

Chapter 3772-11 TABLE GAME RULES

3772-11-01 Definitions.

As used in this chapter, the following words have the following meaning:

- (A) “Boxperson” means an individual who supervises dice games, including craps, guards the money and chips at a long table, issues chips, and settles conflicts about the plays.
- (B) “Burning cards” means a process performed by a dealer in which one or more cards are removed from the top of the deck of cards and placed in the discard pile after the cards have been cut, and a process of a dealer discarding other cards as required by the game rules.
- (C) “Coloring up” means exchanging lower denomination chips for higher denomination chips.
- (D) “Counterfeit chip” means any chip or chiplike objects that have not been approved pursuant to this chapter, including objects referred to as “slugs,” but not coins of the United States or other nations.
- (E) “Non-value chips” means chips without a value impressed, engraved, or imprinted on them.
- (F) “Pit area” means the areas within a casino facility where one or more table games are open for play and where casino personnel administer and supervise the games played.
- (G) “Promotional game” means a drawing, event, contest, or game in which patrons can, without giving consideration, participate or compete for the chance to win a prize or prizes of different values.
- (H) “Promotional giveaway” means a promotional gift or item given by a casino operator to any person meeting the casino operator’s promotional criteria, for which the person provides no consideration.
- (I) “Rake” means a commission charged by the house for maintaining or dealing a game, including poker.
- (J) “Table game mechanism” means a component that is critical to the operation of a table game, including a roulette wheel and an electronic add-on for the placement of wagers.
- (K) “Tournament chip” shall mean a chip or chiplike object issued by a casino operator for use in tournaments at the casino operator’s casino facility.
- (L) “Value chips” means chips with a value impressed, engraved, or imprinted on the chips.

3772-11-02 Table game internal controls.

- (A) Each casino operator licensee or applicant shall submit written internal control plans for the operation of table games at least sixty days before the operator or applicant's anticipated casino facility opening. The internal controls for table games shall be submitted to the commission for approval and shall detail all procedures addressing the rules in this chapter and any others required to operate the games with integrity.
- (B) Any casino operator providing table games shall detail the operations of a table game department in the internal controls. That department shall be supervised by a person located at the casino facility who functions as the table games manager. The department shall be mandatory and shall cooperate with yet perform independently of other mandatory departments.

3772-11-03 Approval of table games.

- (A) A casino operator licensee or applicant shall submit the rules for playing any table games that the casino operator wants to provide. Each table game, the rules of the game, and associated equipment shall be evaluated by the commission for the following:
 - (1) Conformance with industry standard rules;
 - (2) The object of the game and method of play, including what constitutes win, loss, or tie bets;
 - (3) Physical characteristics of the game, gaming equipment, and gaming table;
 - (4) Wagers and payout odds for each type of available wager;
 - (5) The applicable inspection procedures for any of the following required by the game:
 - (a) Cards;
 - (b) Dice;
 - (c) Wheels and balls; or
 - (d) Manual and electronic devices used to operate, display the outcome, or monitor live games;
 - (6) For each game that uses cards, a description of the following:
 - (a) Shuffling procedures;
 - (b) Card cutting procedures;
 - (c) Procedures for dealing and taking cards; and
 - (d) Burning cards;
 - (7) Procedures for the collection of bets and payouts including requirements for internal revenue service purposes;
 - (8) Procedures for handling suspected cheating or irregularities and immediate notification of commission gaming agent on duty;

- (9) Procedures for immediate notification to the commission gaming agent on duty when equipment is defective or malfunctioning; and
 - (10) Procedures to describe irregularities of the game, including dice off the table and soiled cards.
- (B) The commission may use an independent testing laboratory to evaluate the proposed table game, its rules, and associated equipment.
 - (C) The commission may require a trial period to assess the functionality of the table game, rules of the game, and associated equipment in a live gaming environment. The conduct of the trial period shall be subject to compliance by the casino operator with any conditions that may be required by the commission, including duration of the trial.
 - (D) A casino operator shall not install a table game or associated equipment unless the table game, rules of the game, and associated equipment have been approved by the commission for use at the casino facility.
 - (E) A casino operator may only offer commission-approved table games for play, and must operate the games according to the approved rules.
 - (F) The casino operator shall notify the executive director in writing and receive written approval at least five days before moving or disposing of a table game or associated equipment that has been approved.
 - (G) Any modification to a table game or the associated equipment may be authorized by the executive director on an emergency basis to prevent cheating or malfunction. The emergency request shall be documented by the casino operator. The request shall specify the name and employer of any persons to be involved in the installation of the modification and the manner in which the installation is to be effected. Within fifteen days of receipt of any authorization to install an emergency modification, the casino operator shall submit the modification for full evaluation and approval in accordance with this chapter.
 - (H) Each casino operator shall notify the commission's gaming agent on duty of any known or suspected defect or malfunction in any table game or associated equipment installed in the casino facility no later than four hours after detection. The casino operator shall comply with any instructions from the commission staff for the use of the table game or associated equipment.

3772-11-04 Prohibition on table game play by casino operator employees and gaming-related vendors.

- (A) Except as otherwise allowed by section 3772.99 of the Revised Code and as approved by the commission, no director, officer, employee, or any other agent of any casino operator shall play or be permitted to play any table game in the casino facility where the person is licensed or employed.
- (B) No holder of a gaming-related vendor license or any director, officer, employee, or any other agent of a gaming-related vendor shall play or be permitted to play at a

table game in a casino facility to which the gaming-related vendor provides its goods or services.

3772-11-05 Purchases from authorized gaming-related vendors.

A casino operator licensee or applicant may only purchase table games, chips, dice, and playing cards from gaming-related vendor licensees, or vendor applicants so long as the purchase is approved in writing by the executive director.

3772-11-06 Shipment of table games and table game mechanisms.

- (A) Each casino operator shall ensure that the shipment of any table game or table game mechanism for use in a casino facility shall be approved in advance by the executive director. The person causing the shipment shall notify the executive director of the proposed shipment at least seven days before the shipment, unless otherwise approved by the executive director. The notice shall include the following information:
- (1) The name and address of the person shipping the table game or table game mechanism;
 - (2) The name and address of the person who manufactured, assembled, distributed, or resold the table game or table game mechanism, if different from the person shipping the item;
 - (3) The name and address of a new owner if ownership is being changed in conjunction with the shipment;
 - (4) The method of shipment and the name and address of the third-party carrier, if applicable;
 - (5) The name and address of the person to whom the table game or table game mechanism is being sent and the destination of the item, if different from that address;
 - (6) The quantity of table games or table game mechanisms being shipped and the manufacturer's make, model, and serial number of each item;
 - (7) The expected date and time of delivery to, or removal from, any authorized location within this state;
 - (8) The port of entry or exit, if any, of the table game or table game mechanism if the origin or destination of the table game or table game mechanism is outside the continental United States; and
 - (9) The reason for shipping the table game or table game mechanism.
- (B) Each shipment of table games or table game mechanisms shall be sealed before being transported. On arrival at the casino facility, the shipment shall not be opened or inventoried until the seal is witnessed and broken by a commission gaming agent.

3772-11-07 Receipt of gaming chips from manufacturer.

- (A) A commission gaming agent shall be notified by both the gaming-related vendor and the casino operator of the time of delivery of any chips to the casino facility.

- (B) When a casino operator receives chips from the manufacturer, the shipment shall be opened and checked by at least two licensed employees, one from the table games department and one from the security department. Any deviation between the invoice accompanying the chips and the actual chips received or any defects found in the chips shall be reported to a commission gaming agent.
- (C) After checking the chips received, the casino operator shall report in a chip inventory ledger each denomination of the chips received, the number of each denomination of chips received, the number and description of all non-value chips received, the date of receipt, and the signature of the individuals who checked the chips. Chips shall be divided into the following categories:
 - (1) Primary chips for current use;
 - (2) Reserve chips that may be placed into play as the need arises; and
 - (3) Secondary chips, both value chips and non-value chips, that are held to replace the primary set when needed.
- (D) If any of the chips received are to be held in reserve and not utilized either at the table games or at a cashier's cage, the chips shall be stored in a separate, locked area and shall be recorded in the chip inventory ledger as reserve chips.
- (E) All chips received that are part of the casino operator's secondary set of chips shall be recorded in the chip inventory ledger as such and shall be stored in a locked area separate from the reserve chips.

