

ICMP Compliance Checklist: Section 2, TABLE GAMES
For Use by Division of Gaming and Independent Compliance Officers (ICOs)

Legend:			
C = In Compliance	N = Noncompliance	2C = In Compliance at Follow-up	2N = Noncompliance at Follow-up

Licensee Name	Review Recap		
Prepared By			
Period Reviewed (ICO Use Only)		Initial Review	Follow-up
Date & Time Completed	(1) Total items tested		
Date Follow-up Performed	(2) Total noncompliance items		

DIVISION OF GAMING USE ONLY			
Employee Signature & License #			
Casino Manager Signature & License #			

ICMP – TABLE GAMES - A. GENERAL

1. Licensees must have a minimum of one shift for each twenty-four hour period, but, may elect to have more than one shift per gaming day. Required gaming documents must be maintained for each shift.
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Licensee's must have procedures in place to mitigate the possibility of theft and/or cheating when special equipment or game pieces are associated with any table game.

Are there adequate procedures in place regarding the special equipment or game pieces? Check to see if procedures are being followed.

PIT AREA

1. The pit area is a restricted gaming area. Access to the pit area must be restricted to employees of the Pit Department. In addition, security and other authorized individuals may access the pit for the necessary conduct of gaming in the pit.
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Interview the pit supervisor, table games manager, and dealer to determine their understanding of this requirement.

2. Only items necessary for the operation of the pit are allowed in the pit. Currency in wallets or money clips is allowed in the pit as long as it is kept in the person's pocket.
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Interview pit personnel to ensure they know the requirement and physically check the pit for extraneous items. Spot check dealers and/or pit supervisors to see if any have currency, chips or tokens in their pockets, other than their wallets or money clip. Ensure this requirement is met.

3. The licensee is responsible for creating a house policy that addresses the situation where a drop box automatically locks itself during the course of play. This policy must ensure for the adequate protection of assets. If a drop box must be replaced, procedures must ensure the
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contents of the replacement drop box can be combined and attributed to the individual table during the count. If the drop box cannot be repaired or replaced, the table must be closed until a functional drop box is available. Written policy must be provided to the Division upon request.

Interview pit supervisors to determine their understanding of this procedure.

PIT SUPERVISION

1. Adequate supervision of the table games pit must be maintained at all times. Adequate supervision means having one or more licensed employees who are knowledgeable in the games supervised and the regulatory requirements of such games, and are able to adequately monitor the play on all tables.

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Licensees offering table games must have a pit supervisor in the pit at all times when tables are open for play.

Is there a pit supervisor present when tables are open? Is the pit supervisor able to handle the demands of supervising the pit?

2. Licensees offering table games must submit to the Division’s Table Games Committee Chair a written pit supervision plan which details how adequate supervision is going to be achieved. Written approval must be received from the Division prior to offering any table games for play. A copy of the approved plan must be maintained in the pit area.

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3. Licensees must have a house policy for dealers/supervisors changing roles during a shift. The house policy must include receiving and distribution of tips. At the discretion of the licensee, the tips may be distributed by house policy; therefore, the house policy must include receiving and distribution of tips. If the employees share or pool tips, this must be addressed in the posted house rules.

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4. Licensees utilizing automatic card shufflers must maintain the shufflers in good working order. A copy of the shuffler maintenance log or other documentation indicating regular maintenance performed to the shuffler must be maintained in the pit area.

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KEY CONTROL

1. Separate locked areas in the pit shall be used to store all dice, cards and controlled forms issued by accounting. Controlled forms must not be stored with any other items. A separate locked box attached to each table is provided for dealer tips. Access keys to these areas must be issued and controlled through the cage using key control logs or through an automated key tracking system (AKTS). See ICMP Section 10 Key Control for key control requirements.

C	N	2C	2N
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Is the area in the pit that contains the controlled forms secured and locked at all times? Is a separate locked box attached to each table for dealer tips? Are keys issued and controlled using required key control? Do the pit supervisors have control of the keys they signed out?

Table Games Bill Validators

1. At times the BV is access to clear a jam, settle a patron dispute, or for other reasons. A BV stacker problem can be fixed by the licensed technician and a security person as long as the stacker contents are not accessed. If the stacker contents are accessed in order to fix the problem, the BV stacker remains in the pit. The process of fixing the BV and accessing the BV stacker contents is performed under surveillance in the pit. The licensed technician or gaming manager and security person shall remain with the BV stacker from the time it was removed until it is returned to the table or electronic betting terminal.

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Interview staff and ensure they have adequate processes and knowledge about this process.

2. When the contents of the BV are access in order to clear a jam, settle a dispute, or for any other reason outside the BV drop and count process, the process of fixing the BV and accessing the contents may be performed under the following conditions:
 - a. The gaming manager checks out the BV content key and proceeds to the device.
 - b. The licensee must ensure adequate camera coverage prior to accessing the BV funds. Surveillance coverage must be sufficient to identify the individuals accessing the funds, and when the funds are accessed. This may be accomplished through the use of a PTZ and/or stationary camera.
 - c. The BV problem is corrected in the presence of a licensed technician, security, and the gaming manager.

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Interview staff and ensure they have adequate processes and knowledge about this process.

