

MISSOURI GAMING COMMISSION
MINIMUM INTERNAL CONTROL STANDARDS
CHAPTER D –TABLE GAMES (LIVE GAMES)

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§ 1 General

- 1.01 Employees shall be prohibited from taking a pocketbook or other personal container into a pit unless such container is transparent.
- 1.02 A Table Games Jackpot Slip or Manual Jackpot Form shall be used to pay any table games jackpot that is \$600 or more and at least 300 times the amount of the wager. If the 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 retained by the cashier processing the transaction. Each table games jackpot shall be listed as such on the Class B Licensee’s Master Gaming Report. The jackpot amount may be handwritten, if the system does not allow jackpots to be entered.
- 1.03 The transfer or exchange of chips or currency between table games is strictly prohibited. Cross-fills, even money exchanges, and foreign currency exchanges in the pit are prohibited.
- 1.04 The inventory of un-issued Fill and Credit Slips will be maintained by Accounting. Accounting shall be responsible for the initial receipt of manual Fill and Credit Slips. A small inventory of unused manual Fill and Credit Slips may be issued to the Security Department by Accounting for emergency purposes. These unused Fill and Credit Slips will be maintained by Security.
- 1.05 When manual Fill or Credit Slips are used, the third copy of the form shall remain with the cashier who processed the transaction.
- 1.06 If a locked form dispenser is used, the manual Fill and Credit Slips shall only be removed from the dispenser by Accounting.

§ 2 Table Inventory

- 2.01 Chips shall only be added to or removed from the table inventory:
- (A) in exchange for cash presented by a patron (see 11 CSR 45-5.130 and 11 CSR 45-8.120);
 - (B) for payment of winning wagers;
 - (C) collection of losing wagers made at the table;
 - (D) through approved internal controls governing table fill and credit procedures;
 - (E) in exchange with a patron for gaming chips of equal value;
 - (F) in exchange for a verified automated tip receipt from a MGC approved automated table game controller;

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- (G) at the roulette table in exchange with a patron for non-value chips from that roulette table; or
 - (H) in exchange for a patron-signed counter check.
- 2.02 Table inventories shall be maintained in trays, which 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 (i.e., power outage, medical emergency at the table, etc.), the transparent lid will be locked over the inventory until normal play resumes.
- 2.03 The Table Inventory Slip shall be at least a two-part form; one of which is designated as the “opener” and the other as the “closer.”
- 2.04 If a gaming table is not opened during a gaming day, preparation of a Table Inventory Slip is not required. However, the Table Games Department must provide Accounting a daily list of table games not open for play including the last “closer” inventory amount and date.
- 2.05 When a table game is not open for play for seven (7) consecutive gaming days, the table inventory shall be counted and verified by either two table games supervisors or a table games supervisor and a dealer/boxperson, who shall prepare a new Table Inventory Slip and place the previous inventory slip in the table drop box.

§ 3 Opening of Gaming Tables

- 3.01 Immediately prior to opening a table for gaming a table games supervisor shall unlock the transparent table tray lids in the presence of the dealer/boxperson assigned to the table.
- 3.02 The dealer/boxperson and table games supervisor shall each independently count the chips by denomination and verify the count to the “opener.”
- 3.03 Signatures attesting to the accuracy of the information are recorded on the “opener” by the dealer/boxperson and the table games supervisor.
- 3.04 Once signed, the dealer/boxperson shall immediately deposit the “opener” into the drop box attached to the gaming table.
- 3.05 The internal controls shall include procedures to be followed when the counted inventory differs from the amount recorded on the “opener” and shall include the table games supervisor preparing a Table Games Variance Slip, the signatures required, distribution of each part of the form, and ensuring that one part is deposited in the drop box. Variances of \$100 or more at any table shall be reported by the table games supervisor to MGC immediately.

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- 3.06 Table games supervisors shall ensure all gaming devices (e.g., roulette wheel, Big Six Wheel) are functioning properly prior to opening the table for play that gaming day. Table games supervisors shall ensure all inspection procedures as outlined in the rules of the game are performed prior to opening the table for play.

§ 4 Closing of Gaming Tables

- 4.01 When a gaming table is closed, chips remaining at the table shall be independently and accurately counted by either two table games supervisors or a table games supervisor and a dealer/boxperson, who shall prepare a Table Inventory Slip.
- 4.02 After the Table Inventory Slip is signed by the table games supervisor and the dealer/boxperson, the dealer/boxperson shall immediately deposit the “closer” in the drop box.
- 4.03 The table games supervisor shall place the “opener” under the table tray lid in a manner that allows the amounts on the “opener” to be read and lock the lid in place.
- 4.04 The dealer/boxperson shall verify the table tray lid is locked prior to leaving the closed table.
- 4.05 Anytime a table game that has been opened for play is closed, complete closing procedures will be followed to include the counting, 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 will be followed to include the counting of chips in the tray and inspection of cards or dice and all applicable gaming equipment. Opener and closer slips for games that are opened and closed more than once in a gaming day shall be marked in such a manner as to indicate the sequence of the slips.