3772-11-08 Compliance with law; prohibited activities.

- (A) Each casino operator shall not:
 - (1) Permit the use of any table game or associated table game equipment that could have been marked, tampered with, or otherwise placed in a condition or operated in a manner that might affect the normal game play and its payouts;
 - (2) Permit known cheating;
 - (3) Permit any cheating device to remain in or upon any casino facility;
 - (4) Conducting, carry on, operate, or deal any cheating or thieving game or device on the casino facility premises;
 - (5) Permit any gambling device that tends to alter the normal random selection of criteria that determines the results of the game or deceives the public in any way to remain in or upon any casino facility; or
 - (6) Permit a patron to possess any calculator, computer, or other electronic, electrical, or mechanical device at any table game that meets any of the following conditions:
 - (a) Assists in projecting the outcome of a game;
 - (b) Keeps track of cards that have been dealt;
 - (c) Keeps track of changing probabilities; or

- (d) Keeps track of playing strategies being utilized, except as permitted by the commission.
- (B) A person who, without the assistance of another person or without the use of a physical aid or device of any kind, uses the person's own ability to keep track of the value of cards played and uses predictions formed as a result of the tracking information in their playing and betting strategy shall not be considered to be in violation of these rules.

3772-11-09 Publication of rules and payoff schedules for all permitted games.

Each casino operator shall prominently post and provide a copy of the rules and payoff schedules for any table game if requested by a patron. No payoff schedule shall be worded in a manner that misleads the public.

3772-11-10 Waiver of requirements.

A casino operator may submit a written request to the commission for a waiver for one or more of the requirements in this chapter. The request shall be filed with the commission and shall include supporting documentation demonstrating how the table game controls for which the waiver has been requested will still meet the operational integrity requirements of Chapter 3772. of the Revised Code and the rules adopted thereunder.

3772-11-11 Chip specifications.

- (A) A casino operator may use both value and non-value chips.
- (B) Each value chip issued by a casino operator shall have the following characteristics:
 - (1) Be round;
 - (2) Have clearly and permanently impressed, engraved, or imprinted on it the name of the casino facility and the specific value of the chip;
 - (3) Have, at least on one side of the chip, the name of the city or other locality and the state in which the casino facility is located and either the manufacturer's name or a distinctive logo or other mark identifying the manufacturer;
 - (4) Have its center portion impressed, engraved, or imprinted with the value of the chip and the name of the casino facility that is issuing the chip;
 - (5) Utilize a different center shape for each denomination;
 - (6) Be designed so that the specific denomination of a chip can be determined on surveillance camera monitors when placed in a stack of chips of other denominations; and
 - (7) Be designed, manufactured, and constructed so as to prevent the counterfeiting of value chips.
- (C) Unless otherwise authorized by the executive director, value chips may be issued by casino operators in denominations of one dollar, two dollars and fifty cents, five dollars, twenty dollars, twenty-five dollars, one hundred dollars, five hundred dollars,

one thousand dollars, five thousand dollars, and ten thousand dollars. Each casino operator shall have the discretion to determine the denominations to be utilized at its casino facility and the amount of each denomination necessary for the conduct of casino gaming operations.

- (D) Unless otherwise authorized by the executive director, value chips worth equal to or less than five hundred dollars shall have a diameter of thirty-nine millimeters, and value chips worth greater than five hundred dollars shall have a diameter of forty-three millimeters.
- (E) Each denomination of value chip shall have a different primary color from every other denomination of value chip. Unless otherwise approved by the executive director, value chips shall have the colors specified in this paragraph when the chips are viewed both in daylight and under artificial light. In conjunction with these primary colors, each casino facility shall utilize contrasting secondary colors for the edge spots on each denomination of value chip. Unless otherwise approved by the executive director, no casino operator shall use a secondary color on a specific denomination of chip identical to the secondary color used by another casino facility in this state on that same denomination of value chip. The primary color to be utilized by each casino facility for each denomination of value chip shall be as follows:
 - (1) For one dollar, white;
 - (2) For two dollars and fifty cents, pink;
 - (3) For five dollars, red;
 - (4) For twenty dollars, yellow;
 - (5) For twenty-five dollars, green;
 - (6) For one hundred dollars, black;
 - (7) For five hundred dollars, purple;
 - (8) For one thousand dollars, fire orange;
 - (9) For five thousand dollars, grey;
 - (10) For ten thousand dollars, burgundy; and
 - (11) For twenty-five thousand dollars, blue.
- (F) Each non-value chip utilized by a casino operator shall be issued solely for roulette. Each non-value chip at each roulette table shall meet the following conditions:
 - (1) Have the name of the casino facility issuing it impressed into its center;
 - (2) Contain a design, insert, or symbol differentiating it from the non-value chips being used at every other roulette table in the casino facility;
 - (3) Have "Roulette" impressed on it; and
 - (4) Be designed, manufactured, and constructed so as to prevent counterfeiting.
- (G) Non-value chips issued at a roulette table shall be used only for gaming at that table and shall not be redeemed or exchanged at any other location in the casino facility.

When so presented, the dealer at the issuing table shall exchange these chips for an equivalent amount of value chips.

- (H) No casino operator or its employees shall allow any patron to remove non-value chips from the table from which the chips were issued.
- (I) No person at a roulette table shall be issued or permitted to wager with non-value chips that are identical in color and design to value chips or to non-value chips being used by another person at the same table. When a patron purchases non-value chips, a non-value chip of the same color shall be placed in a slot or receptacle attached to the outer rim of the roulette wheel. At that time, a marker denoting the value of a stack of twenty chips of that color shall be placed in the slot or receptacle.
- (J) Each casino operator shall have the discretion to permit, limit, or prohibit the use of value chips in wagering at roulette. Each casino operator shall be responsible for keeping an accurate account of the wagers being made at roulette with value chips so that the wagers made by one player are not confused with those made by another player at the table.
- (K) No casino operator or gaming-related vendor may allow chips designed under this rule to be manufactured for use outside of Ohio.

3772-11-12 Submission of chips for review and approval.

- (A) Each casino operator shall submit a sample of each denomination of value chips and non-value chips to the executive director for approval. No casino operator shall utilize these chips for casino gaming purposes until approved in writing by the executive director.
- (B) In requesting approval of any chips, a casino operator shall submit to the commission a detailed schematic of its proposed chips and a sample chip. The detailed schematic shall show the front, back, and edge of each denomination of value chip and each non-value chip and the design and wording to be contained on the chip. If the design schematics or chip is approved by the executive director, no value chip or non-value chip shall be issued or utilized unless a sample of each denomination of value chip and each color of non-value chip is also submitted to and approved by the executive director.
- (C) The casino operator shall provide the name and address of the chip manufacturer to the commission.

3772-11-13 Primary, secondary, and reserve sets of gaming chips.

- (A) Unless otherwise authorized by the executive director, each casino operator shall have a primary set of value chips, a separate secondary set of value chips, a primary set of non-value chips, and a non-value chip reserve, which shall conform to the color and design specifications set forth in this chapter. An approved secondary set of value chips and reserve non-value chips shall be placed into active play when the primary set of value chips or non-value chips is removed.
- (B) The secondary set of value chips shall have different secondary colors than the primary set and shall be required for all denominations.

- (C) Each casino operator shall have a non-value chip reserve for each color utilized in the casino facility with a design insert or symbol different from those non-value chips comprising the primary set.
- (D) The casino operator shall remove the primary set of gaming chips from active play if at least one of the following conditions are met:
 - (1) A determination is made by the casino operator that the casino facility is receiving a significant number of counterfeit chips;
 - (2) Any impropriety or defect in the utilization of the primary set of chips makes removal of the primary set necessary; or
 - (3) The executive director orders the removal because of security or integrity.
- (E) If the primary set of chips is removed from active play, the casino operator shall immediately notify a commission gaming agent of the reason for this occurrence.

