameras have a manual iris lens or an auto iris lens with a manual override? Yes No
 [For Example: Randomly choose 10% of the properties PTZ cameras and verify that the iris can be manually opened & closed]
3. *The licensee must have a failure notification system that provides notification of any recording failure within 15 minutes. All recording failures must be addressed within one hour of system notification.*
 [For Example: Have the licensee simulate a failure of the surveillance system by unplugging an input(s) to a piece of the recording equipment.]
- 3.1. Does the system provide a failure notification alert |alarm within fifteen minutes of the failure? Yes No
- 3.2. Does the licensee have procedures in place to address the failure notification within 1 hour? Yes No
4. *One color capable video printer is required in the surveillance room. The printer must be able to immediately produce a clear still photo of any camera image.*
 [For Example: Randomly choose three cameras, have the licensee produce a live still photograph and a still photograph of the same image on playback]
- 4.1. Did the system immediately produce the live still images? Yes No
- 4.2. Were the live still images clear? Yes No
- 4.3. Did the system immediately produce the still images off of playback? Yes No

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- 4.4. Were the playback still images clear? ___Yes ___No
- 4.5. Is printer color capable? ___Yes ___No

- 5. *All PTZ cameras must be 360 degree functional in gaming areas and must be enclosed in a shaded housing, so that it is hidden from view. New and replacement PTZ cameras that are required by the Division shall be replaced with color capable PTZ cameras.*
 - 5.1. Do the PTZ cameras in the gaming area pan 360 degrees? ___Yes ___No
[For Example: Randomly verify that 10% of the PTZ Cameras in the gaming area will pan and tilt appropriately]
 - 5.2. Are the PTZ cameras enclosed in a shaded housing or dome? ___Yes ___No
[For Example: Randomly verify that the PTZ cameras in the gaming area are enclosed in a shaded housing or dome.]
 - 5.3. Is the direction that the PTZ camera is facing, concealed from view? ___Yes ___No
 - 5.4. Are new and replacement PTZ cameras color capable ___Yes ___No

- 6. *All recordings must be erased or destroyed prior to disposal, sale to another licensee or manufacturer, or when discarded by any other means.*
 - 6.1. Review the licensees procedures to ensure that all recordings, to include discs, tapes, DVR's and hard drives are being erased or destroyed properly

ICMP – SURVEILLANCE SYSTEM STANDARDS – D. CASHIER CAGES, VAULTS, AND COUNT ROOMS

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- 1. *In count rooms, cages, and vaults, cameras must be positioned so that all areas in the room are covered to include but not limited to, access points to and from the underside of desks and counters, storage areas, and to the highest area where an items can be stored. Video surveillance must cover all areas where chips, tokens, cash and other cash equivalentents are stored.*
 - 1.1. Cashier Cage(s)
 - 1.1.1. Are the cameras positioned so that all areas in the room are covered? ___Yes ___No
 - 1.1.2. Are access points to and from the underside of desks and counters covered? ___Yes ___No
 - 1.1.3. Does the coverage include to the highest point in which items can be stored? ___Yes ___No
 - 1.2. Vault(s)
 - 1.2.1. Are the cameras positioned so that all areas in the room are covered? ___Yes ___No
 - 1.2.2. Are access points to and from the underside of desks and counters covered? ___Yes ___No
 - 1.2.3. Does the coverage include to the highest point in which items can be stored? ___Yes ___No
 - 1.3. Count Room(s)
 - 1.3.1. Are the cameras positioned so that all areas in the room are covered? ___Yes ___No
 - 1.3.2. Are access points to and from the underside of desks and counters covered? ___Yes ___No
 - 1.3.3. Does the coverage include to the highest point in which items can be stored? ___Yes ___No

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2. *In the count room, stationary cameras must provide a close up, unobstructed view of the cash/coin counting table where the actual count takes place. During the count, the count team members, whether removing monies from the bucket or box, counting, sorting, verifying or storing, must not obstruct the camera view of the monies. The location where monies are set aside, until the end of the count and cashier verification, must be recorded by surveillance cameras that are located close enough to the monies to identify individuals accessing the funds, ensure the monies are clearly distinguishable, and can differentiate between money and other papers.*

2.1. Is there an unobstructed close up view of the counting table? Yes No

2.2. Do the count team members obstruct the camera view of the monies? Yes No

[For Example: Review coverage of the previous drop period to ensure that the count team members are not able to obstruct the coverage of the room and count tables]

2.3. Are the monies clearly distinguishable from other papers? Yes No

[For Example: Review coverage of the previous drop period to ensure that monies are clearly distinguishable from other papers.]