§ 5 During 24-Hour Gaming

- 5.01 During 24-hour gaming, a table game closer will be prepared to coincide with the table drop for that gaming day. All activity at the table shall be temporarily ceased to allow sufficient time to accurately count the table inventory.

§ 6 Manual Table Fills

- 6.01 Table fills shall be transported to gaming tables only when accompanied by the appropriate documentation.
- 6.02 To initiate a request for fill the table games supervisor will prepare a two-part Order for Fill Form. The table games supervisor shall sign, date and time stamp the Order for Fill and record it on the pit paperwork for that shift. The pit paperwork shall be transferred to

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Accounting at the end of the gaming day. The Order for Fill will be taken by a security officer to the cage/main bank. A copy of the Order for Fill will be placed on top of the table requesting the fill.

- 6.03 A three-part manual Fill Slip will be used to record the transfer of chips from the cage/main bank to a gaming table. The Fill Slips will be sequentially numbered by the vendor in a manner that utilizes the alphabet and only a single-numbered series. (The alphabet need not be used if the numerical series is not repeated during the business year.) Chips shall not be transported unless accompanied by a Fill Slip.
- 6.04 If a manual Fill Slip needs to be voided, the cashier shall write “VOID” and an explanation of why the void was necessary across the original and all accessible copies of the Fill Slip. Both the cashier and either a security officer or another Level II employee independent of the transaction shall sign the voided Fill Slip. The voided Fill Slips shall be submitted to Accounting for retention and accountability.
- 6.05 The cashier shall prepare a three-part Fill Slip. The cashier shall sign the Order for Fill after comparing it to the Fill Slip and then prepare the proper amount of chips. The cashier shall present the ordered chips to the security officer in a covered, clear chip carrier. The security officer shall count the chips, compare them to the totals recorded on the Fill Slip and the Order for Fill, and notify the cashier of any discrepancies. After verifying the slip is correct, the security officer shall sign the Order for Fill. Once verified, both the cashier and the security officer shall sign the Fill Slip, and the cashier or security officer shall also time and date stamp the Fill Slip. The cashier 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 the security officer.
- 6.06 After notifying Surveillance the security officer shall take the chips and the Fill Slips to the indicated table. Only a security officer shall transport fills. The chips shall be counted by the dealer/boxperson, witnessed by a table games supervisor and security officer, in full view of Surveillance. After verifying the chips to the amounts listed on the Fill Slip the table games supervisor and dealer/boxperson shall sign the Fill Slips. The table games supervisor and security officer shall observe the dealer/boxperson place the chips in the table tray and deposit the Fill Slip and copy of Order for Fill in the table drop box. The security officer shall not leave the table until the chips have been placed in the table tray and the forms have been dropped. The security officer shall return a copy of the Fill Slip to the cashier.
- 6.07 The copies of the Fill Slips will be reconciled by Accounting at least daily.

§ 7 Automated Table Fills

- 7.01 Table fills shall be transported to gaming tables only when accompanied by the appropriate documentation.

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- 7.02 The table games supervisor will determine that a fill is necessary and initiate the request for fill process. If an Order for Fill is used, procedures for distribution of the slip will be included in the Internal Control System.
- 7.03 The pit manager, pit clerk, or table games supervisor (if the system is accessible at the table or an adjacent table) shall enter a request for fill into the computer including the following:
- (A) the amount by denomination;
 - (B) total amount;
 - (C) game/table number and pit; and
 - (D) date and time.
- 7.04 A three-part computer generated Fill Slip will be used to record the transfer of chips from the cage/main bank to a gaming table. The Fill Slips will be numbered by the computer in a manner that ensures every fill in a given calendar year has a unique sequential number.
- 7.05 All copies of the computerized Fill Slip will be printed simultaneously, and a record of the transaction shall be stored within the computer database.
- 7.06 If a computerized Fill Slip needs to be voided, the cashier shall write “VOID” and an explanation of why the void was necessary across all accessible copies of the Fill Slip. Both the cashier and either a security officer or another Level II employee independent of the transaction shall sign the voided Fill Slip. The voided Fill Slips will be submitted to the Accounting department for retention and accountability. The transaction shall be properly voided in the computer database.
- 7.07 The cashier will present the ordered chips to the security officer in a covered, clear chip carrier. The security officer shall count the chips, compare them to the totals recorded on the Fill Slip, and notify the cashier of any discrepancies. Once verified, both the cashier and security officer will sign the Fill Slip, and the cashier will retain one copy.
- 7.08 After notifying Surveillance, the security officer will take the chips and the Fill Slips to the indicated table. Only a security officer will transport fills. The chips shall be counted by the dealer/boxperson, witnessed by a table games supervisor and security officer, in full view of Surveillance. After verifying the chips to the amounts listed on the Fill Slip, the table games supervisor and dealer/boxperson will sign the Fill Slips. The table games supervisor and security officer will observe the dealer/boxperson place the chips in the table tray and deposit the Fill Slip in the table drop box. The security officer will not leave the table until the chips have been placed in the table tray and the form has been dropped. The security officer will return a copy of the Fill Slip to the cashier.