3772-11-14 Exchange of value chips or non-value chips.

- (A) Chips shall be issued to a person only at the request of that person and shall not be given as change in any other transaction. Chips shall be issued to patrons at cashiers' cages or at the live table games. Chips may be redeemed at cashiers' cages.
- (B) Chips shall be redeemed only by a casino operator for its patrons and shall not be knowingly redeemed from a source other than a patron. Employees of the casino operator may redeem chips they have received as gratuities as allowed under chapter 3772-10 of the Administrative Code.
- (C) Each casino operator shall redeem its own chips by cash or by check dated the day of the redemption on an account of the casino operator as requested by the patron, except when the chips were obtained or used unlawfully.
- (D) Any casino operator may demand the redemption of its chips from any person in possession of them. That person shall redeem the chips upon presentation of an equivalent amount of cash by the casino operator.
- (E) No casino operator shall knowingly accept, exchange, use, or redeem gaming chips issued by another casino facility, except affiliates in Ohio.

3772-11-15 Inventory of chips.

- (A) Chips shall be taken from or returned to either the reserve chip inventory or the secondary set of chips in the presence of at least two licensed employees, one from the table games department and one from the security department. The denominations, number, and amount of chips taken or returned shall be recorded in the chip inventory ledger, together with the date and signatures of the two licensed employees carrying out this process.
- (B) The casino operator's accounting department shall monthly compute and record the unredeemed liability for each denomination of chips, take an inventory of chips in circulation, and record the result of this inventory in the chip inventory ledger. The accounting department shall take a monthly inventory of reserve chips and secondary

- chips and record the result of this inventory in the chip inventory ledger. Each licensed employee who inspected and counted the chips shall sign either the inventory ledger or other supporting documentation. The procedures to be utilized to compute the unredeemed liability and to inventory chips in circulation, reserve chips, and secondary chips shall be submitted in the internal controls to the commission for approval. A physical inventory of chips in reserve shall be required annually only if the inventory procedures incorporate a commission-sealed, locked compartment and the seals have not been broken. Seals shall be broken only by a commission gaming agent, with each violation of this requirement reported upon discovery to a commission gaming agent on duty.
- (C) During non-gaming hours, all chips in the possession of the casino operator shall be stored in the chip bank, in the vault, or in a locked compartment in a cashier's cage, except that chips may be locked in a transparent compartment on gaming tables if there is adequate security as approved by the commission.
 - (D) The internal control system shall include procedures for the removal and destruction of damaged chips from the casino inventory.

3772-11-16 Destruction of chips.

- (A) At least ten days before the anticipated destruction of chips, a casino operator shall notify the commission in writing of the following:
 - (1) The date on which and the location at which the destruction will be performed;
 - (2) The denomination of the chips to be destroyed;
 - (3) The number and amount of value chips to be destroyed;
 - (4) The description and number of non-value chips to be destroyed; and
 - (5) A detailed explanation of the method of destruction.
- (B) The casino facility's surveillance staff and a commission gaming agent shall be notified before the commencement of destruction.
- (C) The destruction of chips shall occur in a room monitored by surveillance for the duration of destruction.
- (D) Unless otherwise authorized by the executive director, the destruction of chips shall be carried out in the presence of at least two licensed employees, one from the table games department and the other one from the security department. The following information shall be recorded in the chip inventory ledger:
 - (1) The denomination, number, and amount of value chips or, in the case of non-value chips, the description and number so destroyed;
 - (2) The signatures of the licensed employees carrying out the destruction; and
 - (3) The date on which destruction took place.

3772-11-17 Counterfeit chips.

- (A) The casino operator shall notify a commission gaming agent when a counterfeit chip is discovered and shall deliver the counterfeit chip to the commission gaming agent after recording the following:
 - (1) The number and denominations, actual and purported, of the coins and counterfeit chips destroyed or otherwise disposed of pursuant to this rule;
 - (2) The month during which they were discovered;
 - (3) The date, place, and method of destruction or other disposition, including, in the case of foreign coin exchanges, the exchange rate and the identity of the bank, exchange company, or other business or person at which or with whom the coins are exchanged; and
 - (4) The names of the licensed employees carrying out the destruction or other disposition on behalf of the casino operator.

3772-11-18 Tournament chips and tournaments.

- (A) A tournament shall mean a contest offered and sponsored by a casino operator in which patrons may be assessed an entry fee or be required to meet some other criteria to compete against one another in a casino game or series of casino games in which winning patrons receive a portion or all of the entry fees, if any. These entry fees may be increased with cash or non-cash prizes from the casino operator. Casino operators may conduct tournaments if all of the following requirements are met:
 - (1) The casino operator shall notify the executive director of the planned tournament at least thirty calendar days before the first day of the event;
 - (2) The casino operator shall not conduct the tournament unless approved by the executive director;
 - (3) The casino operator shall conduct the tournament in compliance with any conditions required by the commission and Chapter 3772. of the Revised Code and rules adopted thereunder.
 - (4) The casino operator shall maintain written, dated rules governing the event and the rules shall be immediately available to the public and the commission upon request. Tournament rules shall, at a minimum, include the following:
 - (a) The date, time, and type of tournament to be held;
 - (b) The amount of the entry fee, if any;
 - (c) The minimum and maximum number of participants;
 - (d) A description of the tournament structure, including number of rounds, time period, players per table, and criteria for determining winners;
 - (e) The prize structure, including amounts or percentages, or both, for prize levels; and

- (f) Procedures for the timely notification of entrants and the commission and the refunding of entry fees in the event of cancellation.
- (5) No false or misleading statements, written or oral, shall be made by a casino operator or its employees or agents regarding any aspect of the tournament, and all prizes offered in the tournament shall be awarded according to the casino operator's rules governing the event.
- (6) The casino operator's accounting department shall keep a complete record of the rules of the event and all amendments to the rules, including criteria for entry and winning, names of all entrants, all prizes awarded, and prize winners, for at least two years from the last date of the tournament. This record shall be made readily available to the commission upon request.
- (7) Entry fees shall accumulate to gross casino gaming revenue.
- (8) Cash and non-cash winnings paid in a tournament shall be deductible from gross casino gaming revenue, but any such deduction shall not exceed the total entry fees received for the tournament and non-cash winnings shall be deductible only to the dollar value of the amount actually invoiced to and paid by the casino operator.
- (9) Upon the completion of the tournament, documentation of entrants' names, names of prize winners and amounts won, and tax-reporting information shall be submitted to the commission.
- (10) The casino operator shall designate in its internal control system an employee position acceptable to the commission that shall be responsible for ensuring adherence to the requirements in this rule.
- (B) Tournament chips shall be designed, manufactured, approved, and used in accordance with the provisions of this chapter applicable to chips, except as follows:
 - (1) Tournament chips shall be of a shape and size and have any other specifications necessary to make the chips distinguishable from other chips used at the casino facility.
 - (2) Each side of each tournament chip shall conspicuously bear the inscription "No Cash Value."
 - (3) Tournament chips shall not be used, and casino operators shall not permit their use, in transactions other than the tournaments for which the chips are issued.

3772-11-19 Handling chips.

- (A) A dealer shall "prove chips" when opening or closing a table, filling a table, or exchanging chips for a patron by displaying and counting the chips in full view of either of the following:
 - (1) Surveillance and either the pit manager or a licensed employee in a higher position; or

- (2) Surveillance and the affected patron.

3772-11-20 Dice specifications.