3. In case more than one BV needs to be repaired successively, the BV content key may be maintained between repairs; however, once the successive repairs are complete, the BV content key must be immediately returned by the gaming manager to Gaming Manager locked box #2 (box 2).

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Interview staff and ensure they have an adequate understanding about this process.

Table Games Access Control

1. An access log (log) must be maintained inside each Electronic Betting Terminal (EBT). An access log must be secured at a table unit with associated equipment. The handwriting must be legible and discernable to a person reviewing the log.

C	N	2C	2N
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If the licensee has EBTs on site, perform a random sample of EBTs and ensure the access log is present, handwriting is legible and discernable.

2. All logs must reflect the title of the form, licensee name and device number. Minimum required information for each entry is date, time, employee initials and license number of the individual accessing the device, and the reason for access. Entries are to be complete, accurate, and legible.

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When reviewing the logs, ensure the logs contain the required information and has been completed correctly.

3. Licensees must have procedures for documenting tilt resets which can be performed without accessing the interior of the device. Documentation must include the date and time, employee initials and license number, and reasons for the tilt. Entries shall be complete, accurate, and legible, and must be made available to the Division upon request. If an approved computerized system produces this information, including identification of the attending employee, the system report does not need to be initialed.

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Ensure the licensee has procedures documented for the tilt reset process, and that all documentation contains the required information and has been completed correctly.

AUTOMATED PIT SYSTEMS

1. Prior to relying on a pit system, the licensee must test the system to ensure the system is properly communicating, functioning correctly and the information provided by the system is accurate and reliable. Did the licensee test the automated system prior to relying on the system?

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2. The licensee must ensure access to the pit system is authorized to appropriate individuals at appropriate levels to be consistent with a manual system.

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3. If the pit system goes down, the licensee reverts back to the manual process. Is the pit supervisor aware of how to generate a fill if the automated system goes down?

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ICMP TABLE GAMES - B. ADDITIONAL PAYOUT PROCEDURES

1. Additional payouts may not alter any table games rules. The licensee must notify the Division, in writing, at least seven days prior to offering the additional payout program. Written notice must include:

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- a. Description of additional payouts,
- b. Times and conditions necessary for additional payouts to occur, and
- c. Dates the additional payouts are effective.

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Does the licensee offer additional payouts? Check to ensure the licensee received written approval from the Division prior to offering the additional payout program.

2. Each table offering additional payouts must be clearly marked.

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Is each table that offers additional payouts marked as required?

3. Promotional awards must be made from a bank separate from the table tray banks and are not allowable deductions in calculating AGP.

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Are promotional awards paid from a bank separate from the table tray bank?

ICMP – TABLE GAMES - C. MANUAL FILL PROCEDURES

1. Fill transactions are initiated by a pit supervisor prior to the issuance of fill slips and transfer of chips, tokens, and/or coins (hereafter, in all subsections, referred to as “chips”).

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The following procedures shall be performed when a manual fill is needed at a table game: (Request and observe a table fill).

- a. The pit supervisor determines that a table needs a fill.
- b. The pit supervisor obtains a Request For Fill/Credit slip (a two-part form stored in the locked pit podium), checks the fill box and completes the information on the slip.
- c. The pit supervisor signs the Request For Fill/Credit slip indicating accuracy of the slip and initiation of the fill process.
- d. The pit supervisor calls a runner and the runner signs the Request For Fill/Credit slip, original (white) and copy (yellow) indicating receipt of the slip.
- e. The original (white) slip remains on the table.
- f. The runner takes the copy (yellow) of the Request For Fill/Credit slip to the cage to be processed.
 - i. The runner must be independent of the pit and cage.
- g. The cashier prepares the three-part Fill/Credit slip indicating the following information:
 - i. Date,
 - ii. Time,
 - iii. Shift,
 - iv. Game,
 - v. Table number,
 - vi. Dollar amount of chips by denomination, and
 - vii. Total fill.
- h. The cashier files the copies (yellow) of the Request For Fill/Credit and Fill/Credit slips until the end of the shift.

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- i. The runner transports the chips and the original (white) Fill/Credit slip to the pit supervisor at the table as designated on the Fill/Credit slip and places them on the table next to the dealer.
- j. The dealer breaks down at least one stack from the highest denomination chips, verifies the chips, and counts them in full public view prior to placing them in the table tray.
- k. The pit supervisor verifies the fill amount by comparing the chips to the Fill/Credit slip and signs the Fill/Credit slip indicating the requested amount of chips was received and the accuracy of the slip.
- l. If there is a discrepancy between the fill amount and the chips received, the runner returns the chips and related slip to the cage.
- m. The dealer signs the Request For Fill/Credit and Fill/Credit slips indicating agreement between the slips and the receipt of the chips indicated on the slips.
- n. The dealer places the chips in the table tray.
- o. The dealer or supervisor deposits the original (white) Request For Fill/Credit and Fill/Credit slips in the table drop box.

Was the fill performed as required by the ICMP from the time the request for a fill was processed to the time the fill was completed at the table? Explain and detail all issues of non-compliance.