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- 7.09 All fill paperwork shall be forwarded to Accounting.
- 7.10 The ability to input data into the casino computer system from the pit shall be restricted to the pit manager and pit clerk. A table games supervisor may input data only if the computer system is accessible at the gaming table or an adjacent table.

§ 8 Manual Table Credits

- 8.01 Three-part manual Credit Slips shall be used to record the transfer of chips from a gaming table to the cage/main bank. The Credit Slips shall be sequentially numbered by the vendor in a manner that utilizes the alphabet and only a single-number series. (The alphabet need not be used if the numerical series is not repeated during the business year.) Chips shall not be transported unless accompanied by a Credit Slip.
- 8.02 When a table games supervisor determines a table credit is required, a two-part Order for Credit is completed.
- 8.03 The table games supervisor 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 podium where it shall be recorded in the pit paperwork for that shift. The pit paperwork shall be transferred to Accounting at the end of the gaming day. The pit manager shall give a copy of the Order for Credit to a security officer, who shall take it to the cage/main bank where the cashier shall prepare a three-part Credit Slip.
- 8.04 The security officer shall take the Credit Slip to the gaming table. The copy of the Order for Credit shall be retained at the cage/main bank.
- 8.05 The dealer/boxperson shall count the chips in full view of the table games supervisor, the security officer, and Surveillance.
- 8.06 The dealer/boxperson and table games supervisor shall count the chips and compare them to the Credit Slip, and the Credit Slip to the Order for Credit. The dealer/boxperson and table games supervisor shall sign the Credit Slip and the Order for Credit. The security officer shall count the chips and compare them to the Order for Credit, sign the Order for Credit and the Credit Slip, and receive the chips in a covered, clear chip carrier. The security officer will then carry the chips and the original and copy of the Credit Slip back to the cage/main bank. A copy of the Order for Credit will be retained at the table until a copy of the Credit Slip is returned.
- 8.07 The cashier will receive the Credit Slip and the chips from the security officer, verify that the chips match the Order for Credit and Credit Slip. Once verified, the cashier shall sign the Credit Slip and the Order for Credit. The cashier shall time and date stamp the Credit Slip. The Order for Credit will be attached to a copy of the Credit Slip and be retained by the cashier.

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- 8.08 The copy of the Credit Slip issued by the cage/main bank shall be taken back to the table by the security officer. The table games supervisor and dealer/boxperson shall compare the copy of the Credit Slip to the Order for Credit. The table games supervisor shall observe the dealer/boxperson deposit the Order for Credit and the Credit Slip in the table drop box.
- 8.09 If performed at an imprest bank, the Credit Slips, with the copies of the Order for Credit attached, shall be transferred to the main bank. All credit paperwork shall be forwarded to Accounting.
- 8.10 If a Credit Slip needs to be voided, the cashier shall write “VOID” and an explanation of why the void was necessary across all accessible copies of the Credit Slip. Both the cashier and either a security officer or another Level II employee independent of the transaction shall sign the voided Credit Slip. The voided Credit Slip is subsequently transferred to Accounting where it is retained.

§ 9 Automated Table Credits

- 9.01 Three-part computer generated 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 by the computer system ensuring each credit in a given calendar year is assigned a unique number. Chips shall not be transported unless accompanied by a Credit Slip.
- 9.02 The pit manager, pit clerk, or table games supervisor (if the system is accessible at the table or an adjacent table) shall enter a request for credit into the computer including the following:
- (A) the amount by denomination;
 - (B) total amount;
 - (C) game/table number and pit; and
 - (D) date and time.
- 9.03 A security officer shall obtain the Credit Slip and chip carrier from the cage and proceed to the pit.
- 9.04 The dealer/boxperson shall count the chips in full view of the table games supervisor, the security officer, and Surveillance.
- 9.05 The table games supervisor and dealer/boxperson shall count the chips to verify that the value of the chips in the carrier matches the amount on the Credit Slip and sign the Credit Slip. The security officer shall count the chips to verify that the chips match the Credit Slip, signs the Credit Slip, and carries the chips and two copies of the Credit Slip to the cage/main bank. One copy of the Credit Slip shall be retained at the table.