3. *In the cashier's cage, stationary cameras must provide a close up view of the cash/coin, slot coupon and ticket transactions. Transaction areas must be clearly marked on the counter so that cashiers know where to place currency and documents. Transaction cameras covering this area must be able to differentiate between bill denomination, slot coupon value, ticket value, and chip value. Designated cameras must view the faces of patrons and employees making transactions with sufficient clarity to identify them at all cage windows on playback*

3.1. Is there a close-up stationary camera view of each transaction area? Yes No

3.2. Are the transaction areas clearly marked on the counter? Yes No

3.3. Are you able to differentiate between bill denominations? Yes No

3.4. Are you able to differentiate between slot coupon values? N/A Yes No

3.5. Are you able to differentiate between ticket values? N/A Yes No

3.6. Are you able to differentiate between chip values? N/A Yes No

[Randomly check at least one transaction window on playback]

3.7. Are there designated cameras that provide coverage of all patrons and employees with sufficient clarity to identify them at all cage windows on playback? Yes No

[For Example: Review coverage of a particular window to ensure that the quality is sufficient to identify an individual.]

4. *Internal hallways to and from count, vault, and cashier rooms must have adequate surveillance coverage for the protection of assets.*

4.1. Does the surveillance coverage of the hallways to and from the count room provide an adequate view of activities in the immediate areas? Yes No

4.2. Does the surveillance coverage of the hallways to and from the vault provide an adequate view of activities in the immediate areas? N/A Yes No

4.3. Does the surveillance coverage of the hallways to and from the cashier rooms provide an adequate view of activities in the immediate areas? N/A Yes No

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5. *Elevators used for transporting drops, fills, credits, jackpots, and gaming monies must have adequate surveillance coverage for the protection of assets, 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.*
- 5.1. Does each elevator that the licensee utilize to transport gaming funds have internal stationary camera that provides an adequate view of the inside of the cart? Yes No
- 5.1.1. Is there adequate coverage on each floor that the elevator(s) can potentially stop on? Yes No
- 5.2. If the licensee utilizes 'dumb waiters' to transport gaming funds, is there adequate coverage on each floor that the dumb waiter(s) can potentially stop on? N/A Yes No
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.*
- 6.1. Do the count rooms(s) have the rooms lighting hard wired with no ability of turning off the lights from inside the room(s), or near the doors? Yes No
- 6.2. Do the vaults(s) have the rooms lighting hard wired with no ability of turning off the lights from inside the room(s), or near the doors? Yes No
- 6.3. Does the cashier cage(s) have the rooms lighting hard wired with no ability of turning off the lights from inside the room(s), or near the doors? N/A Yes No
7. *Restricted key boxes, duplicate key boxes, an automated key tracking system and any other key lock system must be under surveillance.*
- 7.1. Are the restricted key boxes under surveillance? Yes No
- 7.2. Are the duplicate key boxes under surveillance? Yes No
- 7.3. Are the automatic key tracking systems under surveillance? N/A Yes No
- 7.4. Are all other key lock systems under surveillance? N/A Yes No
8. *All cash transaction devices which are an extension of the cage, such as a kiosk or other type devices that redeem gaming tickets, slot coupons, or exchange coins, bills, or tokens shall have adequate surveillance coverage for the protection of assets and identification of person(s) using the device. Stand-alone ATM machines are exempt from this requirement.*
- 8.1. Do such devices have adequate coverage to view the immediate area? Yes No
- 8.2. Can you reasonably identify persons utilizing or accessing these types of devices? Yes No
9. *All pouch pay, pouch bank, or change pouch, as well as their storage cabinets, lockers, or racks, etc., shall have adequate surveillance coverage at all times for the protection of assets.*
- 9.1. Does the licensee restrict all pouch pay, pouch banks and change pouches to areas in which there is adequate coverage of the immediate area(s) Yes No
- 9.2. Do the storage area(s) have adequate coverage of the immediate area(s)? Yes No

