TITLE OF POLICY
Processing Excluded Patrons

Policy No.:
6310 1020

Supersedes: 09/23/2010
Revised: 06/01/2012

Approval:

9129

Date: 6/1/2.

Purpose: To provide guidance on how to review/verify that excluded patrons were processed properly in the Casino Management System (ACSC).

Patrons are excluded by the Seneca Gaming Corporation in accordance with Corporate Policy #6000 0001 "Involuntary Exclusion/Trespass Policy" (involuntary) and Compact Appendix B, Section 19 (voluntary). Once a Patron has been excluded, the Credit department shall "Exclude" the patron in ACSC. The Credit department shall log all excluded patrons on an Exclusion List (Exhibit A) and forward the list to the Income Audit department, at a minimum, on a monthly basis.

Exhibit A - Exclusion List



Once the *Exclusion List* is received by the Income Audit department, an Income Auditor or above shall be assigned to verify, at a minimum, the following to ensure the patron was properly excluded in the ACSC system:





Exhibit B - ACSC Main Menu

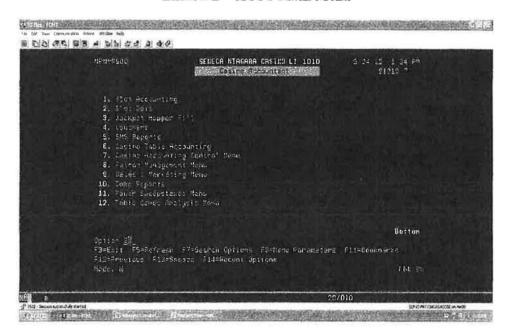


Exhibit C - ACSC Patron Management Menu

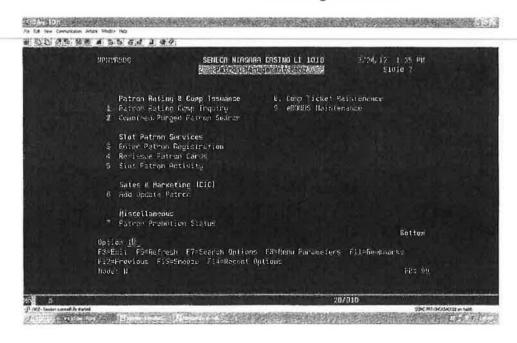


Exhibit D - ACSC Name Search Box

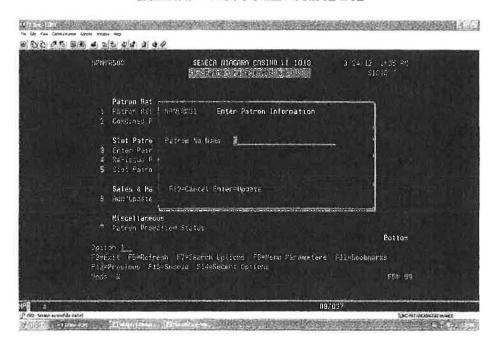
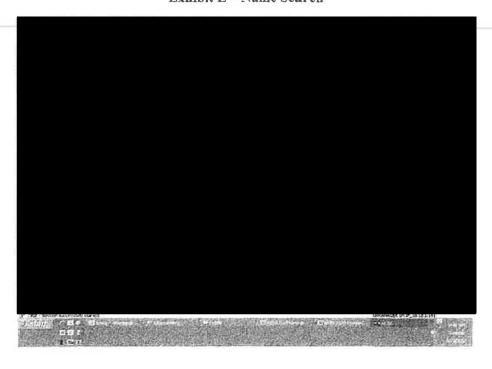


Exhibit E - Name Search



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2. Is the credit suspended? (credit players only)



3. Is the Exclusion Screen present?

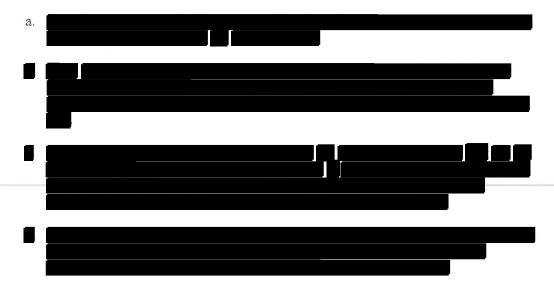
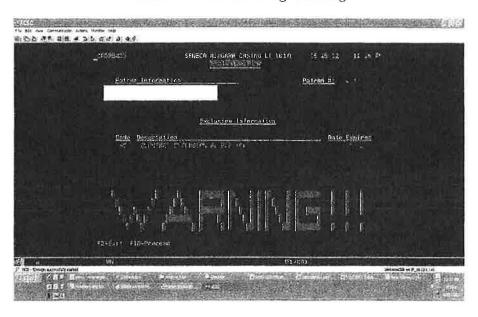


Exhibit F - Red Flashing Warning



4. Are the comp points frozen?

a.