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- 9.06 The cashier shall receive the Credit Slip and the chips from the security officer, verify that the chips match the Credit Slip, and sign the Credit Slip. A copy of the Credit Slip is retained by the cashier.
- 9.07 The other copy of the Credit Slip shall be returned to the table by the security officer. The table games supervisor shall observe the dealer/boxperson deposit both copies of the Credit Slip into the table drop box.
- 9.08 If performed at an imprest bank, the Credit Slips, with the copies of the Order for Credit attached, shall be transferred to the main bank. All credit paperwork shall be forwarded to Accounting.
- 9.09 If a Credit Slip needs to be voided, the cashier shall write “VOID” and an explanation of why the void was necessary across all accessible copies of the Credit Slip. Both the cashier and either a security officer or another Level II employee independent of the transaction will sign the voided Credit Slips. The voided Credit Slip will be transferred to the Accounting department where it will be retained. The transaction shall be properly voided in the computer database.
- 9.10 The ability to input data into the casino computer system from the pit shall be restricted to pit managers and pit clerks. A table games supervisor may input data only if the computer system is accessible at the gaming table or an adjacent table.

§ 10 Accepting Cash, Counter Checks, and Coupons at Gaming Tables

- 10.01 Cash, foreign chips and tickets shall not be accepted as a wager at a gaming table. (Section 313.817, RSMo, 11 CSR 45-8.120 and 11 CSR 45-5.130)
- 10.02 Currency issued by countries other than the US shall not be accepted at gaming tables.
- 10.03 The purchase of chips may only be permitted at gaming tables and casino cashiering locations as described in Chapter H of the Internal Control System. (11 CSR 45-5.130)
- 10.04 When cash is presented by a patron at a gaming table in exchange for chips, the dealer/boxperson shall (11 CSR 45-8.120):
- (A) spread the cash on top of the gaming table in full view of the patron who presented it and Surveillance;
 - (B) count and appropriately break down an equivalent amount of chips for the patron,
 - (C) verbalize the amount of cash, if over \$500, in a tone of voice calculated to be heard by the patron and the table games supervisor assigned to the table; and
 - (D) then promptly place the cash into the drop box attached to the gaming table.

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- 10.05 The only type of credit instrument that shall be accepted at table games is a counter check. All other credit instruments shall be processed at the cage.
- 10.06 When a counter check is presented by a patron at a gaming table in exchange for chips, the dealer/boxperson shall (counter check preparation procedures are addressed in § 20):
- (A) verify the amount and sign the counter check issue slip;
 - (B) record the dollar value of the counter check on the back of one of the copies of the counter check in a manner sufficient to be read by Surveillance (i.e., large print with a thick black marker) and place that copy of the counter check face down on the table to display the amount to Surveillance;
 - (C) verbalize the amount of the counter check in a tone of voice calculated to be heard by the patron and the Table Games Supervisor; and
 - (D) count and appropriately break down an equivalent amount of chips for the patron, then promptly drop the counter check issue slip into the drop box attached to the gaming table.
- 10.07 Only non-cashable promotional coupons, including match play coupons, which comply with the requirements of 11 CSR 45-5.181 may be accepted at table games. Table games non-cashable coupons shall only be accepted at a live table game by the dealer/boxperson as a wager and cannot be redeemed for chips. These coupons shall not be redeemed or exchanged at the cage. The patron will place the coupon as all or part of a wager in the betting spot on the table, except for match play coupons which are placed next to the matching wager. The dealer/boxperson shall ensure the wagered coupon is in plain view on the table.
- 10.08 When any promotional coupon is presented at a live table game, the dealer/boxperson shall verify the coupon is valid prior to accepting it as a wager. The face value of each coupon shall be clearly legible in the dedicated surveillance coverage of the table where it is presented.
- 10.09 All promotional coupons redeemed for play at table games, including match play coupons, shall be included in the drop as revenue for the purpose of calculating Adjusted Gross Receipts (AGR).
- 10.10 Winning wagers shall be paid as if the coupon was a value chip and the coupon shall be exchanged for an equal value of chips. Losing wagers, including the coupon, shall be collected by the dealer/boxperson. Win or lose, the coupon shall be used only once. Coupons that are wagered and result in a tie or "push" shall be returned to the patron. In cases of a tie, the dealer/boxperson shall verify the coupon each time it is removed from play then presented again for play, unless the patron lets the tie or "push" coupon wager carry over into the next round of play.