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ICMP – SURVEILLANCE SYTEM STANDARDS - E. TABLE GAMES

N/A	C	N
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1. *The number of PTZ cameras will depend on table layout. The PTZ camera must be able to view the patron’s face, cards, chips, tokens, cash and play areas of each table. PTZ cameras must be able to distinguish card values on the normal setup and playback. A patron’s face is defined as the ability of the PTZ to view at least one half of the patron’s face from the side.*
 - 1.1. Utilizing PTZ Cameras are you able to...
 - 1.1.1. ...view the patron’s face for each table? Yes No
 - 1.1.2. ...view the cards and distinguish card values for each table? Yes No
 - 1.1.3. ...view the chips, token and cash in play or use at each table? Yes No
 - 1.1.4. ...view the play area of each table? Yes No

2. *During the course of play on any table game, the dealer must not obstruct the camera view of the table tray, drop slot, or tip box.*
 - 2.1. Does the dealer obstruct the cameras view of the table tray, drop slot or tip box? Yes No
 [For Example: Watch each table from the dedicated stationary camera to determine if the camera is positioned in an effort to prevent obstruction.]

3. *The soft drop route must be under stationary or PTZ camera surveillance.*
 - 3.1. Does the coverage of the soft drop route adequately cover the immediate area? Yes No

4. *All blackjack tables must have stationary camera coverage. Cameras must be positioned to provide an overview of the whole table, outside bumper to outside bumper, including the table tray, table game validation unit and drop slot while the game is in play. Stationary cameras must be able to distinguish all chip, cash, tickets, table games coupons, mobile ATM receipts, and card values on the normal setup and playback.*
 - 4.1. Does each table have stationary camera coverage? Yes No
 - 4.2. Are the cameras positioned to provide the following, while the game is in play:
 - 4.2.1. An overview of the whole table, outside bumper to outside bumper? Yes No
 - 4.2.2. The table tray, drop slot and tip box? Yes No
 - 4.3. Does the coverage allow for all chips, cash and card values to be distinguished on:
 - 4.3.1. Live view? Yes No
 - 4.3.2. Playback of recorded video? Yes No

5. *On all house banked poker tables, surveillance coverage is required to read suits and differentiate between chip/token values on playback. Surveillance coverage must also provide a view of the table tray, tip box, and must cover the entire table, which includes back of chair to back of chair. All poker imprest banks, which are the point of chip and cash transactions for the poker tables, must have the same camera coverage as that of a cashier’s cage.*
 - 5.1. Does each table have stationary camera coverage? Yes No
 - 5.2. Are the cameras positioned to provide the following, while the game is in play:

