

## **24 NCAC 06A .0815 CONTROLLED KEYS**

- (a) The Wagering Facility shall implement Internal Controls to safeguard the use, access, and security of Wagering Facility keys.
- (b) Custody of all keys involved in the drop and count shall be maintained by a department independent of the drop and count employees as well as those departments being dropped and counted.
- (c) Each of the following requires a separate and unique key lock or alternative secure access method:
- (1) count room keys;
  - (2) storage racks and carts;
  - (3) Wagering Kiosk keys;
  - (4) currency cassette release;
  - (5) currency cassette contents;
  - (6) drop box release;
  - (7) drop box contents; and
  - (8) surveillance room.
- (d) Access to and return of keys or equivalents shall be documented with the date, time, and written or digital signature of the employee accessing or returning the keys.
- (1) Two or more drop team employees are required to be present to access and return keys.
  - (2) Two or more count team employees are required to be present at the time count room and other count keys are issued for the count.
- (e) Documentation of all keys, including duplicates, shall be maintained, including:
- (1) unique identifier for each Individual key;
  - (2) key storage location;
  - (3) number of keys made, duplicated, and destroyed; and
  - (4) authorization and access.
- (f) Other than the count team, no employee may have access to the currency cassette or drop box content keys while in possession of storage rack keys or release keys.
- (g) Other than the count team, only employees authorized to remove currency cassettes or drop boxes are allowed access to currency cassette or drop box release keys.
- (h) Any use of keys at times other than the scheduled drop and count shall be properly authorized and documented.
- (i) Emergency manual keys, such as an override key, for computerized, electronic, and alternative key systems shall be maintained in accordance with the following:
- (1) Access to the emergency manual keys used to access the box containing the drop and count keys requires the physical involvement of at least three employees. The custody of the emergency manual keys requires the presence of two employees from separate departments from the time of the keys' issuance until the time of their return.
  - (2) Routine physical maintenance, that requires access to the emergency manual keys and does not involve accessing the drop and count keys, only requires the presence of two employees from separate departments.
  - (3) The date, time, and reason for accessing the emergency manual keys shall be documented with the written or digital signatures of all participating employees signing the keys out and in.

*History Note: Authority G.S. 18C-114(a)(14);  
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