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- 10.11 Upon settling the wager, the dealer/boxperson shall promptly collect the used coupon, cancel it with a permanent marker by recording the gaming date across the face of the coupon and place the coupon into the table drop box.
- 10.12 Match play coupons are a specific type of non-cashable promotional coupons which require a matching wager of value chips. Each match play coupon shall clearly state the terms and conditions for its use, including but not limited to: the dollar value of the coupon, the amount of the required minimum matching wager, and any limitation to specific games and wagers.

§ 11 Card and Dice Control

(11 CSR 45-5.184 and 11 CSR 45-5.265 contain additional requirements regarding Card and Dice Control)

- 11.01 Only card and dice designs compliant with 11 CSR 45-5.183 and 11 CSR 45-5.260, respectively, and approved by MGC shall be maintained in the Class B Licensee's inventory. The Class B Licensee shall maintain Cards/Dice Inventory Ledgers for each primary and secondary storage location as prescribed in 11 CSR 45-5.184 and 11 CSR 45-5.265.
- 11.02 When cards are received from the supplier, the packages shall be inspected for proper quantity and obvious damage by a security officer and a pit manager.
- (A) To calculate the quantity received, each shipping case must be opened to visually verify that it is full. If a shipping case is not full, all partial boxes of decks inside the shipping case shall be opened to verify the number of decks contained therein. In lieu of opening each full shipping case, full shipping cases of cards may be weighed. One full shipping case shall be opened to visually verify that it is full and shall be weighed. The weight of that case shall be compared to the weight of each other case to verify the remainder of the shipment. The weight of each case shall be recorded on the outside of the case if this procedure is used. If the weight of a case differs from the weight of the verified case by the weight of one or more deck(s) of cards, the case shall be opened and counted to identify the number of decks contained in the shipping case.
- (B) The cards shall be recorded in the Cards/Dice Inventory Ledgers at the primary storage location by a security officer or a pit manager. The security officer and the pit manager shall sign the ledger indicating the accuracy of the recorded information. Any discrepancies in the invoice or packing list or any defects found shall be promptly reported to the MGC agent on duty.

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- 11.03 When dice are received from the supplier, the packages shall be inspected for proper quantity and obvious damage by a security officer and a pit manager.
- (A) To calculate the quantity received, each shipping case must be opened to visually verify that it is full. If a shipping case is not full, all partial boxes of dice sets (stick of five dice) inside the shipping case shall be opened to verify the number of dice sets contained therein. In lieu of opening each full shipping case, full shipping cases of dice sets may be weighed. One full shipping case shall be opened to visually verify that it is full and shall be weighed. The weight of that case shall be compared to each other case to verify the remainder of the shipment. The weight of each case shall be recorded on the outside of the case if this procedure is used. If the weight of a case differs from the weight of the verified case by the weight of one or more stick(s) of dice, the case shall be opened and counted to identify the number of dice sets contained in the shipping case.
- (B) The dice shall be recorded in the Cards/Dice Inventory Ledgers at the primary storage location by a security officer or a pit manager. The security officer and the pit manager shall sign the ledger indicating the accuracy of the recorded information. Any discrepancies in the invoice or packing list or any defects found shall be promptly reported to the MGC agent on duty.
- 11.04 The card and dice storage area shall only be used for storing cards and dice.
- 11.05 Immediately prior to the commencement of each gaming day and at other times as may be necessary, the pit manager or poker room manager, in the presence of a security officer, shall remove the appropriate number of dice sets and decks of table games cards from the primary card storage area for that gaming day. All cards and dice before being transported to a pit will be recorded as such on the Cards/Dice Inventory Ledgers. Both the pit manager or poker room manager and a security officer shall sign indicating the accuracy of the recorded information. Cards and dice will be transported by the pit manager or poker room manager with security officer escort after notifying Surveillance.
- 11.06 Once removed from the primary card and dice storage area, the pit manager or poker room manager, in the presence of a security officer, shall take the decks and dice to the pit(s). All decks and dice shall be placed into a single locked compartment of a pit stand located within the pit(s) or distributed to the table games supervisor for distribution to the dealer or boxperson at each table. The table games supervisor shall have access to the decks and dice in the pit stand to be used for that gaming day.
- 11.07 Except for the normal daily collection by Security, any movement of cards and dice after being delivered to the pit which involves areas normally open to the public will be performed by a pit manager or poker room manager and requires a security officer escort after notifying Surveillance.
- 11.08 All decks shall be inspected as outlined in 11 CSR 45-5.184.

