

**WAC 230-15-610 Preparing to conduct a count.** (1) House-banked card game licensees must assign licensed employees to conduct the count. The count team must not include anyone who works in the surveillance department or whose duties included preparing, approving, or reviewing records used in the specific count process. Count team requirements are based on the licensee's card room gross gambling receipts in their previous fiscal year:

<b>Card Room Gross Gambling Receipts</b>	<b>Minimum Count Team Requirements</b>
Less than \$5 million.	Two person count team.
\$5 million to \$15 million.	Three person count team or two person count team if a currency counter is used as outlined in this chapter.
More than \$15 million.	Three person count team.
A new house-banked card room whose financial statements have not yet been submitted to us.	Three person count team.

(2) Prior to using a two person count team, the licensee must receive approval from the director or their designee. The approval will be based on the licensee:

- (a) Meeting the card room gross gambling receipts requirements in their previous fiscal year; and
- (b) Having internal controls in place to prevent both under-reporting and misappropriation of funds; and
- (c) Having demonstrated following their internal controls to prevent both under-reporting and misappropriation of funds based on their administrative history; and
- (d) Having a currency counter, which complies with commission rules, and internal controls for the use of the currency counter. This applies for those licensees with card room gross gambling receipts of \$5 million to \$15 million.

(3) Licensees must accurately count and record the contents of drop boxes to ensure the proper accountability of all gambling chips, coin, and currency. The count must be done at least once each gambling day.

(4) If a cage cashier completes the opener, closer, fills, and credits portions of the master game report, the cashier sends the original master game report to the count team for completion. The cage cashier must immediately send a copy directly to the accounting department.

(5) A count team member must notify the surveillance room observer that the count is about to begin. The surveillance employee must then observe the count as it occurs and make a video and audio recording of the entire count process.

(6) Before opening drop boxes, the count team must lock the door to the count room. Licensees must permit no person to enter or leave the count room, except for a normal work break or an emergency, until the count team has completed the entire counting, recording, and verification process for the contents of drop boxes.

[Statutory Authority: RCW 9.46.070. WSR 18-23-074, § 230-15-610, filed 11/19/18, effective 1/1/19; WSR 07-09-033 (Order 608), § 230-15-610, filed 4/10/07, effective 1/1/08.]