

**491—12.17(99F) Count room—characteristics.**

**12.17(1)** Each facility shall have a count room that shall:

*a.* Be designed and constructed to provide maximum security for materials housed within and the activities conducted therein.

*b.* Have an alarm device connected to the entrance of the room that causes a signaling to the monitors of the closed circuit television system and to the commission representative's office whenever the door to the room is opened.

*c.* Have, if currency is counted within, a count table constructed of clear glass or similar material for the emptying, counting, and recording of the contents of containers.

**12.17(2)** All room keys shall be maintained and controlled by the security department in a secured area. The facility shall establish a sign-out procedure for all keys removed from the secured area.