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11.09 If cards are inspected but not immediately placed into play, the following additional pre-inspection procedures shall be followed:

- (A) the pre-inspection shall be conducted at the same table at which the cards will be used, except as noted in 11 CSR 45-5.184(7);
- (B) the inspected cards shall be ~~returned to~~placed in their original boxes;
- (C) the table number shall be recorded on the original boxes;
- (D) the employee performing the inspection shall sign the original boxes;
- (E) the deck(s) shall be sealed in a clear container;
- (F) the container shall be transported to the pit podium and locked in the pit podium until the cards are needed;
- (G) the cards will be delivered to the same table as needed;
- (H) once the dealer receives the cards for play at a table, the dealer shall count down each deck of cards; or use an automatic shuffler; to ensure the decks are complete before introduction into the game; and
- (I) any pre-inspected cards not used during the same gaming day as the inspection shall be cancelled or destroyed.

11.10 If an Automated Deck Checking Device (ADCD) is used, the following standards shall apply:

- (A) prior to the initial use of the ADCD, the Critical Program Storage Media and the camera software are verified and sealed by a MGC agent. The ADCD inspection ensures that all cards are present (both by suit and in total);
- (B) the ADCD will be maintained in the pits or the Card and Dice Inspection Room;
- (C) the ADCD will be inspected on a weekly basis with decks that have pre-identified missing cards from each suit and the devices must properly ID each missing card. The weekly inspection of the ADCD shall be documented on the printout ticket from the machine. The test report shall include the date and time and be signed by the employee conducting the inspection and shall be forwarded to Accounting;
- (D) surveillance coverage shall provide a clear view of the ADCD and shall be sufficient to determine that all cards are removed from the ADCD after each deck is inspected by the machine;
- (E) if used by the dealer for the opening inspection, the dealer shall complete the inspection by examining the back of the cards to ensure they are not flawed, scratched, or marked in any way; and
- (F) if used by the security officer for the final inspection, the security officer shall inspect: the backs of the cards with an ultraviolet light; the sides of the cards for crimps, bends, cuts and shaving; and the front and back of all cards for consistent shading and coloring.

11.11 Prior to being put into play, dice shall be inspected as outlined in 11 CSR 45-5.265.

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- 11.12 Class B Licensees shall remove any cards or dice at any time there is any indication of tampering, flaws, scratches, marks, or other defects that might affect the integrity or fairness of the game. The MGC agent on duty shall be notified immediately of the removal, including the reason for the removal, and the table where the particular card or die was discovered. Cards and dice shall also be removed at the direction of the MGC.
- (A) If the dealer finds that a card is unsuitable for use, a table games supervisor shall be notified. If the table games supervisor determines the card needs to be replaced, he/she shall bring a matching replacement card from the replacement deck or replace the entire deck. If the dealer/boxperson finds that a die is unsuitable for use, a table games supervisor shall be notified and replace the entire dice set.
 - (B) The unsuitable card(s) or die shall be placed in a transparent sealed envelope or container, identified by the table number, date, and time removed from the table and shall be signed by the employee who identified the defect and the table games supervisor assigned to that table. The table games supervisor shall maintain the envelope or container in a secure place within the pit until collected by a security officer.
 - (C) A Card/Dice Discrepancy Report shall be completed and delivered to the MGC agent on duty. The table games supervisor shall maintain the copy of the discrepancy report with the damaged card(s) or die. The copy shall accompany the damaged card or die until they are both delivered to the Card Inspection Room.
 - (D) The table games supervisor shall also immediately notify Security of any cards or dice identified with bio-medical contamination. A security EMS first responder shall place the contaminated items in a red biohazard bag, seal the bag, and promptly transport the sealed bag along with a Card/Dice Discrepancy Report to the MGC agent on duty. Once released by the MGC agent, the security EMS first responder shall ensure the bag and its contents are processed for destruction according to emergency medical protocol.
- 11.13 All decks being removed from play shall be counted down at the table either manually or using a shuffling machine to ensure that no cards are missing. All open replacement decks shall be counted down by the table games supervisor and reconciled with all Card/Dice Discrepancy Reports for the day to account for all cards prior to the daily collection by Security. If any discrepancies are noted, the MGC agent on duty shall be notified.
- 11.14 At the end of the gaming day or, in the alternative, at least once each gaming day at approximately the same time:
- (A) The table games supervisors shall:
 - (1) collect all cards and dice except as provided in (D) of this section;