2. Does the pit supervisor obtain a request for fill slip, check the fill box and complete the information on the slip?

- a. Has the pit supervisor and the runner signed the request for fill slip? Yes ___ No ___
- b. Was the white copy of the request slip placed on the table receiving the fill? Yes ___ No ___
- c. Does the runner transport the yellow copy of the request slip to the cashier? Yes ___ No ___
- d. Does the cashier prepare the three-part fill slip indicating the date, time, shift, game, table number, dollar amount of chips by denomination, and total fill? Yes ___ No ___
- e. Does the cashier sign all copies of the fill slip verifying the accuracy of the slip and the amount of chips? Yes ___ No ___
- f. Is the runner independent of the Pit Department? Yes ___ No ___
- g. Does the runner verify the chips and compare amount of chips to both slips? Yes ___ No ___
- h. Does the runner sign all three copies of the fill slip? Yes ___ No ___
- i. Does the cashier give the chips and the white copy of the fill slip to the runner? Yes ___ No ___
- j. Does the cashier keep the yellow copy of the fill slip? Yes ___ No ___
- k. Does the runner place the fill and white copy of the fill slip on the table receiving the fill? Yes ___ No ___
- l. Does the dealer break the chips down and verify by counting them in full public view? Yes ___ No ___
- m. Does the pit supervisor verify the fill and compare the fill to the fill slip? Yes ___ No ___
- n. Does the dealer verify the chips received to the amount requested? Yes ___ No ___
- o. Does the dealer sign both white copies of the request slip and the fill slip? Yes ___ No ___
- p. Does the dealer place the chips in the table tray? Yes ___ No ___

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q. Does the dealer drop both white copies of the slips in the table drop box?

Yes ___ No ___

3. Cross-fills or even money exchanges between tables are prohibited.

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Interview the pit supervisor to determine their understanding of the prohibition.

AUTOMATED PIT SYSTEM FILL PROCESS

1. If the pit system electronically submits a Request For Fill/Credit to the cashier cage and the Fill/Credit slip is automatically generated in the cage, the Request For Fill/Credit slip is not required to be printed. The pit supervisor generates the request by entering the information into the terminal located in the pit. The Fill/Credit slips generated by the system are two-part forms with the copy (pink) retained in electronic fashion in the system. The Fill/Credit slip is processed the same as with a manual system with the original (white) going to the pit and deposited in the drop box and the copy (yellow) retained in the cashier cage.

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Observe or interview the pit supervisor to determine compliance with this procedure?

2. If a slip needs to be voided in the system, a pit supervisor is required to authorize the void in the system. If the pit supervisor is unable to authorize the void in the system, the Table Games Activity Log is used to document the authorization of the void. The documentation must include the date, slip reference, and signature of the pit supervisor authorizing the void. If the system does not print or generate a "void" slip, the cashier and a pit supervisor void the original slip using the void procedures detailed in the General section.

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Observe or interview the pit supervisor to determine their understanding of this procedure.

ICMP – GENERAL – D. Credit Procedures

1. The following procedures apply when a manual credit is needed at any table game.

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- a. Credit transactions are initiated by the pit supervisor prior to the issuance of credit slips and transfer of chips.
- b. The pit supervisor determines there are excess chips in the table bank and the table needs a credit.
- c. The pit supervisor obtains a Request For Fill/Credit slip (a two-part form stored in the locked pit podium), checks the credit box, completes the information on the slip, and signs the slip indicating accuracy of the slip and initiation of the credit process.
- d. The dealer counts out the credit in full public view and signs the slip indicating the amount of chips agree to the Request For Fill/Credit slip.

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- e. The pit supervisor calls a runner. The runner counts the chips to be credited and signs the Request For Fill/Credit slip indicating the amount of chips agree to the slip and receipt of the chips and slip.
- f. The original (white) slip remains on the table as evidence of the chips being transported.
- g. The runner takes the copy (yellow) of the Request For Fill/Credit slip and the chips to the cashier.
- h. The cashier prepares the three-part Fill/Credit slip indicating the following information:
 - i. Date,
 - ii. Time,
 - iii. Shift,
 - iv. Game,
 - v. Table number,
 - vi. Dollar amount of chips by denomination, and
 - vii. Total of credit.
- i. The cashier counts and compares the chips received with the amount recorded on the copy (yellow) of the Request For Fill/Credit slip and signs both the Request Slip and the Credit Slip indicating the slips agree and as evidence of receiving the chips.
- j. The runner verifies the information on the slips and signs the Fill/Credit slip from the locked dispensing machine.
- k. The copies (yellow) of the Fill/Credit slip and the Request For Fill/Credit slip remain in the cage.
- l. The runner takes the original (white) of the Fill/Credit slip to the table.
- m. The pit supervisor and the dealer verify the accuracy of the Fill/Credit slip and sign the slip indicating the slips agree.
- n. The dealer or supervisor deposits both the Request For Fill/Credit slip and the Fill/Credit slip into the table drop box.

AUTOMATED PIT SYSTEM CREDIT PROCESS

1. If the licensee utilizes and automated pit system, the following procedures apply:
 - a. The pit supervisor enters the credit information into the computer terminal located in the pit area and a two-part Fill/Credit slip prints in the cage.
 - b. The pit supervisor notifies the runner that a credit needs to be transported. The runner must be independent of the pit.
 - c. The runner proceeds to the cage and picks up both parts of the Fill/Credit slip, original (white) and copy (yellow), and takes both copies to the pit.
 - d. At the pit, the dealer, pit supervisor and the runner verify the amount to be transported to the cage to the amounts listed on both parts of the Fill/Credit slip.
 - e. The dealer counts the credit in full public view.
 - f. The pit supervisor and dealer sign the original (white) and copy (yellow) of the Fill/Credit slip indicating the proper completion of the slip and verification of the slips.