- (A) Unless otherwise approved by the commission, each die used in casino gaming shall meet the following requirements:
 - (1) Be formed in the shape of a cube with a size no smaller than .750 inch on each side and not any larger than .775 inch on each side;
 - (2) Be transparent and made exclusively of cellulose except for the spots, name, or trade name of the casino facility and serial numbers or letters contained on the die;
 - (3) Have the surface of each of its sides flat and the spots contained in each side flush with the area surrounding them;
 - (4) Have all edges and corners square and forming ninety degree angles;
 - (5) Have the texture and finish of each side exactly identical to the texture and finish of all other sides;
 - (6) Have its weight equally distributed throughout the cube, with no side of the cube heavier or lighter than any other side of the cube;
 - (7) Have its six sides bearing white circular spots from one to six respectively, with the diameter of each spot equal to the diameter of every other spot on the die;
 - (8) Have spots arranged so that the side containing one spot is directly opposite the side containing six spots, the side containing two spots is directly opposite the side containing five spots, and the side containing three spots is directly opposite the side containing four spots. Each spot shall be placed on the die by drilling into the surface of the cube and filling the drilled-out portion with a compound that is equal in weight to the weight of the cellulose drilled out and that forms a permanent bond with the cellulose cube. Each spot shall extend into the cube exactly the same distance as every other spot extends into the cube to an accuracy tolerance of .0004 inch; and
 - (9) Have the name or trade name of the casino facility in which the die is being used imprinted or impressed on the die.
- (B) A picture and sample of the die shall be submitted to the executive director for approval before being placed into play.

3772-11-21 Dice; receipt, storage, inspections, and removal from use.

- (A) Each casino operator shall ensure that all of the following requirements are met each time dice are received for use in the casino facility:
 - (1) The packages shall be inspected for proper quantity and any obvious damage by at least two licensed employees, one of whom shall be from the table games department and the other from the security department or accounting department.

- (2) The dice shall be recorded in the dice inventory ledgers by a licensed member of the security or accounting department. Any discrepancies in the invoice or packing list or any defects found shall be reported upon discovery to a commission gaming agent on duty.
 - (3) The boxes shall be placed in secured storage by at least two licensed employees, one from the table games department and the other from either the security department or accounting department.
- (B) A casino operator shall ensure that each dice storage area contains an inventory ledger and that its employees update the ledger when dice are added or removed from that storage area.
 - (C) Before the commencement of each gaming day and at other times as may be necessary, the pit manager, poker room manager, or the supervisor, in the presence of a security department employee and after notification to surveillance, shall remove the appropriate number of dice from the storage area for that gaming day.
 - (D) Before being transported to the pit area, all dice shall be recorded on the dice inventory ledger. Both the authorized table games department employee and security department employee shall sign verifying the information.
 - (E) Once the dice are removed from storage, the pit manager, poker room manager, or the supervisor, in the presence of a security department employee, shall take the dice to the pits and distribute the dice to the floor supervisors or directly to the boxperson.
- (1) At the time of receipt of any dice, a boxperson at each craps table shall, in the presence of the floor supervisor, inspect each die with a micrometer or any other instrument approved by the commission that performs the same function, a balancing caliper, a steel set square, and a magnet. These instruments shall be kept in a compartment at each craps table or pit stand and shall be at all times readily available for use by the commission upon request. The boxperson shall also check the dice to ensure that there is no indication of tampering, flaws, scratches, marks, or other defects that might affect the play of the game. The inspection shall be performed on a flat surface, which allows the dice inspection to be observed by surveillance and by any person near the pit stand.
 - (2) Following this inspection, the boxperson shall in the presence of the floor supervisor place the dice in a cup on the table for use in gaming. The dice shall never be left unattended while the dice are at the table.
 - (3) The pit manager shall place extra dice in a single locked compartment in the pit stand. The floor supervisor or a licensed employee in a higher position shall have access to the extra dice to be used for that gaming day.
 - (4) Any movement of dice after being delivered to the pit shall be made by a pit manager or a licensed employee in a higher position and require a security escort after notifying surveillance. Procedures for the pickup of used dice, including obtaining keys, assigning individuals responsible, and updating inventory ledgers, shall include the following:
 - (a) Transportation of used dice by security;

- (b) Surveillance notification before movement of the dice;
 - (c) Time the procedures will be performed;
 - (d) Location where the dice will be taken; and
 - (e) Any other applicable security measures.
- (F) No dice taken from the reserve shall be used for casino gaming until the dice have been inspected in accordance with this rule.
 - (1) The casino operator shall remove any dice from use if there is any indication of tampering, flaws, or other defects that might affect the integrity or fairness of the game, or at the request of the commission gaming agent on duty.
 - (2) At the end of each gaming day or at any other times as may be necessary, a floor supervisor, other than the person who originally inspected the dice, shall visually inspect each die for evidence of tampering. Any evidence of tampering shall be immediately reported to the commission gaming agent on duty by the completion and delivery of an approved dice discrepancy report.
- (G) The casino operator shall have procedures for securing and sealing dice that show evidence of tampering, including a requirement for immediate notification of the commission gaming agent on duty and the completion of an incident report.
- (H) The casino operator shall have procedures for retiring dice.
- (I) The casino operator's internal control system shall include approval procedures for the following:
 - (1) A dice inventory system that shall include, at a minimum, documentation of the following:
 - (a) The balance of dice on hand;
 - (b) The dice removed from storage;
 - (c) The dice returned to storage or received from the manufacturer;
 - (d) The date of the transaction; and
 - (e) The signature of each licensed employee involved.
 - (2) A reconciliation on a daily basis of the dice distributed, the dice destroyed and cancelled, the dice returned to the storage area and, if any, the dice in dice reserve; and
 - (3) A physical inventory of the dice performed at least once every three months by employees with no incompatible functions with discrepancies reported to the commission gaming agent on duty.
- (J) The casino operator's internal controls shall include procedures for cancellation and destruction of dice.
 - (1) Cancellation shall occur by drilling a circular hole of at least 3/16 of an inch in diameter through the center of each die or any other method approved by the commission.

- (2) Destruction shall occur by shredding or any other method approved by the commission.
- (K) Procedures for cancelling or destroying dice shall include the following:
 - (1) The licensed positions authorized by job description to cancel or destroy dice;
 - (2) Surveillance notification before cancellation or destruction of the dice;
 - (3) Time and location the cancellation or destruction will be conducted;
 - (4) Specifically how cancellation or destruction will be accomplished, including the use of any special equipment; and
 - (5) Any other applicable security measures.
- (L) Each casino operator shall notify the commission gaming agent of any flawed, marked, or suspect dice that are discovered during the cancellation or destruction process.
- (M) Evidence of tampering, marks, alterations, missing or additional dice or anything that might indicate unfair play discovered shall be reported to the commission by the completion and delivery of a dice discrepancy report.
 - (1) The report shall accompany the dice when delivered to the commission gaming agent on duty.
 - (2) The dice shall be retained for further inspection by the commission gaming agent on duty.
 - (3) The commission gaming agent receiving the report shall sign the dice discrepancy report and retain the original at the commission office.

3772-11-22 Table game and poker cards; specifications.

- (A) Unless otherwise documented in the internal controls and approved by the commission, all cards used for table games shall meet all of the following requirements:
 - (1) Cards shall be in standard decks of fifty-two cards, with each card identical in size and shape to every other card in the deck or as otherwise documented in the internal controls and approved by the commission.
 - (2) Each standard deck shall be composed of four suits: diamonds, spades, clubs, and hearts.
 - (3) Each suit shall consist of thirteen cards: “ace”, “king”, “queen”, “jack”, “10”, “9”, “8”, “7”, “6”, “5”, “4”, “3”, and “2”. The face of the “ace”, “king”, “queen”, “jack”, and ten value cards may contain an additional marking, as documented in the internal controls and approved by the commission, that will permit a dealer, before exposing the dealer’s hole card at the game of blackjack, to determine the value of that hole card.
 - (4) The backs of all cards in the deck shall be identical and no card shall contain any marking, symbol, or design that will enable a person to know the identity of any

element printed on the face of the card or that will in any way differentiate the back of that card from any other card in the deck.