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- (2) place all decks with broken seals that were not put into play, including replacement decks, and all inspected dice in a sealed envelope or container, which identifies the date and time and is signed by the table games supervisor; and
 - (3) maintain the envelopes, containers and sealed decks and dice in a secure place within the pit podium until collected by a security officer.
- (B) After notifying Surveillance, a security officer shall count the cards and dice, collect all cards and dice from the table games supervisor, and log the receipt on the Card and Dice Collection Log.
- (C) The security officer and a pit manager shall sign the Card and Dice Collection Log. The security officer shall then transport the decks with broken seals, inspected dice, and the log to the Card and Dice Inspection Room. All sealed decks and unused, uninspected dice shall be returned to the primary storage area without inspection.
- (D) On 24-hour gaming days, cards and dice currently in play during the initial collection may remain in play until the new sealed decks and dice sets have been delivered to the pit and inspected for play. Any cards and dice not collected during the initial collection shall be collected by Security during a subsequent collection(s) in accordance with the rules above. The final collection shall occur within three hours of the initial collection allowing a complete reconciliation of all decks and dice for the gaming day.
- 11.15 Cards being removed from play shall be inspected as required in 11 CSR 45-5.184. Card inspection by Security shall be conducted in a designated Card and Dice Inspection Room with access controlled by Security. Surveillance shall be notified immediately prior to the inspection.
- 11.16 Cards and dice awaiting cancellation or destruction shall be stored separate from all other cards and dice. Security shall cancel or destroy all used cards and dice as required in 11 CSR 45-5.184 and 11 CSR 45-5.265. Surveillance shall be notified immediately prior to the destruction/cancellation. The destruction and cancellation shall be performed at least weekly in a location stated in the internal controls.
- 11.17 A Card and Dice Cancellation/Destruction Log shall be maintained indicating the date and time of cancellation or destruction, quantity of cards and dice canceled or destroyed, and the individuals responsible for cancellation or destruction.
- 11.18 The security officer shall reconcile the number of cards and dice received from the pit(s) with the number of cards and dice destroyed or canceled and any cards and dice still pending destruction or cancellation. All open replacement decks shall be counted down and reconciled with all Card/Dice Discrepancy Reports for the day to account for all cards. Any discrepancies shall be reported to the MGC agent on duty immediately.

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§ 12 Table Layouts

- 12.01 Table game layouts shall be consistent with the Internal Control System and shall comply with the following:
- (A) markings on the layout shall be adequately seen by Surveillance;
 - (B) odds of winnings and payouts shall be displayed when required by MGC;
 - (C) designs shall not contain any advertising other than the Class B Licensee’s logo or trademark symbol;
 - (D) designs shall not contain any feature that tends to create a distraction from the game;
 - (E) chips, cards, dice, and any other components of the game on the layout shall clearly be seen by the dealer/boxperson, player and Surveillance; and
 - (F) a colored depiction of the layout shall be submitted to MGC for approval prior to layouts being placed into play.
- 12.02 Used layouts displaying the licensee’s logo, which are not used for internal training purposes approved by MGC, shall be destroyed and shall not be sold or given to the public.

§ 13 Required Personnel

- 13.01 For the sole purpose determining staffing levels to ensure adequate supervision, a “pit area” is defined as the immediate area(s) within a casino where one or more table games are open for play. Pit areas may be on multiple levels or locations within a casino. Pit area(s) shall be described by Class B Licensees in their Internal Control System at a minimum by their location(s), configuration(s), and restrictions on access.
- 13.02 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. Full-size “big bac” baccarat tables shall be in a separate room or clearly segregated area of the floor which functions as a separate “pit” from the other table games.
- 13.03 If a licensee uses job titles other than “table games supervisor” and /or “pit manager,” the Internal Control System shall specify which job titles used by the licensee correspond to these positions and ensure the job descriptions of those positions properly delineate the duties.
- 13.04 At least one table games supervisor shall be on duty at each full-size baccarat table providing direct supervision. At least one table games supervisor shall be on duty in the pit providing direct supervision of each four open gaming tables if one or more of the tables being supervised is a craps table. At least one table games supervisor shall be on

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duty in the pit providing direct supervision of each six open gaming tables provided none of those six in operation is a craps table.

- 13.05 At least one pit manager shall be on duty directly supervising table games supervisors. If six or fewer tables are open for play, a pit manager is not required to be on duty; however, the pit manager's supervisor shall be on property and available to perform any pit manager duties necessary to conduct table games operations. Each pit manager shall supervise no more than 36 open tables. For each additional 1 to 36 open tables another pit manager shall be on duty.
- 13.06 When a pit manager is required, the pit manager shall be physically present in the pit(s) for at least ninety percent (90%) of his/her shift and be solely dedicated to supervising activities at open table games and activities within the pit(s).
- 13.07 Pit 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 when notified.

§ 14 Table Game Progressives

- 14.01 All progressive table games shall comply with 11 CSR 45-5.300. Table games where a "hidden meter" increments as a result of wagers must display signage in the immediate area of the game in public view to explain the existence of a "hidden meter" for funding a secondary jackpot.