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For Use by Division of Gaming and Independent Compliance Officers (ICOs)

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- g. The runner signs both copies of the slip indicating receipt of the chips.
- h. The runner takes the funds and the Fill/Credit slip copy (yellow) to the cage.
- i. At the cage, the cashier counts the funds received, and compares the counted amounts to the amounts listed on the Fill/Credit slip copy (yellow). If there is a discrepancy between the credit amount and the chips received, the runner returns the chips and related slip to the pit for reconciliation.
- j. The cashier signs the copy (yellow) of the Fill/Credit slip indicating the chips received agrees with the slip and receipt of the chips while the runner observes the cashier's signing.
- k. The copy (yellow) Fill/Credit slip is maintained by the cashier and included with the cashier's paperwork for the shift.
- l. The pit is notified of the completed transaction at the cage and the dealer drops the original (white) of the Fill/Credit slip in the drop box while being observed by the pit supervisor.

ICMP – TABLE GAMES - E. TABLE OPENING AND CLOSING PROCEDURES

1. At the beginning and end of each shift, each table game tray must be inventoried by two licensed individuals, in each other's presence (one of which must be a pit supervisor) when the pit is open for any part of the 24 hour gaming day. The inventory is first documented on the two-part Opener/Closer Inventory Form, and then signed by both of the individuals performing the inventory. An inventory must be taken and recorded at the beginning and end of each shift, even if a table has been closed for the entire shift. If a pit system is utilized, the information is entered into the system after the inventory form has been completed and signed by both individuals. The closer is immediately dropped into the current shift's drop box and the opener is dropped in the subsequent shift's drop box. If the licensee uses a multi-shift drop box, the drop box is switched to the next shift position in order to drop the opener. These procedures do not pertain to tables used for tournaments during the 24 hours gaming day.

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Observe the opener/closer process and verify there is an actual count done for each table tray for each shift by both persons. Was the opener dropped immediately into the appropriate shift drop box?

ICMP – TABLE GAMES - F. TABLE GAMES JACKPOT PAYOUT PROCEDURES

When a player's hand results in a payout of \$600 or greater based upon odds of 300 to 1 or greater, a Table Games Jackpot Payout Slip must be completed and payment of the jackpot must be made from the cage and requires the gaming manager's approval. For further information, please refer to <http://www.irs.gov/>.

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1. Was the table games jackpot performed as required by the ICMP from the time the request for a jackpot was processed to the time the jackpot was paid at the table? If there is no jackpot to observe, interview all relevant personnel. Explain and detail all issues of non-compliance.

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- a. The pit supervisor verifies the hand to determine the payout is needed. Yes ___ No ___
- b. The pit supervisor obtains the Request For Table Games Jackpot Payout Slip (a two-part form located in the locked pit podium, and completes the slip and signs the slip indicating proper completion of the slip and request of the funds. Yes ___ No ___
- c. The pit supervisor calls a runner who signs the original (white) slip and copy (yellow) indicating receipt of the slip. The runner must be independent of the pit. Yes ___ No ___
- d. A picture of the winning hand must be captured and generated through surveillance. Yes ___ No ___
- e. On the back of the picture, surveillance notes the game type, table number, player spot, and table games jackpot payout slip number. Yes ___ No ___
- f. Surveillance or security deposits the picture in the locked accounting box, or alternatively, the picture may be attached to the copy (yellow) of the payout slip in the cashier cage. Yes ___ No ___
- g. The runner transports the copy (yellow) Request For Table Games Jackpot Payout Slip to the cashier who prepares the three-part Table Games Jackpot Payout Slip indicating the following minimum information: Yes ___ No ___
 - a. Date,
 - b. Time,
 - c. Shift,
 - d. Game type variation (e.g., Bonus 6, Three Card Poker),
 - e. Table number,
 - f. Amount of wager,
 - g. Winning hand (e.g., royal flush),
 - h. Amount of jackpot payout,
 - i. Taxes withheld,
 - j. Gambling Payment Intercept withheld, if applicable and
 - k. Total funds leaving the cage.
- h. The cashier counts the funds requested and signs the Table Games Jackpot Payout Slip indicating the slip agrees with the request slip and disbursement of the funds. Yes ___ No ___
- i. The runner verifies the funds, compares the funds to the Table Games Jackpot Payout Slip, and signs the slip indicating the funds agree with the slips and receipt of the funds. Yes ___ No ___
- j. The cashier dispenses the original (white) and copy (yellow) of the Table Games Jackpot Payout Slip from the locked dispensing machine. The copies (yellow) of the Request For Table Games Jackpot Payout Slip and the Table Games Jackpot Payout Slip are maintained in the cage. Yes ___ No ___
- k. The runner transports the funds and the original (white) Table Games Jackpot Payout Slip to the pit supervisor at the table as designated on the slip. Yes ___ No ___

