

112-105-5. Reports. (a) The director of security shall ensure that a report is prepared regarding each incident observed by or reported to a security department employee that the employee suspects involves any one of the following:

- (1) Criminal conduct;
- (2) injuries to a patron or employee;
- (3) gambling or any attempt to gamble by a person under the age of 21;
- (4) the detention of persons;
- (5) violation of any of the commission's regulations; and
- (6) the presence within the facility of any person who is on the self-excluded

or involuntary exclusion list.

(b) Each report shall include the following, at a minimum:

- (1) The name of the person preparing the report;
- (2) the date and time of the incident;
- (3) the names of the security personnel present;
- (4) the nature of the incident;
- (5) the names of the persons involved, if available;
- (6) the names of any witnesses, if available; and
- (7) the security department's action.

(c) Each security department report shall be provided to commission security employees within 24 hours of the incident reported.

(d) Each security department report shall be retained by the director of security for at least one year after the reported incident. (Authorized by and implementing K.S.A. 2007 Supp. 74-8772; effective Sept. 26, 2008.)