§ 15 Instructional Table Games Offered To Public

- 15.01 Instructional table games may be offered to the public on property, off the gaming floor, provided:
- (A) only cancelled cards and dice will be used;
 - (B) gaming chips are marked "no cash value" and/or are distinctively different from any value, nonvalue and tournament chips used in the casinos and can be readily seen if intermingled into a stack of active chips of a similar color;
 - (C) in the case of roulette, non-value chips used shall be distinctively different in design than those used on the gaming floor ;
 - (D) no wagering is permitted;
 - (E) no prizes of any kind, will be awarded in association with the games; and
 - (F) all participants will be at least 21 years of age.
- 15.02 Written notification setting forth the date, time, type of event, and event location, must be submitted for approval to the MGC at least 15 days in advance of the instructional game.

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§ 16 Minimum and Maximum Table Game Wagers

- 16.01 All minimum and maximum wagers shall be posted at each table and may only be changed between games by posting new wager limits.
- 16.02 If the minimum or maximum wager is changed, the sign must be changed to reflect the new amount. No wagers are to be accepted outside these limits with the following exceptions:
- (A) players who have been playing and have less than the posted minimum to place as a final bet;
 - (B) patrons who were playing when the minimum wager was raised may continue to place bets at or above the old table minimum wager when a sign at the table states, “Players may be “grandfathered” when table limits are raised,” and when all “grandfathered” players are identified by a distinctive marker on the table at their position that is clearly visible to the dealer/boxperson, all other players at the table, and Surveillance.
- 16.03 Payment on wagers that cannot be made evenly will be rounded up to the next chip denomination.

§ 17 Handling Chips

- 17.01 When chips are removed from the table tray, received at the table as a fill, or when verifying a player’s wager, the amount of chips shall be proven for Surveillance. A dealer/boxperson proving chips shall break down the chips in full view of Surveillance and the patron in accordance with the Class B Licensee’s procedures. The Class B Licensee’s procedures for proving chips shall be sufficient for Surveillance to accurately determine the number of chips, thus proving the correct amount.

§ 18 Clearing of Hands

- 18.01 All dealers and boxpersons shall clear their hands in view of all persons in the immediate area and Surveillance before and after going to their body and when entering and exiting the game. Clearing of hands means 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.

§ 19 Movement or Disposal of Table Games

- 19.01 All movement of table gaming devices must comply with 11 CSR 45-7.040.

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19.02 At least five days prior to the cancellation of any game which includes a progressive jackpot that has not been awarded, the licensee shall submit a plan for disbursement of that jackpot for approval by the MGC.

§ 20 Counter Checks

20.01 For a counter check exchanged for value chips at a gaming table, a pit clerk or a table games supervisor or above shall:

- (A) Verify the patron's identity by—
 - (1) obtaining the patron's valid, non-expired government-issued photo identification (such as a driver's license, state ID card, or passport); and
 - (2) confirming the patron's identity by comparing the photo, physical description and identifying information on the photo identification to the patron requesting the credit;
- (B) Either retain a copy of the identification or verify that a copy of the identification is on file;
- (C) Verify the patron is not a DAP or Excluded Person;
- (D) Examine the patron's credit file to verify the requested credit does not exceed the approved credit limit. If a manual system is used, the employee shall contact the cashier or other independent source to verify the requested credit does not exceed the approved credit limit. If it does exceed the limit, obtain the required authorizations for the extension of credit;
- (E) Prepare the counter check for the patron's signature by recording the following information:
 - (1) The name of the patron exchanging the counter check;
 - (2) The current date and time;
 - (3) The amount of the counter check (alpha and numeric);
 - (4) The game and table number;
 - (5) The signature of the table games supervisor or above (if the counter check is for \$10,000 or less) or the signature of the pit manager or above (if the counter check is for over \$10,000) authorizing acceptance of the counter check; and
 - (6) The signature of the preparer (pit clerk or table games supervisor or above);
- (F) Present the original and all copies of the counter check to the patron for signature;
- (G) Receive the signed counter check directly from the patron and verify the signature on the counter check matches the signature on the identification presented by the patron;
- (H) Give the counter check issue slip to the dealer or boxperson who shall process the counter check as described in § 10 of this chapter;
- (I) Issue a counter check receipt to the patron that contains the information printed on the counter check;
- (J) Stamp the back of the original counter check "For Deposit Only"; and

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- (K) Ensure Security immediately transports the original and the payment slip of the counter check to the main bank or floating employee window, as specified in the internal controls, following the acceptance of the counter check. The original and payment slip shall be maintained and controlled by the main bank cashier or floating employee window cashier.
- 20.02 At the end of each gaming day each voided counter check, including the original and all copies, shall be forwarded to Accounting.

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