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- l. The pit supervisor verifies the Request For Table Games Jackpot Payout Slip with the Table Games Jackpot Payout Slip and the funds, and signs the payout slip indicating the funds agree with the request and receipt of the funds. Yes ___ No ___
- m. The dealer verifies the jackpot payout received agrees to the amount requested and pays the patron. Yes ___ No ___
- n. The dealer signs both the request and the payout slips indicating the funds agree to the request, receipt of the funds and payment of the funds to the patron. The patron signs the payout slip indicating receipt of the jackpot funds. The dealer or pit supervisor immediately deposits both the Request For Table Games Jackpot Payout Slip and the Table Games Jackpot Payout Slip into the table drop box. Yes ___ No ___

ICMP – TABLE GAMES – G. TABLE GAMES PERFORMANCE REVIEW

- 1. A Table Games Activity Log must be maintained for all table games open for any part of a 24 hour gaming day. The log is used to record all events impacting the table. Such events shall include, but are not limited to, changes in the game rules, changes in the games offered for play, inclement weather, large payouts, suspicious activity of patrons, accessing bill validator cash can, patron disputes, changes in different game odds, and irregularities in inventory and drop procedures. The log must be forwarded to accounting at least monthly. A copy of the log must be maintained in the pit. Electronic table game unites and/or terminals must have system generated transaction logs.

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Is there a log in the pit? Do the pit supervisors record activity on the log? Interview the pit supervisor to determine their knowledge regarding the log.

- 2. The owner/operator, table games management, or licensee’s equivalent, in conjunction with appropriate personnel, investigates any large or unusual fluctuations (as defined in the Written Accounting Plan) of the audited master games sheet, including a review of the daily hold percentage, for each table, for each shift. This review must be performed on a timely basis, not to exceed five (5) days from the gaming date being reviewed. When the pit is open for any part of the 24 hours gaming day, the table games activity log should be reviewed to determine if activity affecting hold percentage may be explained. The variance investigation may include a review of player activity, review of surveillance coverage, results of random dealer audits, etc. The results of these daily investigations for each table for each shift must be documented.

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Are large or unusual fluctuations addressed in the Written Accounting Plan? Was the review performed on a timely basis; within five days from the gaming date being reviewed?

- 3. The daily investigations are used to support month end variance investigations by game type on the table games statistical reports. Results of the month end variance reviews by game

C	N	2C	2N
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For Use by Division of Gaming and Independent Compliance Officers (ICOs)

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type must be documented in accordance with the adequate explanation criteria described in the Accounting ICMP and submitted to the accounting department prior to the accounting department's submission of gaming taxes.

4. Licensees must have a process in place to escalate month-end variance reviews for games types performing at unusual hold percentages for two or more consecutive months. The procedures employed must be included in the licensee's Written Accounting Plan.

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Are these procedures addressed in the Written Accounting Plan? Interview pit personnel to determine if they are familiar with this requirement.

ICMP – TABLE GAMES – I. TABLE GAMES PROGRESSIVE PROCEDURES

GENERAL

1. Each progressive table game must be linked to a meter showing the "advertised amount," and the "advertised amount" must be visible to all players who may potentially win the progressive jackpot. Ensure this requirement is met. The licensee offering the progressive must establish key control procedures to prevent unauthorized access to the progressive controller ensuring no one person has access to the controller or server configuration data.

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2. The progressive controller must continuously monitor each linked table for Coin-In, must calculate the incrementation to the progressive jackpot and update the progressive jackpot display. It is the casino's responsibility to test this functionality prior to allowing patron play, to ensure incrementation and mathematical accuracy. Ensure this requirement is met.

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3. A Table Games Progressive Jackpot Log must be maintained for all progressives. This log is used to document the progressive liability/meter for the beginning and end of each gaming day, the (progressive drop) coin-in hard meters by table for the beginning and end of each gaming day when the pit is open for any part of the 24 hour period, the (progressive drop) coin-in hard meters by table for the beginning and end of each gaming day when the pit is open for any part of the 24 hour period, the displayed jackpot amount at the time the end of day meters are read, and all progressive jackpots paid. All log entries must be complete, legible and accurate. Explanations for all decreases in the hand pay jackpot amounts must be documented. At the end of each gaming day when the pit is open for any part of the 24 hour period, the pit manager or designee ensures all required information is recorded on the log and the completed log is forwarded to accounting. Additionally, for each gaming day when the pit is open for any part of the 24 hour period, the pit manager or designee generates the following computer reports: A report showing activity on the game, a report showing (progressive drop) coin-in, and a report of jackpot payouts on the game. The reports are forwarded to accounting by placing them in the locked accounting box. A table games

C	N	2C	2N
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ICMP Compliance Checklist: Section 2, TABLE GAMES
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progressive jackpot log is not required if the licensee pit system tracks the table games progressive jackpots. Ensure this requirement is met.

MALFUNCTIONS

1. Every progressive table and corresponding computer must be connected to an uninterrupted power supply (UPS). Ensure this requirement is met.

C	N	2C	2N
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2. In the event of a malfunction of the table controller or the computer, the progressive feature must be disabled. The licensee may continue the game if there is a method to prevent the progressive wager. Licensees must document malfunctions on the table games activity log. Ensure this requirement is met.