Exhibit G - Patron Rating Summary

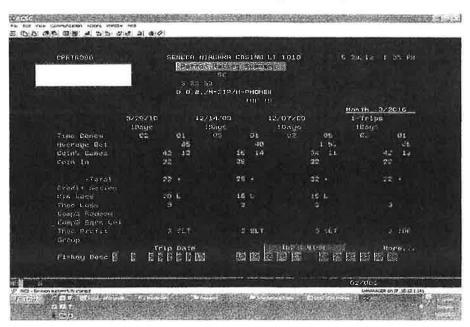
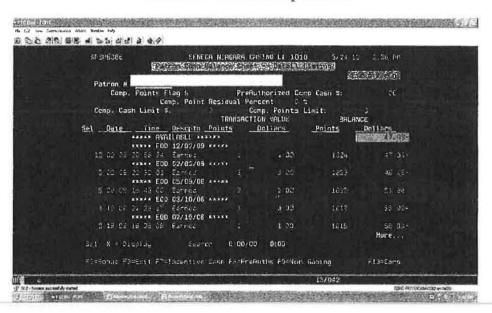


Exhibit H - Patron Comp Balance



5. Are there any promotions applied to the account after the date of exclusion?

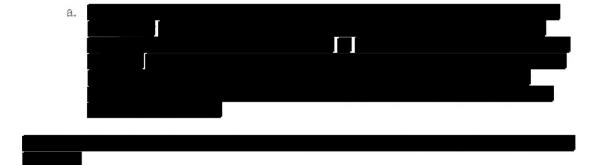
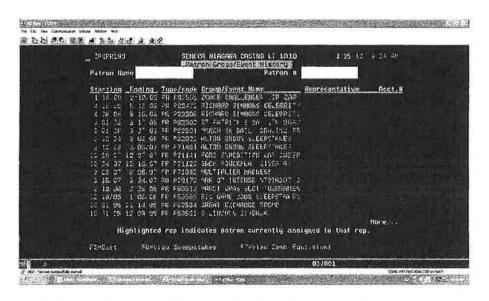


Exhibit I - Patron Group/Event History



6. Does the Patron have any play after the date of exclusion?

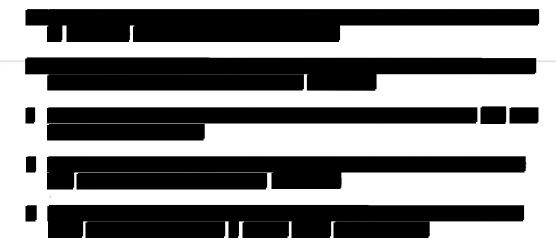


Exhibit J - Patron Slot Detail Rating

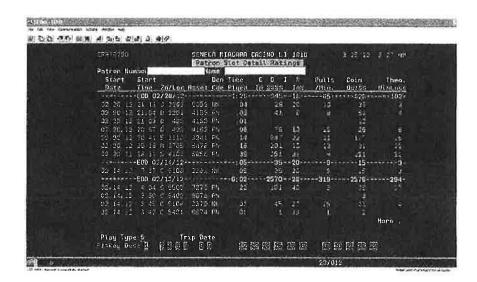
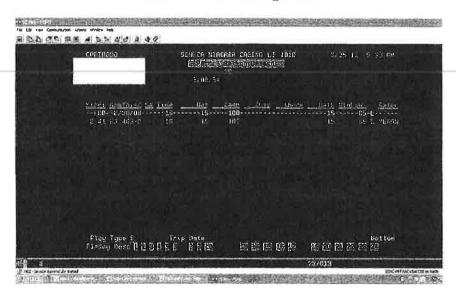


Exhibit K - Patron Rating Detail

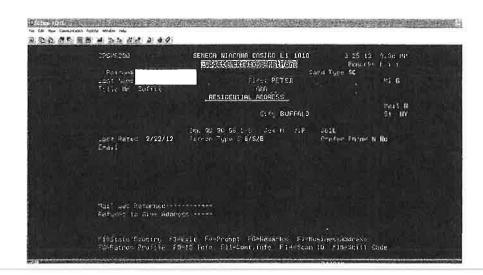


7. Is the Mail indicator set to "N" for no mail?





Exhibit L - Update Existing Patron Screen



An Income Auditor or above shall complete the Exclusion Checklist (Exhibit M) and attach the Exclusion List (Exhibit A), a print screen of the Red Flashing Warning screen (Exhibit F), and a print screen of the Patron Comp Balance screen showing "Frozen" (Exhibit H) to the checklist and file according to Income Audit Policy #6310 1006 "Income Audit Record Retention policy.

Exhibit M - Exclusion Checklist (Sample)

	Audit Date : SAMPLE Auditor
	For each Patron check for the following items:
	ACSC 09/55 Patron History
	Are Patron's Name and Player's Card number correct in ACSC?
	Is the Exclusion screen present?
S = CASH Patron R = Rejected Application FM = Front Money	Is the Red SUSPENDED 12g present? ex. SUSPENDED CREDIT ""This includes CREDIT players only""
rsi = Post Money	Were the patron's COMP PDINTS frozen? Shift Fit: Located at the TOP of the screen in right hand corner ex. FROZEN in blue
	Was the patron issued any promotions after date of exclusion? Shift F2
	Does the Patron have any ACTIVE PLAY after date of exclusion? F7
	is the MAXL indicator set to "NONE" or "N"? F.15