- (5) The backs of all cards in the deck shall be designed so as to diminish as far as possible the ability of any person to place concealed markings on the backs.
 - (6) The design to be placed on the backs of cards used by casino operators shall contain the name or trade name of the casino facility where the cards are to be used and shall be submitted to the executive director for approval before use of the cards in casino gaming activity.
 - (7) Each deck of cards shall be packaged separately with cellophane, shrink wrap, or another similar material as documented in the internal controls and approved by the commission. The packaging shall have a tamper-resistant security seal and a tear band.
- (B) The cards used by a casino operator in any poker room game shall be visually distinguishable from the cards used by that casino operator to play any other table games.

3772-11-23 Table game cards; receipt, storage, inspections, and removal from use.

- (A) Each casino operator shall ensure that each card storage area contains an inventory ledger and that the casino operator's employees update the ledger when cards are added or removed from that storage area.
- (B) When a deck of table game cards is received for use in the casino facility from a licensed gaming-related vendor, all of the following requirements shall be met:
 - (1) The decks shall be inspected for proper quantity and any obvious damage by at least two licensed employees, one of whom shall be from the table games department and the other from the security department or accounting department.
 - (2) The decks shall be recorded in the card inventory ledgers by a member of the security or accounting department and a member of the table games department. If any discrepancies in the invoice or packing list or any defects are found, the discrepancies shall be reported to a commission agent on duty within twenty-four hours.
 - (3) The decks shall be placed into secured storage by at least two licensed employees, one of whom shall be from the table games department and the other from the security department or accounting department.
- (C) Before the commencement of each gaming day and at other times as may be necessary, the pit manager, poker room manager, or the supervisor, in the presence of a security department employee and after notification to surveillance, shall remove the decks of table game cards or poker cards from the card storage area that are needed for that gaming day.
- (D) All cards transported to a pit or the poker room shall first be recorded on the card inventory ledger. Both the authorized table games department employee and the security department employee shall sign to verify the information.

- (E) Once the cards are removed from the storage area, the pit manager, poker room manager, or the supervisor, in the presence of a security department employee, shall take the decks to the pit area or poker room and distribute the decks to the floor supervisors for distribution to the dealer at each table. The poker room manager, pit manager, or the supervisor shall place extra decks into a single locked compartment of a poker room or pit area stand.
- (F) Each movement of decks after delivery to the poker room or pit area shall be by a poker room manager, pit manager, or an employee in a higher position and shall require a security escort after notifying surveillance. The procedures for transporting used decks shall include the following:
 - (1) A requirement that used decks be transported by security;
 - (2) A requirement that the surveillance department be notified before movement of the decks;
 - (3) Specifications on the time that the procedures will be performed;
 - (4) Specifications on the location to which the decks will be taken;
 - (5) Specifications on the keys needed;
 - (6) Specifications on the employees who are responsible;
 - (7) A requirement for updating inventory ledgers; and
 - (8) Any other applicable security measures that the casino operator deems appropriate.
- (G) Before being placed into play, each deck shall be inspected by the dealer, with the inspection verified by a floor supervisor or the floor supervisor's supervisor. Card inspection at the gaming table shall require the dealer to sort each deck into sequence and into suit to ensure that all cards are in the deck. The dealer shall also check each card to ensure that there is no indication of tampering, flaws, scratches, marks, or other defects that might affect the integrity of the game. If a dealer finds that a card is unsuitable for use, a floor supervisor or an employee in a higher position shall:
 - (1) Replace the entire deck; and
 - (2) Notify a commission security agent on duty of the removal, including the card manufacturer's name, and the time of discovery and the location of where the unsuitable card was discovered. Cards may also be removed at the direction of the commission gaming agent on duty.
- (H) If an automated deck-checking device is used, the casino operator shall include the following procedures:
 - (1) Before the initial use of the automated deck-checking device, the critical program storage media and the camera software shall be verified and sealed by a commission gaming agent.
 - (2) The dealer shall complete the inspection of the cards. The dealer inspection shall ensure that the back of the cards are the correct color and free of any visible flaws.

- (3) The automated deck-checking device shall be maintained in the enclosed and encircled area.
 - (4) The automated deck-checking device shall not be used in the card storage room.
 - (5) The automated deck-checking device shall be inspected on a weekly basis with decks that have pre-identified missing cards from each suit. The devices shall properly identify each missing card in these decks.
- (I) All envelopes and containers used to hold or transport cards collected by security shall be transparent, and the method used to seal them shall be designed or constructed so that any tampering is evident.
 - (J) The casino operator's internal controls shall include procedures for changing cards after periods of use.
 - (K) The casino operator shall remove any cards from use whenever there is indication of tampering, flaws, scratches, marks, or other defects that might affect the integrity or fairness of the game, or at the request of the commission gaming agent on duty.
 - (L) Cards may be destroyed or cancelled according to the following:
 - (1) Destruction shall occur by shredding;
 - (2) Cancellation shall occur by drilling a circular hole of at least 1/4 of an inch in diameter through the center of each card in the deck or by cutting at least 1/4 of an inch off one corner from each card in the deck or other method documented in the internal controls and approved by the commission;
 - (3) The destruction and cancellation of cards shall take place in a secure place, the location and physical characteristics of which shall be documented in the internal controls approved by the commission, and shall be performed by a member of the casino operator's security department specifically trained in proper procedures; and
 - (4) Card cancellation and destruction record shall be maintained indicating the date and time of cancellation or destruction, quantity of cards to be cancelled or destroyed, and the name of each individual responsible for cancellation or destruction.
 - (M) Procedures for canceling or destroying cards shall include the following maintenance:
 - (1) Notation of the licensed positions authorized by job description to cancel or destroy cards;
 - (2) Notation of surveillance notification before cancellation or destruction of the cards;
 - (3) Notation of time and location the cancellation or destruction will be conducted;
 - (4) Notation of the manner in which cancellation or destruction will be accomplished, including the use of any special equipment;
 - (5) Any other applicable security measures; and

- (6) Immediate notification of a commission gaming agent on duty and the completion of a card and dice discrepancy report regarding any flawed, marked, or suspicious cards that are noted during the cancellation or destruction process.

3772-11-24 Mandatory table game count procedure.

Each casino operator's internal controls shall establish the times when drop boxes will be removed and the contents counted. The removal and counting of contents at other than the designated times shall be prohibited, unless the casino operator provides advance written notice to the commission's gaming agent on site of a change in times or the commission requires a change of authorized times.

3772-11-25 Handling of cash at gaming tables.

- (A) Whenever cash is presented by a patron at a gaming table to obtain gaming chips, the following requirements shall be met:
 - (1) The cash shall be spread on the top of the gaming table by the dealer or boxperson accepting the cash, in full view of the patron who presented the cash and the supervisor assigned to that gaming table;
 - (2) The cash value amount shall be announced by the dealer or boxperson accepting the cash, in a tone of voice calculated to be heard by the patron and the supervisor assigned to that gaming table;
 - (3) The boxperson or dealer shall count and appropriately break down an equivalent amount of chips in full view of surveillance and the patron; and
 - (4) The cash shall be taken from the top of the gaming table and placed by the dealer or boxperson into the drop box attached to the gaming table.
- (B) No cash wagers shall be allowed to be placed at any gaming table. The cash shall be converted to chips before acceptance of a wager.

3772-11-26 Table inventory.

- (A) The casino operator's internal controls shall include that chips may be added or removed from the table inventory in only the following instances:
 - (1) In exchange for cash, coupons or markers, if applicable, presented by the patron;
 - (2) For payment of winning wagers or collection of losing wagers made at the table;
 - (3) Through approved internal controls governing table fill and credit procedures;
 - (4) In exchange with patrons for gaming chips of equal value;
 - (5) In exchange for a verified automated tip receipt from a commission-approved automated table game controller; or
 - (6) In exchange with patrons for non-value chips on the roulette table.
- (B) A casino operator shall not transfer or exchange chips or currency between table games.