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- 5.2.1. An overview of the whole table, chair back to chair back? Yes No
- 5.2.2. The table tray, drop slot and tip box? Yes No
- 5.3. Does the coverage allow for all chips, cash and card values, including suits, to be distinguished on:
- 5.3.1. Live view? Yes No
- 5.3.2. Playback of recorded video? Yes No
- 5.4 Does the poker imprest bank have the same camera coverage as a cashier cage Yes No
6. *Table games linked to a progressive jackpot must have stationary camera coverage of the access to the progressive controller computer.*
- 6.1. Does the licensee have tables that are linked to a progressive controller? Yes No
- 6.2. Is the progressive controller adequately covered by a stationary camera? N/A Yes No
7. *All player banked poker tables must have stationary camera coverage that includes the table tray, rake slide, jackpot drop area, tip box, muck cards, and the wagering pot. Surveillance coverage must be able to distinguish the suits of the community cards and the winning hand on playback. Surveillance coverage must also view the entire poker table, which includes the back of chair to the back of chair.*
- 7.1. Does each table have stationary camera coverage? Yes No
- 7.2. Are the cameras positioned to provide the following, while the game is in play:
- 7.2.1. An overview of the whole table, chair back to chair back? Yes No
- 7.2.2. The table tray, rake slide, jackpot drop area, tip box, muck cards and the wagering pot? Yes No
- 7.3. Does the coverage allow for distinguishing the suits of the community cards and winning hand:
- 7.3.1. Live view? Yes No
- 7.3.2. Playback of recorded video? Yes No
8. *All poker table tray storage cabinets, lockers, racks, table games validation units, etc., shall have adequate surveillance coverage for the protection of assets.*
- 8.1. Is there adequate coverage of immediate area in which the table trays are stored? N/A Yes No
- 8.2. *All poker imprest banks, which are the point of chip and cash transactions for the poker tables, must have the same camera coverage as that of a cashier's cage.*
- 8.2.1. *Does the camera coverage over the poker imprest banks meet ICMP requirements?* Yes No
9. *All roulette tables must have stationary color camera coverage. The cameras must be positioned to provide an overview of the entire table, to view the rails which hold chips (if any), the table trays or chip storage area, the drop slots, and tip boxes, live and on playback.*
- 9.1. Does each table have stationary camera coverage? Yes No
- 9.2. Are the cameras positioned to provide the following, while the game is in play:
- 9.2.1. An overview of the entire table, outside rail to outside rail? Yes No

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9.2.2. The table trays, chip storage area, drop slots, tip boxes? Yes No

9.2.3. Live view? Yes No

9.2.4. Playback of recorded video? Yes No

11. Stationary camera coverage must also cover the wheel, so as to be able to determine the outcome of the game, live and on playback.

11.1. Is there adequate stationary camera coverage of each wheel? Yes No

11.2. Live view? Yes No

11.3. Playback of recorded video? Yes No

12. One PTZ camera will be required for every roulette table. All PTZ cameras must be color cameras and be able to determine the value of any and all wagers made.

12.1. Does each table have PTZ camera coverage? Yes No

12.2. Is the PTZ camera capable of determining the value of all wagers made? Yes No

13. All craps tables must have stationary color camera coverage. Cameras must be positioned to provide an overview of the entire table, to view the rails which hold chips (if any), the table trays, drop slots, table game validation units, and tip boxes, live and on playback.

13.1. Does each table have stationary camera coverage? Yes No

13.2. Are the cameras positioned to provide the following, while the game is in play:

13.2.1. An overview of the entire table, outside rail to outside rail? Yes No

13.2.2. Table trays, chip storage area, drop slots, tip boxes? Yes No

13.2.3. Live view? Yes No

13.2.4. Playback of recorded video? Yes No

14. Two PTZ cameras will be required for every craps table. All PTZ cameras must be color cameras and be able to determine the value of any and all wagers made.

14.1. Does each table have the required two PTZ cameras? Yes No

14.2. Are the PTZ cameras capable of determining the value of all wagers made? Yes No

ICMP – SURVEILLANCE SYSTEM STANDARDS - F. SLOTS

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1. There must be at least one PTZ camera on each floor of the casino that has slot machines. PTZ cameras must be positioned so the route of any person walking through the slot gaming area is covered at all times.

1.1. Is there at least one PTZ camera on each floor of the property that has gaming? Yes No

1.2. Does the PTZ camera coverage allow the route of any person walking through

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the slot gaming area to be followed?

Yes No

2. *All slot machines must be under stationary camera surveillance with sufficient coverage to protect assets. Coverage must include the candle, access to the progressive controller and the slot machine doors. Surveillance coverage also must include aisles where hard drops are transported. During the drop, the route must be under stationary or PTZ camera coverage. The slot machine surveillance coverage must be able to determine if a person is accessing the slot machine, the drop box, or is playing the slot machine on playback.*

2.1. Are all slot machines under station area cameras that includes:

Yes No

2.1.1. coverage of each machines candle?

Yes No

2.1.2. the progressive controller access point?