C	N	2C	2N
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PAYOUT

1. When a patron wins a progressive, the casino will verify the win. Once confirmed, a Request for Table Games Jackpot Payout Slip and a Table Games Jackpot Payout Slip will be completed. A W-2G may need to be completed, refer to the guidelines established by the IRS, <http://www.irs.gov/>, additionally, Gambling Payment Intercept procedures may apply. Ensure these requirements are met.

C	N	2C	2N
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2. An optional progressive wager is considered for the calculation of AGP. In turn, when the progressive is awarded, the entire amount is deductible. Ensure this requirement is met.

C	N	2C	2N
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ICMP – TABLE GAMES –J. NON-CASHABLE CHIPS

GENERAL

1. Non-cashable chips are issued by the licensee for gaming in the table games of Blackjack, House Banked Poker, Craps and Roulette as indicated in the house rules. Non-cashable chips are only redeemable in the form of a wager at the table. Non-cashable chips are not allowed to be utilized in Player Banked Poker tables/games. Non-cashable chips represent a wager and will be paid according the value on the chip and the odds of the table game type.

C	N	2C	2N
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Interview table games personnel to ensure their understanding of this requirement.

2. Non-cashable chips are not redeemable for cash, and must be played until a win/loss decision at which time the non-cashable chip is immediately dropped in the table drop box and is recorded as drop. At no time shall non-cashable chips be maintained in table trays as part of the inventory.

C	N	2C	2N
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Interview table games personnel to ensure their understanding of this requirement.

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3. Non-cashable chips may be stored in the pit, in a separate locked area, when being used for a current promotion. Procedures must be written to ensure proper inventory and security of the chips during the promotion. Procedures must be submitted, in writing, to the Division at least seven days prior to the start of the promotion. A copy of the approved procedures must be maintained in the pit area during the promotion. Non-cashable chips cannot be accepted for a tip wager or as a tip. Ensure these requirements are met.

C	N	2C	2N
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ICMP – GENERAL - D. INTERNAL CONTROLS & THE CONTROL ENVIRONMENT

1. Pursuant to CLGR 30-1610(2), each licensee shall establish its own internal control procedures including accounting procedures, reporting procedures, and personnel policies for the purpose of determining the licensee’s liability for taxes, fees, and exercising effective control over the licensee’s internal fiscal affairs. The licensee’s procedures must incorporate the ICMP requirements as established by the Division, or alternative requirements approved by the Division.

C	N	2C	2N
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Ensure that approved ICMP variances for table games are located in the pit area for easy reference.

COLORADO LIMITED GAMING REGULATIONS (CLGR)

RULE 4 RIGHTS AND DUTIES OF LICENSEES

1. **CLGR 30-414 Player rules**

A retail licensee must post the following rules on the licensed areas:

- Players and other persons present in the gaming area must be at least 21 years of age;
- No side bets are permitted;
- No credit may be extended;
- It is unlawful to claim unattended or unearned credits and money on gaming devices;
- It is unlawful to participate in limited gaming activities while intoxicated, and
- Federal law prohibits the use of casino chips and tokens outside this establishment for any monetary purpose.

C	N	2C	2N
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Is the required signage posted in licensed areas?

2. **CLGR 30-418 Special rules of conduct**

A retail licensee may establish rules of conduct for players and spectators on its licensed site. Any such rules must be posted. The Director shall have the authority to immediately terminate any or all of such rules in any retail establishment. If the licensee has such rules, are the rules posted?

C	N	2C	2N
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RULE 8 RULES FOR BLACKJACK

1. **CLGR 30-801(2) Blackjack (21) Rules.**

If a player has a disability which prevents such player, or a dealer, from complying with every provision found in Rule 8, the retail licensee shall be permitted to make reasonable accommodations to the disabled player, even if in apparent violation of Rule 8. Such reasonable accommodations shall not promote cheating, fraudulent acts, nor the use of unauthorized devices by any person.

C	N	2C	2N
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If the licensee offers such accommodations, do the accommodations meet the requirements?

2. **CLGR 30-803(1) Blackjack table - physical characteristics.**

Blackjack must be played at a table having on one side places for not more than seven players and on the opposite side, a place for the dealer. Blackjack played in an electronic setting must have the configuration, placement of the machines, number of dealers and maximum numbers of players approved by the Division Director or designee.

C	N	2C	2N
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A blackjack table, while in play, must have a chip tray, a discard rack, a drop slot and drop box, and a tip box, except that no tip box shall be required if tips are not accepted at the table. The table may have a no-peek device. Blackjack tables must have an identifying number, assigned by the retail licensee, on the top surface of the table or a table accessory. This table number must be visible to surveillance personnel and must be able to be captured on surveillance video of table activity.

Electronic blackjack tables must have a drop slot and drop box or bill validator, and ticket printer. A blackjack table which uses digital cards or digital representations of cards is not required to have a discard rack. A blackjack table which uses digital chips or digital representations of chips is not required to have a chip tray. A blackjack table capable of electronic tipping is not required to have a tip box. Blackjack tables must have an identifying number, assigned by the retail licensee, on the top surface of the table or a table accessory. This table number must be visible to surveillance personnel and must be able to be captured on surveillance video of table active.

Do the tables meet the specified requirements?

