

Ohio Casino Control Commission  
Proposed Amendment

**Amendment 10:**

**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 gaming agent on duty within twenty-four hours; and

(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 gaming 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; and
- (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. Single cards may be replaced in multiple deck games only. Single deck game card replacements shall be performed in accordance with paragraph (G) of this rule. Single cards from multiple deck games may be replaced according to the following:

(1) Surveillance is notified of the replacement;

(2) The single card is replaced from a designated replacement deck kept locked in the pit stand; and

(3) The replacement deck is used only once, is made whole with the insertion of the affected card, and is immediately sealed and placed into either the cancellation or destruction process required by this rule.

(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.