- (C) Table inventories shall be maintained in trays that are covered with a transparent locking lid when the tables are closed. The information on the table inventory slip shall be placed inside the transparent locking lid and shall be visible from the outside of the cover. In case of an emergency, the transparent lid shall be locked over the inventory until normal play resumes.
- (D) The table inventory slip shall be at least a two-part form, one of which shall be designated as the "opener" and the other as the "closer."
- (E) If a gaming table is not opened during a gaming day, preparation of a table inventory slip shall not be required. However, the table games department shall provide a daily list of table games not open for play, including the inventory amount and date on the last closing table inventory slip.
- (F) If a table game is not open for play for seven consecutive gaming days, the table inventory shall be counted and verified either by two table games supervisors or by a table games supervisor and a dealer or boxperson, who shall prepare a new table inventory slip and place the previous inventory slip in the table drop box.

3772-11-27 Opening of gaming tables.

- (A) Immediately before opening a table for gaming, a table games supervisor or table games manager shall unlock the transparent table tray lids in the presence of the dealer or boxperson assigned to the table.
- (B) Either the dealer or boxperson in addition to either the table games supervisor or table games manager shall each count the chips by denomination and verify the count to the opening table inventory slip.
- (C) The dealer or boxperson and the table games supervisor or table games manager shall sign and attest to the accuracy of the information recorded on the opener.
- (D) Once signed, the dealer or boxperson shall immediately deposit the opener into the drop box attached to the gaming table.
- (E) Internal controls shall include procedures for reconciling instances when counted inventory differs from the amount recorded on the opener and shall include the name of the table games supervisor or table games manager preparing a table games variance slip, the signatures required, distribution of each part of the form, and the assurance that one part is deposited in the drop box. Each variance of one hundred dollars or more at any table shall be reported immediately by the table games supervisor or table games manager to a commission gaming agent on duty.

3772-11-28 Closing of gaming tables.

- (A) Whenever a gaming table is closed, all chips remaining at the table shall be counted and verified by either two table games supervisors or a table games supervisor in addition to either a dealer or a boxperson, who shall prepare a table inventory slip.

- (B) After the table inventory slip is signed by the table games supervisor and the dealer or boxperson, the dealer or boxperson shall immediately deposit the closing table inventory slip in the drop box.
- (C) The table games supervisor shall place the opening inventory slip under the table tray lid in a manner that the amounts on the opening inventory slip may be read and lock the lid in place.
- (D) Each time a table game is closed, complete closing procedures shall be followed to include the counting, verification, recording, and securing of the chips in the tray, as well as the proper disposal of the cards or dice that were in play. If the game is reopened again on the same gaming day, complete opening procedures shall be followed to include the counting and verification of chips in the tray and inspection of cards or dice and all applicable gaming equipment. The opening and closing inventory table slip for games that are opened and closed more than once in a gaming day may be marked in a manner that indicates the sequence of the slips.
- (E) During twenty-four hour gaming, a closing table inventory slip shall be prepared in conjunction with the table drop for that gaming day.

3772-11-29 Payout for progressive table games.

- (A) Each table game that includes progressive jackpots shall have a progressive meter visible to patrons. If any part of the distribution to the progressive jackpots is being used to fund a secondary jackpot, visible signage informing players of this supplemental distribution shall be placed in the immediate area of the table. The existence of progressive jackpots and the distributions to those jackpots shall be set forth in the “rules of the game” within a casino operator’s internal controls for each game having a progressive jackpot. Each table game not meeting this distribution requirement shall be deemed an unauthorized casino game.
- (B) At least five days before the cancellation of any table game that includes a progressive jackpot that has not been awarded, the casino operator shall submit a plan for disbursement of that jackpot for approval by the executive director.

3772-11-30 Procedures for manually filling chips from cage to tables; form procedures.

- (A) Cross-fills, even money exchanges, and foreign currency exchanges in the pit shall be prohibited.
- (B) To request that chips be filled at table games, a supervisor or table games manager shall prepare a two-part order form in ink entering the following information:
 - (1) The date and time of the form’s preparation;
 - (2) The amount of the fill by denomination of chips;
 - (3) The total amount of the fill;
 - (4) The table or game number; and
 - (5) The signature of the supervisor or manager.

- (C) The order for fill shall be transferred to the casino operator's accounting department by the end of the gaming day. The order for fill shall be taken by a security department employee to the cashier's cage. A copy of the order for fill shall be placed on top of the table requesting the fill.
- (D) A three-part manual fill slip shall be used to record the transfer of chips from the cashier's cage to a gaming table. The fill slips shall be sequentially numbered by the vendor. The alphabet shall not be required to be used if the numerical series is not repeated during the business year. Chips shall not be transported unless accompanied by a fill slip.
- (E) Unless otherwise approved by commission, manual fill slips shall be inserted in a locked dispenser that permits an individual slip in the series and its copies to be written upon simultaneously. The dispenser shall discharge the original and duplicate copies while the triplicate remains in a continuous, unbroken form in the locked dispenser.
- (F) If a manual fill slip needs to be voided, the cage cashier shall write "VOID" and an explanation of why the void was necessary. Both the cage cashier and either a security department employee or another licensed employee independent of the transaction shall sign the voided fill slip. The voided fill slips shall be submitted to the casino operator's accounting department for retention.
- (G) Corrections on manual table fills shall be made by crossing out the error, entering the correct information, and then obtaining the initials and employee license number of at least two cage employees. Each employee in accounting who makes corrections shall initial and include the employee's commission license number.
- (H) A cashier's cage employee shall prepare a three-part fill slip in ink by entering the following information:
 - (1) Denomination;
 - (2) Total amount;
 - (3) Game or table number and pit;
 - (4) Date and time; and
 - (5) Required signatures.
- (I) A cashier's cage employee shall sign the order for fill after comparing it to the fill slip and then prepare the proper amount of chips. A casino operator's security department employee shall verify the chip totals with the fill slip. A cashier's cage employee shall present the ordered chips to the security department employee in a covered clear chip carrier. Once verified, both the cashier's cage employee and the security department employee shall sign the fill slip, and the cashier's cage employee or security department employee shall also time- and date-stamp the fill slip. A cashier's cage employee shall retain the order for fill and staple it to a copy of the fill slip after the required signatures from pit personnel are obtained by a security department employee.

- (J) After notifying surveillance, a casino operator's security department employee shall take the chips and the fill slips to the indicated table. The chips shall be counted by the dealer or boxperson and witnessed by a table games supervisor and security department employee in full view of surveillance. After verifying the chips against the amounts listed on the fill slip, the table games supervisor and dealer or boxperson shall sign the fill slips. The table games supervisor and security department employee shall observe the dealer or boxperson place the chips in the rack and deposit the fill slips in the table drop box. A security department employee shall not leave the table until the chips have been placed in the racks and the fill slips have been dropped. A security department employee shall return a copy of the fill slip to the cashier.
- (K) The copies of the fill slips shall be reconciled by accounting at least once daily.

3772-11-31 Procedures for automated filling of chips.

- (A) The table games supervisor or table games manager shall determine whether a fill is necessary and initiate the request for fill process. If a request for fill slip is used, procedures for distribution of the slip shall be included in the internal controls.
- (B) The table games manager or the pit clerk shall enter a request for fill into the computer, including the following information:
 - (1) The amount by denomination;
 - (2) The total amount;
 - (3) The game or table number and pit;
 - (4) The dates and time; and
 - (5) The required signature or computer identification code of the preparers.
- (C) A two-part computer-generated fill slip shall be used to record the transfer of chips from the cashier's cage to a gaming table. The fill slips shall be numbered by the computer in a manner that ensures that every fill in a given calendar year has a unique sequential number.
- (D) Two copies of the computerized fill slips shall be printed simultaneously, and a record of the transaction shall be stored within the computer database.
- (E) If a computerized fill slip needs to be voided, the cage cashier shall write "VOID" across the original and all copies of the fill slip and an explanation of why the void was necessary. Both a cashier's cage employee and either a security department employee or another licensed employee independent of the transaction shall sign the voided fill slip. The voided fill slips shall be submitted to the accounting department for retention and accountability. The transaction shall be properly voided in the computer database.
- (F) A two-part fill slip shall be printed in the cashier's cage containing the information required in paragraph (B). A security department employee shall verify the chip totals with the fill slip. A cashier's cage employee shall present the ordered chips to a security department employee in a clear chip carrier. Once verified, both a cashier's cage employee and security department employee shall sign the fill slip.