Yes No

2.1.3. slot machine doors?

Yes No

[For Example: Randomly verify that 10% of the licensees slot banks meet the above]

2.2. Is the drop route under adequate camera coverage, this includes aisles where drop proceeds are transported?

Yes No

2.3. Is the slot machine coverage adequately cover the machine so that it can be determined if a person is accessing the slot machine, the drop box or is playing the slot machine?

Yes No

3. *Any multi-linked progressive slot machine offering a payout greater than \$1,000,000 and/or **any** non multi-linked slot machines offering a payout of more than \$500,000 must have coverage of the progressive jackpot liability in addition to the above-required coverage. One camera showing the same liability for multiple banks of the same progressive may be allowed.*

3.1. Does the licensee have multi-link progressive slot machines?

Yes No

3.1.1. Is the progressive jackpot liability identifiable on video playback?

Yes No

ICMP – SURVEILLANCE SYSTEM STANDARDS – G. OTHER STANDARDS

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1. *All camera views of gaming areas must be continuously recorded 24 hours a day. The use of motion detection is authorized with a five second pre-event recording with Division approval prior to initial use.*

1.1. Are all camera views of gaming areas continuously recorded 24 hours a day?

Yes No

1.2. Does the casino utilize motion detection video recording?

Yes No

1.2.1. Has the licensee obtained Division approval to utilize motion recording?

Yes No

1.2.2. Can the licensee provide the letter for your review?

N/A Yes No

1.2.3. Are the cameras that utilize motion detection recording working properly?

N/A Yes No

[Randomly verify that the cameras set to record utilizing motion are functioning properly]

2. *A complete index and guide to the casino cameras, monitors and controls must be available in the surveillance room. This guide must include a map of the camera locations, direction of coverage, camera numbers and operating instructions for the surveillance equipment. In addition, for unmanned surveillance rooms, a complete guide showing the chronological order of the hard and soft drop from start to finish must be available. The guide should have camera numbers and details of the machines covered.*

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- 2.1. Is there a map of the camera locations present? ___Yes ___No
- 2.1.1. Does this map include directions of coverage? ___Yes ___No
- 2.1.2. Camera numbers? ___Yes ___No
- 2.2. Are there operating instructions present for the general operation of the system? ___Yes ___No
- 2.3. Is the surveillance room unmanned? [If Yes, answer next two questions] ___Yes ___No
- 2.3.1. Does the licensee have a complete guide for the hard and soft drop? ___Yes ___No
- 2.3.1.1. Does this guide include the chronological order of the cameras, to include camera numbers and details of the machines covered? ___Yes ___No
3. *All surveillance recordings in critical gaming areas must be kept a minimum of 15 days or until gaming document reconciliations have been completed by accounting, whichever is longer, and 10 days for all other gaming areas.*
- 3.1. Does the licensee retain recordings of critical gaming areas for a minimum of 15 days? ___Yes ___No
[For Example: Randomly verify that the critical coverage is kept for a minimum of 15 days]
- 3.2. Does the licensee retain recordings of all other gaming areas for a minimum of 10 days? ___Yes ___No
[For Example: Randomly verify that the all other gaming coverage is kept for a minimum of 10 days]
4. *Access to surveillance rooms shall be limited to employees that are essential to surveillance operations, ICO's, casino shift managers, law enforcement agencies, service personnel, and others when approved by the Division. The surveillance room manager has final authority regarding the authorization of access by casino personnel, except when the Division requires or authorizes access. A current list of authorized employees and service personnel that have access to the surveillance room must be posted in the surveillance room.*
- 4.1. Does the licensee maintain a current list of authorized individuals that are approved to access the surveillance room? ___Yes ___No
5. *Each casino must have a surveillance room in-house. Exceptions would only be for commonly owned casinos, which are within the same municipality and gaming district. The surveillance room must be within one of the commonly owned casinos. The casino will provide a review station, printer, map of cameras, and communication in the property that does not house the surveillance room if the casinos are not contiguous. All equipment and security standards in the review station room will meet the minimum criteria set forth by this ICMP section.*
- 5.1. Does the casino in which the surveillance room is not housed have a review station that meets Division standards? ___Yes ___No
6. *Surveillance rooms must remain locked and must have room for at least two people to view monitors. Licensees that have other functions housed in the surveillance room must receive Division approval. At least one surveillance camera must be in the surveillance room to record any employee who has access to the non-surveillance equipment.*
- 6.1. Is the surveillance room kept locked and secured at all times? ___Yes ___No
- 6.2. Does the surveillance room have adequate space to allow for two persons to view the monitors? ___Yes ___No
- 6.3. Does the licensee have Division approval (written documentation) for any other function that is housed in the surveillance room? ___Yes ___No