3. **CLGR 30-803(2) Physical characteristics.**

The layout must have specific areas marked in which to place wagers, and may have imprinted on it the name and logo of the establishment. A layout used for an approved variation game may have additional markings which identify the game, the holder of intellectual property rights to the game, the distributor of the game, any special markings needed for play of the game, and any other markings approved by the Director or Director's designee. A blackjack table that uses electronic betting terminals (EBTs) will have the wager areas and any special markings needed for play of the game included on the electronic screens.

C	N	2C	2N
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Do the tables meet the specified requirements?

4. **CLGR 30-803(3) Blackjack table - physical characteristics.**

The following notices shall appear either on the table layout, table signage or EBTs clearly visible to every player at the table:

C	N	2C	2N
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- a. One of these statements, in substantially this form:
 - i. "Dealer must draw to 16 and stand on all 17's," or alternatively,
 - ii. "Dealer must hit to soft 17".
- b. On blackjack tables used for games other than face up blackjack, the following notices shall appear in substantially this form:
 - i. "Blackjack pays 6 to 5" (substitute higher odds according to fact); and
 - ii. "Insurance pays 2 to 1," (substitute higher odds and restrictions on insurance according to fact).
- c. Minimum and maximum table betting limits, and if applicable, minimum and maximum table betting limits for special circumstances.
- d. A statement that players may request a copy of all blackjack rules.
- e. If applicable, any restrictions on surrender.
- f. If applicable, any restrictions on doubling down.
- g. If applicable, any restrictions on splitting aces or the number of cards which can be drawn to split aces.
- h. If applicable, any special payment schedule or payoff odds.
- i. If applicable, any restrictions on tipping the dealer.

Notice of the provisions of (3)(d) through (3)(i), above, if applicable at all times at every blackjack table offered by the retail licensee, may be provided by wall signage meeting the requirements of regulation 30-804, rather than by table signage.

Do the tables meet the required specification?

5. **CLGR 30-804 Posting and furnishing of rules.**

Posted house rules and house rules governing play of blackjack must be clear and legible and posted in conspicuous and conveniently accessible locations available to all players in the blackjack area. The rules and the place of posting must be approved by the Director or Director's Designee. Printed copies of the house rules and rules of play must be provided to any player upon request.

C	N	2C	2N
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Are the rules posted and available to the patrons?

6. **CLRG 30-805 Dealing shoes and shuffling devices.**

A dealing shoe must be designed and constructed to maintain the integrity of the game. Dealing shoes and shuffling devices in the establishment must be inspected each gaming day

C	N	2C	2N
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before cards are placed in them to ensure that the shoe or other device is not damaged, is operating properly, and has not been compromised in any manner which might affect the integrity of the game.

Interview pit staff, to determine their understanding of this rule and verify the devices are inspected each day.

7. **CLGR 30-806(2) Cards.**

A standard blackjack deck shall contain 52 cards in four suits (hearts, diamonds, clubs, and spades) with each suit consisting of numerical cards from 2 to 10 and a jack, a queen, a king, and an ace. Two or more decks of cards may be combined for play at blackjack. Observe a dealer inspecting a deck of cards used at the table to determine if the deck contains all the required cards.

C	N	2C	2N
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8. **CLGR 30-806(3) Cards.**

If permitted or required by the rules of a blackjack variation game, a joker may be added to make a 53 card deck, and two or more such decks may be combined for play of the game. One or more jokers may be added to a deck, or combination of decks, for a short term promotional play with the advance approval of the Director or Director's designee. When jokers are in use, the licensee must provide signage describing the card value(s) or usage of the jokers. Interview a pit supervisor to determine if this rule applies and verify the decks used are in compliance with this rule.

C	N	2C	2N
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9. **CLGR 30-811 Handling of wagers.**

Except for splitting pairs, surrendering, making an insurance wager, and doubling down, once the first card of the hand has been received by the first player to receive a card, no player may handle, remove, or alter any wagers that have been made until the hand has been completed. After a wager on the insurance line, surrender, a wager to double down, or a wager to split pairs has been confirmed by the dealer, no player may handle, remove, or alter the wagers until the player's hand has been settled by the dealer.

C	N	2C	2N
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Interview the pit staff to determine their understanding of this rule.

10. **CLGR 30-815 Inspection and presentation of cards.**

- a. After receiving the cards at the table, the dealer must sort and inspect the cards. The dealer must ensure that the decks are complete and that no cards are flawed, scratched, or marked in any way.
- b. The dealer must spread out the cards, faced upward on the table, by deck, according to suit, and in sequence, in such a manner that each individual card can be identified. The casino surveillance system shall video record this process.

C	N	2C	2N
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- c. The dealer must inspect, present, shuffle, and place the cards into a shoe, if a shoe is to be used, only at the blackjack table where the cards will be dealt.
- d. Any time cards have been removed from the playing surface of a blackjack table and are subsequently returned to any table for play, the dealer must re-inspect and present the cards in the manner described above.
- e. Regulation 30-815 shall not be applicable to dealers who are dealing at blackjack tables which use the digital cards or digital representations of cards.

Observe the dealers to determine compliance with this rule.

11. CLGR 30-816 (1) The Shuffle and reshuffle.

Following presentation and inspection of cards, the dealer must turn the cards face downward on the table, mix them thoroughly using a “wash” or similar technique, shuffle them, and then stack them.