- (G) After notifying surveillance, a security department employee shall take the chips and the fill slips to the indicated table. Only a security department employee shall transport fills. The chips shall be counted by the dealer or boxperson and witnessed by a table games supervisor and security department employee in full view of surveillance. After verifying the chips to the amounts listed on the fill slip, the table games supervisor and a dealer or boxperson shall sign the fill slips. The table games supervisor and security department employee shall observe the dealer or boxperson place the chips in the rack and deposit the fill slip in the table drop box. A security department employee shall not leave the table until the chips have been placed in the racks and the fill slip has been dropped. A security department employee shall return a copy of the fill slip to the cashier's cage.
- (H) The main bank cashier shall run an adding machine tape on the fill slips and verify the total to the amount in the automated accounting system. All fill paperwork shall be forwarded to accounting.
- (I) The ability to input data into the casino operator's computer system from the pit shall be restricted to table game managers and pit clerks.

3772-11-32 Procedures for recording manual table credits.

- (A) Three-part manual credit slips shall be used to record the transfer of chips from a gaming table to the cage. The credit slips shall be sequentially numbered..
- (B) The inventory of nonissued credit slips shall be maintained by the casino operator's accounting or security department. The accounting department shall be responsible for the initial receipt of manual credit slips.
- (C) If a table game supervisor or table game manager determines that a table credit is required, a three-part order for credit shall be completed in ink by entering the following information:
 - (1) The amount by denomination of chips needed;
 - (2) The total amount;
 - (3) The game or table number and pit;
 - (4) The date and time; and
 - (5) The signature of the manager or supervisor.
- (D) The table game supervisor or the table game manager shall keep one copy of the order for credit on the table and take the other copy of the order for credit to the pit stand. The pit stand employee shall record that copy in the pit paperwork log and then return the copy to the table. The table game manager shall give a copy of the order for credit to a security department employee, who shall take it to the cashier's cage, where the cashier shall prepare a three-part credit slip in ink by entering the following:
 - (1) The chip denomination;
 - (2) Total amount;

- (3) Game or table number; and
- (4) Time and date.
- (E) The security department employee shall take the credit slip to the gaming table. A copy of the order for credit shall be retained at the cage.
- (F) The dealer or boxperson shall count the chips in full view of a security department employee and either the table game supervisor or an employee in a higher position. The count shall be conducted in full view of cameras connected to the surveillance department.
- (G) The dealer or boxperson and the table game supervisor shall verify the chips against the credit slip, and the credit slip against the order for credit. The dealer or boxperson and the table game supervisor shall sign the credit slip and the order for credit. The security department employee shall verify the chips against the order for credit, sign the order for credit and the credit slip, and receive the chips in a clear chip carrier. The security department employee shall carry the chips and the credit slip back to the cashier's cage. A copy of the order for credit shall be retained at the table until a copy of the credit slip is returned.
- (H) The cashier's cage employee shall receive the credit slips and the chips from the security department employee and verify that the chips match the order for credit and credit slip. The cashier's cage employee shall then sign the credit slips and the order for credit. The cashier's cage employee shall time- and date-stamp the credit slips. Unless otherwise approved by the commission, a copy shall remain unbroken in the locked form dispensing machine. The order for credit shall be attached to a copy of the credit slip and be retained by the cashier's cage.
- (I) The copy of the credit slip issued by the cashier's cage shall be taken back to the table by the security department employee. The table game supervisor and the dealer or boxperson shall compare the copy of the credit slip to the order for credit. The table game supervisor shall observe the dealer or boxperson deposit the order for credit slip and the credit slip in the table drop box.
- (J) The copies of the credit slips, with the copies of the order for credit attached, shall be transferred to the main bank. The main bank cashier shall run a tape on the credit slips and verify the total against the amount in the automated accounting system.
- (K) The locked copies of the manual credit slips shall be removed from the machines by the accounting department.
- (L) If a credit slip needs to be voided, the cage cashier shall write "VOID" and an explanation of why the void was necessary across the original and all copies of the credit slip. Both the cashier's cage employee and either a security department employee or another employee independent of the transaction shall sign the voided credit slip. The voided credit slips shall be subsequently transferred to the accounting department and retained.
- (M) Each accounting employee who makes corrections shall initial and note that employee's license number on the request.

3772-11-33 Automated table credits.

- (A) Two-part computer-generated credit slips shall be used to record the transfer of chips from a gaming table to the cashier's cage. The credit slips shall be sequentially numbered by the computer system, ensuring that each credit in a given calendar year is assigned a unique number. Chips shall not be transported unless accompanied by a credit slip.
- (B) The table game manager or the pit clerk shall enter a request for credit into the computer, including the following information:
 - (1) The amount by denomination;
 - (2) Total amount;
 - (3) Game or table number and pit;
 - (4) Dates and time; and
 - (5) Required signatures or computer identification code of the preparers.
- (C) A security department employee shall obtain the credit slip and chip carrier from the cage and proceed to the pit area.
- (D) The dealer or boxperson shall count the chips in full view of a security department employee and either the table games supervisor or an employee in a higher position. The count shall be conducted in full view of a camera connected to the surveillance department.
- (E) The table games supervisor and either a dealer or a boxperson shall verify that the value of the chips in the carrier matches the amount on the credit slip and sign the credit slip. The security department employee shall verify that the chips match the credit slip, sign the credit slip, and carry the chips and the credit slip to the cashier's cage.
- (F) A cashier's cage employee shall receive the credit slip and the chips from the security department employee, verify that the chips match the credit slip, and sign the credit slip. A copy of the credit slip shall be retained by the cashier's cage.
- (G) The copy of the credit slip shall be taken back to the table by the security department employee. The table games supervisor shall observe the dealer or boxperson deposit the copy of the credit slip into the table drop box.
- (H) The main bank cashier shall run an adding machine tape on the credit slips and verify the total against the amount on the automated accounting system. All credit paperwork shall be forwarded to the accounting department by the main bank cashier.
- (I) If a credit slip needs to be voided, the cashier's cage employee shall write "VOID" and an explanation of why the void was necessary across the original and all copies of the credit slip. Both the cashier's cage employee and a security department employee independent of the transaction shall sign the voided credit slips. The voided credit slip shall be transferred to the accounting department, where the slip shall be retained. The transaction shall be properly voided in the computer database.
- (J) The ability to input data into the casino operator's computer system from the pit shall be restricted to table games managers and pit clerks.

- (K) Each employee in accounting who makes corrections shall initial each correction and include that employee's commission license number.

3772-11-34 Table game layouts.

- (A) All table game layouts shall be consistent with the casino operator's internal controls and meet the following requirements:
 - (1) Markings on the layout shall be of a size that can be adequately seen by the surveillance;
 - (2) The odds of winnings and payouts shall be included in markings on the layout when required by the executive director;
 - (3) The designs shall not contain any feature that tends to create a distraction from the game;
 - (4) All other components of the game on the layout shall be of a size that can be adequately seen by surveillance; and
 - (5) A colored depiction of the table shall be submitted to the executive director for approval before being placed into play.
- (B) Table game layouts shall be stored in a secure area.

3772-11-35 Required personnel for specific table games.

- (A) Pit areas may be on multiple levels or locations within a casino facility. Pit areas shall be described by casino operators in their internal controls at a minimum by their locations, configurations, and restrictions on access. Each full-size baccarat table shall be in a separate room or clearly segregated area of the floor that functions as a separate area from the other table games and is surrounded by baccarat tables. For the purposes of access to a pit, card and dice control, and other table games activities, a "pit" shall be more narrowly defined as a single, separate area that is completely enclosed or encircled by gaming tables.
- (B) Each applicant and casino operator shall maintain staffing of table games supervisors or similar positions as approved by the executive director.
- (C) The table games supervisors and the oversight of their assigned table games and pit operations shall be directly supervised by either a table games manager or casino shift manager.
- (D) Table games managers supervising pit areas separated by sight or sound shall have a communications device enabling them to be immediately notified of any incident requiring their attention and shall promptly respond. The casino shift manager shall assign table games managers specific responsibilities regarding activities associated with specific tables.

