



# Internal Compliance Officer (ICO)

## SAMPLE SELECTION DOCUMENTATION

### Updated December 2020

This page documents the samples dates selected for observations of slot, kiosk and table drop and count procedures, and the sample dates and number of forms selected for testing compliance with the ICMP. This form must be completed in its entirety. If an area is not applicable, mark N/A.

Licensee Name	
Prepared By	
Job Title	
Period Covered	
Date Completed	
General Manager	

**OBSERVATIONS PERFORMED:**

Coin Drop Date: \_\_\_\_\_  
 BV/Ticket Drop Date: \_\_\_\_\_  
 Table Drop Date: \_\_\_\_\_  
 Kiosk Drop Date: \_\_\_\_\_

Coin Count Date: \_\_\_\_\_  
 BV/Ticket Count Date: \_\_\_\_\_  
 Table Count Date: \_\_\_\_\_  
 Kiosk Count Date: \_\_\_\_\_

**Note:** The “date” is the gaming date the drop, count took place. Beside the date for each observation indicate if the observation was conducted live during the process (physical) or through viewing surveillance tapes (surveillance).

If the drop and/or count observation(s) was completed by viewing surveillance tapes, list the date(s) you reviewed the surveillance tapes.

Surveillance tape reviewed on \_\_\_\_\_

**DOCUMENTATION TESTED:**

In the following table list each gaming form tested (includes documents and reports). For each form tested list the gaming date of the form and the number of documents tested. See ICO Instructions regarding sample size and sample selection. Highlighted areas indicate that testing is not applicable for that period. Letters in parenthesis following the NAME OF DOCUMENT correspond to the attribute worksheet used for testing. For example: **Fill/Credit Slip (K)** – “Fill/Credit Slip” is the name of the document and “(K)” is the attribute worksheet you would use for testing.





	Attribute Sheet						ICO Checklist Reviews			
1 <sup>st</sup> Review Period	1 <sup>st</sup> Sample Jan & Feb		2 <sup>nd</sup> Sample March & April		3 <sup>rd</sup> Sample May & June		Sample for Jan - June			
2 <sup>nd</sup> Review Period	1 <sup>st</sup> Sample July & August		2 <sup>nd</sup> Sample Sept & October		3 <sup>rd</sup> Sample Nov & Dec				Sample for July - December	
NAME OF DOCUMENT	Date(s) of Doc	# of Docs tested	Date(s) of Doc	# of Docs tested	Date(s) of Doc	# of Docs tested	Date(s) of Doc	# of Docs tested	Date(s) of Doc	# of Docs tested

Machine Report										
Tickets Redeemed by Kiosk Report										
Tickets Unredeemed Report										
Detail Report										
EPCS Credits Issued and Expired Report										
EPCS Detail Report										
EPCS Machine Activity Report										
EPCS Player Activity Report										
CEP-In Stat Rpt (f)										
NCEP-In Stat Rpt (g)										
NCEP-Out Stat Rpt (h)										
<b>TIPS</b>										
Tip Count/Summary Sheet										
Tip Distribution Sheet										
<b>TABLE GAMES EQUIP'T</b>										
Card & Dice Storage Inventory Log										
Card & Dice Pit Inventory Log										
Card & Dice Cancellation/Destruction Log										

Use the Attribute Worksheets to complete the first six columns of this document and use the ICO Checklists to complete the final four columns, documenting the sample dates used for testing gaming forms and reports.

See ICO Instructions on how to submit this document to the Division.