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6.3.1. Does the licensee have at least one camera in the surveillance room to adequately cover employees with access to the non-surveillance equipment? ___Yes ___No

6.3.2. Does the licensee retain video coverage from the surveillance camera for a minimum of 15 days? ___Yes ___No

7. *Licensees with 500 or more total gaming devices (slot machines and table games) must have manned surveillance rooms during gaming hours, and during the drop and count procedure. Licensees with less than 500 gaming devices but having one or more craps table must have manned surveillance during the hours that any craps table is open for play. If the licensee has a combined surveillance room with a second and or third casino, manned surveillance will be required if the total number of gaming devices between all of the casinos is 500 or more. Each combined surveillance room must be staffed for each individual license in accordance with the above minimum staffing requirements. An authorized person competent in the operation of the surveillance equipment must relieve the surveillance agent/operator for any and all breaks.*

7.1. How many devices does the licensee have? _____

7.2. Does the licensee have craps? ___Yes ___No

7.3. Is the surveillance room properly staff? ___Yes ___No

7.4. Does the licensee have procedures in place to relieve operators? ___Yes ___No

8. Manned surveillance rooms must have the ability to immediately send and receive e-mails of still pictures to the Division of Gaming and law enforcement for the purposes of disseminating information of suspects involved in illegal activity. The e-mail account cannot be networked with the surveillance system.

8.1. Do surveillance personnel have access to immediately send and receive e-mails? ___Yes ___No

8.2. Is the email account networked with the surveillance system? ___Yes ___No

N/A	C	N
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ICMP – SURVEILLANCE SYSTEM STANDARDS - H. DIGITAL SURVEILLANCE

1. *All digital recording devices are required to record, review and download simultaneously without an interruption of the record mode.*

1.1. *Do all digital recording devices record, review and download simultaneously without an interruption of the record mode as required?* ___Yes ___No

2. *Digital recording devices must be connected to an uninterruptible power source to ensure safe shutdown of the system in the event of a power loss, and must reboot in the record mode.*

2.1. *Are Digital recording devices connected to an uninterruptible power source to ensure safe shutdown of the system in the event of a power loss, and does it reboot in the record mode?* ___Yes ___No

3. *In the event of a complete power failure in a casino or power failure in the pit area or surveillance room, all table games must be shut down until power is restored and the surveillance system is fully operating. Should the power or surveillance system shut down, it is proper to complete the hand in play before table play is stopped. The games may only commence if power has been restored, or if the establishment is equipped with a back-up generator able to fully operate all surveillance systems.*

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For Use by Division of Gaming and Independent Compliance Officers (ICOs)

Legend:

N/A = Not Applicable

C = In Compliance

N = Noncompliance

3.1. Does the licensee follow proper procedures regarding table games in the event of a power failure?

___Yes ___No

4. The licensee must provide the Division with the necessary software/hardware to review a downloaded recording. The media player must be imbedded within the recorded medium and must be capable of review in forward, reverse, slow motion, and frame-by-frame.

4.1. Does the licensee provide the Division with the necessary software/hardware to review a downloaded recording. The media player must be imbedded within the recorded medium and must be capable of review in forward, reverse, slow motion, and frame-by-frame?

