

Osage Million Dollar Elm Casinos

Policy & Procedure Manual

Section: Security	Number: OP 60-004
	Issue Date: 9/04/07
Procedure: Access to Sensitive Areas	Revision Date: 9/25/07
	Approval:

I. PURPOSE

- A. To designate those areas or aspects of the business operations of each Casino that will be treated as sensitive areas having limited or controlled access.
- B. To identify and authorize or restrict persons entering into these areas so as to maintain the highest possible level of asset protection and to avoid placing individuals into potentially compromising situations.

II. POLICY

- A. Each Casino has several areas or parts of the business operations that are highly sensitive and require limited and/or controlled access to ensure maximum protection and control of the Osage Nation's assets. These areas are designated by the management of Osage Million Dollar Elm Casinos and may not be compromised.
- B. Guests are not allowed into any area other than the public gaming areas, restaurants, and public restrooms unless they are part of an approved and escorted tour or are acting in response to emergency situations such as severe weather or man-made safety risks.
- C. Access to sensitive areas will be highly restricted and tightly regulated.
- D. Access into these areas will be restricted to those employees assigned to work in the area as part of their job as designated by the Osage Million Dollar Elm Casinos.

III. PRACTICE

- A. Employees assigned to work (regular job) in a designated SENSITIVE area will be authorized access to that specific area.
- B. Employees needing access into a SENSITIVE area (other than the one in which they work), due to business necessity, will be accompanied at all times by a person authorized to be in that area and/or Security (delayed access).
- C. No employee assigned to work in a SENSITIVE area will do so alone. There will be at all times, when a SENSITIVE area is in operation, at least two (2) people present.
 - 1. At NO time will only ONE person be allowed in a secure area regardless of their position. A minimum of two authorized people will be in any sensitive area. This is for the associate's protection as well as for protecting company assets. The only exceptions

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are the Security Control Rooms, Man Traps, Surveillance Departments, Surveillance DVR rooms and Card banks which may have only one (1) person on duty.

- D. Designated management of the Osage Million Dollar Elm Casinos and Osage Nation officials may be able to access certain identified SENSITIVE areas only when other authorized persons are present in that area or when accompanied by Security (Delayed Access).
- E. Routine Electronic Gaming Machine maintenance may be conducted by Employees of the Guest Service department and the Vendors of those machines as defined in Guest Service Policy OP 42-008 Machine Access.
- F. Areas defined as Sensitive include:

1. Cage areas	2. Surveillance Rooms
3. Bank and Vault areas	4. DVR Rooms
5. Soft Count areas	6. Gun Closets
7. Man Traps	8. Card Destruction Rooms
9. Card Closets	10. IT Server rooms (Gaming equipment)
11. Security Control Rooms	12. Poker card banks and Table Games Pit

- G. In addition to Sensitive areas, certain **items** may be deemed as sensitive as well and their use may be limited to authorized personnel as defined in departmental policies. These items include but are not limited to:
 - Drop Carts, Spare Locks, Electronic Gaming equipment, Drop boxes, Keys, Tills, Key Boxes, chip trays, card drawers, ATM's, Change Machines, Ticket Redemption Centers, Tip Boxes, IT equipment and Mules.
- H. Certain areas do not meet the standards of sensitive areas but are considered restricted and are for authorized personnel only. These areas include:
 - IT Server Rooms (non Gaming), Mechanical Closets, Electrical Closets, Interview Rooms, Player's club areas, Retail storage closets, Storage sheds, Liquor rooms, Shipping docks, bingo card closets, bingo caller rooms, Employee only areas, Bingo admissions rooms, Bingo Cashier booths, Ticket booths, H.R. Offices, Bar Service areas, Sprinkler rooms, Security booths, Valet booths and Table Games Pits.
- I. Employees discovered entering Sensitive areas, touching sensitive items, or entering restricted areas without cause or permission will be subject to disciplinary action up to and including termination.