

**ILLINOIS GAMING BOARD
MINIMUM INTERNAL CONTROL STANDARDS
SECTION L - SURVEILLANCE**

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General

1. The close circuit monitoring equipment in both the surveillance and the IGB surveillance rooms must meet or exceed the minimum standards specified in the IGB Adopted Rules and must be routinely maintained and checked.
2. The Owner Licensee must provide for the exclusive use of the IGB Agent and surveillance employees, rooms in each riverboat and the docksite for surveillance, monitoring and recording purposes.
3. The surveillance director must report to the Board of Directors unless otherwise approved by the IGB Administrator.
4. The ICS must include a statement that remote access to an Owner Licensee's surveillance system is prohibited.

Surveillance Room Access and Control

1. Describe the general location of the surveillance room(s) and ensure the interior is not visible to the public and other employees. Normal access to the surveillance room is restricted to surveillance and IGB personnel. If any other person wants to access the surveillance room, they must obtain prior permission of the IGB Docksite Supervisor/ Agent.
2. All ingress and egress of the surveillance room must be recorded in a surveillance access log, except for ingress and egress of IGB and surveillance personnel.
3. Surveillance employees must have no other gaming related duties within the riverboat gaming operation.
4. The surveillance equipment in the IGB surveillance room must be able to monitor and record without being over-ridden by anyone else.
5. Include the minimum number of monitors each surveillance and IGB surveillance rooms will be equipped with and the fact that each room must have the appropriate switching capabilities to secure access to all surveillance cameras.
6. A segregated telephone communication system must be provided for use by IGB Agents in all IGB surveillance rooms.

Daily Operations

1. Describe the procedures to be followed by surveillance employees during their shift including inspection of equipment, testing procedures, tape/digital surveillance record maintenance and release, preparation of forms, surveillance shift logs and surveillance incident reports.

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2. Surveillance must video tape/digitally record and monitor the following:
 - a. Soft and bill validator drop, count, verification and transfer, including emergency drops;
 - b. Tip drop, count, verification and transfer of tips for all employees identified in section O of the MICS; and
 - c. Past Due Support transaction(s) from the point of notification until the completion of the transaction(s)
3. Release of original tapes/digital surveillance records must not be allowed to casino departments. Release of a copy of tapes/digital surveillance records to any person other than surveillance employees and IGB personnel must not be allowed without obtaining the prior approval of the IGB Docksite Supervisor. A surveillance tape/digital surveillance record release log must be maintained recording who receives a copy of tapes/digital surveillance records, surveillance incident reports and/or surveillance logs.
4. Include a description of the type of media used to store digitally recorded information, ensuring compliance with the IGB records retention schedule. Specify where and how digitally recorded information will be stored if it is kept longer than the minimum retention period and include the procedures for preparing the surveillance tape/digital surveillance record retention log.

Chain of Evidence

1. Include the procedures for maintaining, copying and releasing any tapes/digital surveillance records which contain illegal and/or suspected illegal activities. Ensure that the IGB Docksite Supervisor/Agent is notified immediately of the illegal and/or suspected illegal activity and of the tape/digital surveillance record's existence.
2. The ICS must include a statement that the viewing of any videotape or digital recording other than by Illinois Gaming Board staff or designated surveillance employees of an owners licensee is prohibited unless specifically approved by the IGB Administrator or his or her designee, or pursuant to a lawful subpoena. Ensure that the IGB Docksite Supervisor is immediately notified of any lawful subpoena.