___Yes ___No

5. The licensee is responsible for supplying a reasonable medium for the amount of recorded information being downloaded and transferred (i.e., CD, DVD, flash drive, memory stick, or a portable hard drive). VHS or any other video tape is not an acceptable format for the download or storing of video information required by the Division. All necessary cables, programs, and instructions for use must be supplied with these devices. The licensee must ensure that appropriate policies and controls are in place outlining the device check in/out process. Upon completion of use, the Division will return the equipment to the licensee. The licensee will provide a jewel case, sleeve, or other type of carrying case for the medium, if applicable.

5.1. Does the licensee have a device check in/out, "Chain of Evidence" policy in place?

___Yes ___No

5.2. Does the licensee have devices capable of transferring large volume of data for review?

___Yes ___No

6. An authentication process or watermark will be required to authenticate dates/time and validity of live and archived data. The authentication and/or watermark must be visible on the archived data as a visual verification.

6.1. Is the authentication present?

___Yes ___No

[For Example: Verify that the authentication process is visible during play back of archived data, on some systems this may require an additional program to view the watermark or authentication]

7. If the licensee uses a network for the digital recording equipment, it must be a closed network with limited access. The licensee must have procedures in place that prevent unauthorized access to the surveillance system.

7.1. Is the digital recording equipment maintained on any other network, other than a dedicated closed surveillance network?

___Yes ___No

8. The licensee may allow remote access to its network for maintenance purposes and within the casino with prior approval by the Division. Written procedures must be submitted to the Division for approval prior to allowing the remote access. The remote access must be on a secure network. Licensees must maintain a manually generated and system generated log that documents system upgrades, modifications, problems, and all remote access.

8.1. Does the licensee permit remote access to its network?

___Yes ___No

8.1.1. Does the licensee have written procedures approved by the Division?

___Yes ___No

8.1.2. The system access log must be maintained at all times to include, at minimum:

8.1.2.1. Date of remote access?

___Yes ___No

8.1.2.2. Reason for the remote access?

___Yes ___No

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- 8.1.2.3. Full name, license number & position of person remotely accessing the system? Yes No
- 8.1.2.4. Description of how the problem was resolved or modification made to the system? Yes No
9. The system generated log, at a minimum, must include the date, start time and end time of the access. The report must be printed monthly and traced to the manual log. The Division must be notified, in writing, of any variance between the manual and system log, which must include an explanation for the variance, and a reconstruction of the events that occurred. The system and manual log must be maintained together in the surveillance room and available to the Division upon request.
- 9.1. Does the system generated log contain the necessary information? Yes No
- 9.2. Are the system and manual log maintained together in the surveillance room? Yes No
10. *Surveillance room equipment must have total override capability over all other remote access surveillance equipment located outside of the surveillance room.*
- 10.1. Does the licensee have remote reviewing capabilities outside of the surveillance room? Yes No
- 10.1.1. Does the surveillance system have override capability over the remote reviewing? Yes No
11. *Critical areas, table games, and PTZ cameras covering critical areas and table games will be at a minimum rate of 22 FPS with two fields per frame and must be of sufficient clarity to meet Division requirements. Recording of non-critical areas will be at minimum rate of five FPS with two fields per frame and must be of sufficient clarity to meet Division requirements.*
- 11.1. Critical areas recorded at a minimum frame rate of 22 frames per second? Yes No
 [For Example: Randomly choose a critical camera to review. Pause the playback of the camera and advance the recording frame by frame – there should be 22 advancements for every second increment of time.]
- 11.2. Table games recorded at a minimum frame rate of 22 frames per second? Yes No
 [For Example: Randomly choose a table game to review. Pause the playback of the camera and advance the recording frame by frame – there should be 22 advancements for every second increment of time.]
- 11.3. PTZ cameras recorded at a minimum frame rate of 22 frames per second? Yes No
 [For Example: Randomly choose a PTZ camera to review. Pause the playback of the camera and advance the recording frame by frame – there should be 22 advancements for every second increment of time.]
- 11.4. All other gaming areas recorded at a minimum frame rate of 5 frames per second? Yes No
 [For Example: Randomly choose a non-critical gaming camera to review. Pause the playback of the camera and advance the recording frame by frame – there should be 5 advancements for every second increment of time.]