

GAMING COMMISSION
REGULATIONS

ESTABLISHING PROCEDURES FOR

WRITING INCIDENT REPORTS

**Coyote Valley Gaming Commission
Coyote Valley Band of Pomo Indians**

Chapter 18

INCIDENT REPORT PROCEDURES

Sections:

- 18.010 Purpose.
- 18.020 Policy.
- 18.030 Procedure.
- 18.040 Forms.

Section 18.010. Purpose. The purpose of this Chapter is to provide a uniform and standardized method of formatting, writing, investigating, routing and filing incident reports.

Section 18.020. Policy.

1. In accordance with the Coyote Valley Gaming Ordinance, any and all unusual occurrences and all violations or suspected violations of applicable law within the Gaming Facility are to be recorded, investigated and filed. There are two recognized investigative authorities at the Coyote Valley Casino (“Gaming Facility”): the Security Officer on duty and the Coyote Valley Gaming

Commission, its Commissioners, investigative officers, and employees. Each entity shall have distinctively different reporting and investigative responsibilities.

2. The Coyote Valley Gaming Commission personnel shall have sole authority and responsibility to conduct investigations and file reports related to the following activity:

- a) Patron disputes with the Gaming Facility.
- b) Internal control violations.
- c) Any real or suspected criminal activity including but not limited to theft, fraud, counterfeit, assault, cheating, property damage, etc., whether by patron or employee.
- d) Any civil violations of any applicable Federal, State, or Tribal gaming regulations or laws.

3. The Security Personnel shall have responsibility for properly investigating and recording incidents which involve the activity listed below. Copies of all Security reports shall be

forwarded to the Coyote Valley Gaming Commission for informational review.

- a) Disorderly conduct and/or exclusions of patrons for illegal or prohibited conduct.
- b) Accidental or injury reports on all patrons, employees, or invitees.
- c) Accidental property damages reports.
- d) Safety, health or security hazards.
- e) Lost and Found.

Section 18.030. Procedures.

1. A 3-ring binder containing original copies of Incident Reports shall be maintained in both the Coyote Valley Gaming Commission Office and the Security Department Office.

2. There shall be a bound notebook which will serve as the Incident Report Log Book, hereafter referred to as the "I.R. Log" or "Log." From this log sequential incident report identification numbers shall be assigned to each report. Under no circumstances shall pages be removed from the I.R. Log Book. For detailed instruction on filling out the Log, see, Section 18.040 - Forms. Mistakes in the Log Book shall be corrected by a

single line through the entry and investigator's initials next to the line, followed by the new entry. (No whiteout or blackout is to be used). Coyote Valley Gaming Commission inspectors and Security Officers of the Security Department shall each maintain their own respective log books.

3. Upon completion of an Incident Report the Coyote Valley Gaming Commission or Security Officer shall place one copy with any statements or other documentary evidence attached in the Incident Report Book in their respective offices. In addition, the investigator or officer will provide one copy of the report and any related documentation to the Coyote Valley Gaming Commission.

4. The Inspector will at his/her discretion forward copies of the Gaming Commission Incident Reports to the Security Department. This should enhance inter-departmental awareness and communication of significant security and safety issues.

5. If follow-up investigation, corrective action, or customer contact is required, the Coyote Valley Gaming Commission or designee shall assign the incident report to an investigator to conclude and dispose of the incident.

6. Upon final disposition of the incident, it shall be the responsibility of the investigator disposing of the incident to ensure that an updated copy of

the report, with corrective action response if applicable, is in the Incident Report files in the Coyote Valley Gaming Commission office.

7. Complete and valid identification of subjects is essential for any follow up action, especially current valid addresses. When possible, photocopy I.D. and photograph of the subject should be obtained.

8. Whenever possible attempt to obtain written statements from subjects and witnesses including involving Gaming Facility personnel.

Section 18.040 Forms.

1. Attachments "A" (not an official form), is a sample of a page in the I.R. Log Book. It shall be filled out with respect to the numbered section as follows:

- a) Item #1 - Date of the incident.
- b) Item #2 - Time of the incident.
- c) Item #3 - Unique Incident Report number as assigned to each individual report. It shall consist of a 3 digit sequential number starting with 001 and having prefix of

the year and suffix of "GC" for Coyote Valley Gaming Commission reports and "SD" for Security Department reports, i.e. 99-001-GC.

- d) Item #4 - Name and employee number of the Investigator writing the report.
- e) Item #5 - Name of victim or principal.
- f) Item #6 - Brief description of the nature of the report. For example, patron dispute, panhandler, internal control violation, theft, fraud, cheating, threatening or intimidating behavior, or intoxication and disorderly conduct.
- g) Item #6 - the signature of the person completing the form.

2. Attachment "B" is a face sheet or primary sheet of the Incident Report Form. It will be filled out as follows with respects to the numbered

sections on the attachment:

- a) Item #1 - Unique incident report number in accordance with Part 18.040 - Forms (1) of this Section.
- b) Item #2 - Date of incident.
- c) Item #3 - Time of the incident.
- d) Item #4 - Type of incident.
- e) Item #5 - Page number of report. There may be multiple pages.
- f) Item #6 - Name of the investigator writing/investigating the report.
- g) Item #7 - Name of the supervisor in charge of the area where incident occurred and who was on duty at the time.
- h) Item #8 - The number of the gaming machine involved in the

incident, if applicable.

- i) Item #9 - The name of the customer, victim, or principal subject of the investigation.
- j) Item #10- The primary residential address of person identified in Item #9.
- k) Item #11- The primary and secondary telephone numbers of person identified in Item #9.
- l) Item #12, 13, 14- Same as #9 through #11 if more than one subject.
- m) Item #15,16, 17, 18, 19, 20- Name, address, phone number(s) of any witness(es) to the incident.
- n) Item #21- Investigator check "yes" or "no" to indicate whether follow up investigation or

corrective action is needed.

- o) Item #22- If incident was covered by surveillance cameras, record camera number so that video can be retrieved.
- p) Item #23- Indicate whether investigator has already requested or obtained video tape of incident, by checking "yes" or "no".
- q) Item #24- Note the report numbers of any related Security or Coyote Valley Gaming Commission report.
- r) Item #25 - Check "yes" or "no" to indicate whether evidence was seized, and describe evidence and its location, if any.
- s) Item #26 - Provide a thorough, detailed explanation of the incident. (NOTE:

Too much information is always better than not enough).

- t) Item #27 - The signature of the person completing the form.

3. Attachment "C" is the Incident Report supplemental sheet. This sheet will be used when there is insufficient space on the face sheet of the report to record all necessary information. The supplement sheet shall be filled out with respect to the numbered section as follows:

- a) Item #1- The same Incident Report number as face sheet.
- b) Item #2- The appropriate sequential page number.
- c) Item #3- All additional information required to complete Incident Report.

CERTIFICATION

The foregoing Regulations were adopted at a special meeting of the Coyote

Valley Gaming Commission held on
February 1, 2006, by the following vote:

AYES: 3
NOES: 0
ABSTAIN: 0
ABSENT: 2

Chairperson of the Gaming
Commission

ATTESTED:

Secretary of the Gaming Commission

ATTACHMENT "A"

D a t e	T i m e	I.R .#	Inspecto r's Name/N o.	Subject 's Name	Indi cent (s)