3772-11-36 Instructional table games offered to public.

- (A) A casino operator may offer instructional table games if all of the following conditions are met:
 - (1) Only cancelled cards and dice are used;
 - (2) Gaming chips are marked "no cash value" or are distinctively different from any value and non-value chips used in the casino facility and can be readily seen if intermingled into a stack of active chips of a similar color;
 - (3) For roulette, non-value chips are distinctively different in design than those used on the gaming floor or have been drilled or otherwise cancelled;
 - (4) No wagering is permitted;
 - (5) No prizes are awarded in association with the games;
 - (6) All participants are at least 21 years of age; and
 - (7) The executive director gives approval to the casino operator to use the instructional table game.
- (B) Written notification setting forth the date, time, type of event, and event location shall be submitted for approval to the executive director at least seven days in advance of the instructional game.

3772-11-37 Minimum and maximum table game wagers.

- (A) All minimum and maximum wagers shall be posted at each table and may be changed between games by posting new table limits.
- (B) If the minimum or maximum wager is changed, the sign shall be changed to reflect the new amount. A casino operator may allow the following bets during a table limit change:
 - (1) Patrons who were playing when minimum table limits were raised may continue to place bets under the old table minimum limit; and
 - (2) Patrons who were playing when a maximum table limit was raised may be allowed to continue placing bets under the previous table maximum bet.
- (C) Payment on wagers that cannot be made evenly shall be rounded up to the next chip denomination.

3772-11-38 Dealer and boxperson hand clearing.

Each dealer and each boxperson shall clear that individual's hands in view of all persons in the immediate area and surveillance before and after touching that individual's body and when entering and exiting the game. "Clearing" one's hands shall mean holding and placing both hands out in front of the body with the fingers of both hands spread and rotating the hands to expose both the palms and the backs of the hands to demonstrate that the hands are empty.

3772-11-39 Table games jackpot; employee pocketbooks.

- (A) A table games jackpot slip or manual jackpot form shall be used to pay any table games jackpot that triggers Internal Revenue Service required reporting. If a manual jackpot form is used, the form shall include all the information as required on the table games jackpot slip. The table games jackpot slip or manual jackpot form shall be a sequentially numbered, two-part form. One part shall be deposited in the table game drop box, and the other copy shall be retained at the cashier's cage.
- (B) Each employee shall be prohibited from taking a pocketbook or other personal container into the pit area unless the pocketbook or container is transparent.

3772-11-40 Poker room; general.

- (A) Live poker games in which the dealer does not play a hand and a rake is collected shall be played only in an approved poker room. All other poker games in which the dealer plays a hand and the player competes against the dealer shall be played at gaming tables that are part of a pit on the gaming floor.
- (B) The casino operator shall have the current house rules in writing. These rules shall be available in hard copy in the poker room for patrons, employees, and commission personnel. All revised or rescinded house rules shall be kept on file and shall be available for at least one year.

3772-11-41 Poker room; supervision.

- (A) Each poker room shall be under the general control of a poker room manager or table games manager and the direct oversight of at least one poker room supervisor. Poker room supervisors shall be solely dedicated to supervising poker room personnel and all activities within the poker room when the poker room is opening, in operation, or closing at the end of the gaming day. A poker room supervisor may operate the poker room bank, if so authorized in the internal controls system.
- (B) If a casino operator uses job titles other than "poker room manager" or "poker room supervisor," the internal controls shall specify which job titles used by the casino operator correspond to these positions and ensure that the job descriptions of those positions properly describe the duties assigned.

3772-11-42 Poker room; banks and transactions.

- (A) If a casino operator uses a poker room bank, the casino operator's internal controls shall state whether the bank is operated as a branch of the main cage with a cashier's cage or if accountability and staffing of the bank are the responsibility of the poker room manager or poker room supervisor.
- (B) Both the outgoing and incoming licensed employees responsible for the bank shall sign the completed count sheet attesting to the accuracy of the information at the beginning and ending of each shift. If there is no incoming or outgoing individual, the countdown, verification, and signatory requirements shall be performed by the

individual who is responsible for the bank and a cashier's cage employee or a supervisor independent of the poker room.

- (C) Each transfer between any table banks and the poker room bank shall be authorized by a poker room supervisor and evidenced by the use a transfer slip as specified in the internal controls. The poker dealer and poker room supervisor shall verify the amount of chips to be transferred. Transfers between table banks, poker room banks, or cashier's cages within the poker room shall not require a security escort.
- (D) Transfers between the table banks, poker room banks, or the cashier's cages outside the poker room shall be properly authorized and documented by the poker room supervisor on an even exchange slip as specified in the internal controls.
- (E) A casino operator may permit patrons to exchange cash for chips only at the poker room bank or cashier's cage and then only within submitted and commission-approved buy-in procedures.
- (F) When a poker table is opened, a poker dealer shall count the poker table bank inventory, and the accuracy of the count shall be verified by the poker room supervisor and attested to by their signatures on a table inventory slip. The count shall be recorded and reconciled when the poker table is closed.
- (G) When a poker table is not open for play for seven consecutive gaming days, the poker table inventory shall be counted and verified by either two poker room supervisors or a poker room supervisor and a dealer. The poker room supervisor shall prepare a new table inventory slip and place the previous inventory slip in the table drop box.

3772-11-43 Procedures for monitoring and reviewing game operations.

- (A) Each casino operator shall establish procedures for monitoring and reviewing daily table games transactions for the following activities:
 - (1) Table games;
 - (2) Casino cashiering;
 - (3) Currency transaction reporting;
 - (4) Sensitive key access; and
 - (5) Reconciliation of numerical sequence of forms used, matching and reviewing all copies of forms, matching computer monitoring system reports with actual fill and payout forms, and examination of voided forms.
- (B) The procedures in paragraph (A) shall include a description of the computation of the unredeemed liability and the inventory of chips in circulation and reserve.
- (C) Each casino operator shall establish procedures for the documentation of resolving questions raised during the review and monitoring of daily gaming transactions.
- (D) Each casino operator shall establish procedures for the documentation of the criteria for determining deviations from expected results of gaming operations that require further investigations and the procedures for conducting and recording the results of such investigations. This shall include the notification of a commission gaming agent.

- (E) The accounting department shall perform a quarterly general ledger reconciliation of the following:
 - (1) Adjusted gross receipts;
 - (2) Cage accountability;
 - (3) Chip liability; and
 - (4) Progressive jackpot liability.
- (F) Each casino operator's accounting department shall review on a weekly basis the master game report for any unusual variances from the prior week.
- (G) The accounting department for each casino operator shall perform daily audits of the following:
 - (1) Table games;
 - (2) Cashier's cage;
 - (3) Player tracking; and
 - (4) Any other areas deemed appropriate by the executive director.
- (H) Table game procedures shall be performed daily for both computerized and manual forms and shall include, at a minimum, the following:
 - (1) Trace table game fills and credit slips originals to duplicate copies and to orders for fill and credits to verify agreement;
 - (2) Review the table game fills and credit slips for the proper number of authorized signatures, proper date or time, and accurate arithmetic;
 - (3) Review all voided table game fills and credits for appropriate handling and required number of authorized signatures. Ensure that all appropriate forms are attached;
 - (4) Verify that credits and fills are properly recorded for the computation of win;
 - (5) Trace opening drop cards to the previous shift's closing inventory slip to verify agreement and test for completeness and propriety;
 - (6) Trace the detail from the master gaming report into the accounting entries recording the transactions and to the total cash summary; and
 - (7) Perform any other procedures deemed necessary by the executive director.
- (I) All variances or discrepancies in the daily audits shall be investigated, recorded, and reported to the head of the accounting department or equivalent position. The investigation information shall be made available upon demand by the commission staff.