C	N	2C	2N
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Observe a dealer to determine if they follow the proper procedure.

12. CLGR 30-818 Procedure for dealing cards.

Cards may be dealt either from the hand, from a dealing shoe specifically designed for the purpose and located on the table to the left of the dealer, or using the electronic dealing features of a table which uses digital cards or digital representations of cards. A dealer must remove cards, other than digital cards, from the shoe or the deck and then place them on the appropriate area of the layout. Where the dealer deals the cards by hand, the dealer must protect the deck to avoid exposure of the cards and may not fan the cards nor spread the deck while dealing.

C	N	2C	2N
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Observe a dealer to determine if they follow the proper procedure.

13. CLGR 30-822 The pickup.

- a. When the point count of a player’s hand exceeds twenty-one, the player will reveal the hand and the dealer will immediately pick up the hand and place the cards in the discard rack. At the conclusion of a round of play, all cards on the layout must be picked up by the dealer, so that they can be readily arranged to indicate each player’s hand in case of question or dispute. Each dealer must consistently pick up cards in only one direction during any shift. After the players’ cards have been collected, the dealer must pick up the dealer’s cards and add them to the stack of players’ cards in such a manner that the dealer’s cards will be located on the top of the discard stack when placed in the discard rack. After the pickup, all players’ cards and the dealer’s cards must be in the discard rack.

C	N	2C	2N
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- b. When the dealer uses an approved shuffling shoe, the shuffling shoe shall serve as the discard rack.

Observe a dealer to determine the proper procedures are followed.

14. CLGR 30-824 Prohibited acts.

- a. No licensee or other person may remove, add, or alter any cards except as provided by this rule and no dealer or other employee of the retail license shall permit any person to engage in such activity.
- b. The dealer shall not look at, nor expose to any person, the face of a card before it is dealt.
- c. A player may not use any person, device, object, process, or procedure, other the player's own unrecorded mental acuity, which is designed or intended to:
 - i. Project the outcome of the game;
 - ii. To keep track of the cards played; or
 - iii. To analyze or predict the probability of the occurrence of an event relating to the game.
- d. Nothing in this section shall prohibit a player from using a strategy card, except when the retail licensee has posted notice prohibiting such use, pursuant to regulation 30-427.
- e. No dealer or pit supervisor shall advise a player about game strategy nor recommend the proper play of a hand while the player has a wager still pending on the outcome of the hand.

C	N	2C	2N
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Interview a dealer to determine their knowledge of this rule.

15. CLGR 30-828 (1) Irregularities.

When any dealing irregularity occurs, the dealer shall notify the pit supervisor, who shall direct the dealer to take the proper corrective action, and shall observe such action being taken. The pit supervisor, and not the dealer, must make all decisions concerning disputed play or payment or collection of wagers. If an irregularity occurs which is not described below, the pit supervisor shall determine the most appropriate action which the supervisor believes to be fair and equitable. Such action may include voiding a player's hand by calling it a push, or voiding the hand for all players at the table by calling every hand a push. If an irregularity occurs at a blackjack table which uses digital cards or digital representations of cards and the electronic features of the game do not permit the irregularity to be handled as provided below, the pit supervisor shall determine the most appropriate action which the supervisor believes to be fair and equitable.

C	N	2C	2N
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Does the pit supervisor follow the specific actions to be taken in decisions made in 2 - 11 of this regulation? Are the dealers requesting the assistance of the pit supervisors regarding irregularities? Does the pit supervisor rely on the dealer to make the calls on the tables?

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16. CLGR 30-831 Procedure for accepting cash at blackjack table.

A dealer who receives currency or coins, tickets, purchase tickets, table game coupons or Mobile ATM receipts (“cash”) from a player at a blackjack table in exchange for chips or coins must do the following:

C	N	2C	2N
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- a. The cash must be spread on top of the blackjack table by the dealer accepting it, in full view of the player. The gaming system must validate the ticket from the ticketing validation unit;
- b. The amount of cash or the amount must be stated by the dealer accepting it; and
- c. Immediately after an equivalent value of chips, tokens, electronic chips or coins has been given to the player, the cash must be taken from the top of the blackjack table and placed by the dealer into the drop box, except that quarters and half dollar coins may be placed in the chip tray.
- d. For blackjack, currency, valid tickets, valid purchase tickets, table games coupons, and mobile ATM receipts are inserted into the bill validator drop box. Tickets and purchase tickets must be redeemed before making any wager.

Observe a dealer to determine if the proper procedures are followed.

17. CLGR 30-899.01 The play – Multiple action blackjack.

- a. Except as provided by this Rule 30-832, multiple action blackjack shall follow all rules for blackjack play set forth by this Rule 8.
- b. A player may wager on any one, two, or three hands. Bets do not have to be equal; the initial bet on each hand played may not exceed one hundred dollars. Wagers on all hands to be played must be placed before first hand is dealt.

C	N	2C	2N
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Observe the play of multiple action blackjack to determine if play is in accordance with the rule.

RULE 10 RULES OF POKER

1. 30-1033 Posting of rules.

Posted house rules and jackpot award rules shall be clear and legible and placed in a conspicuous and conveniently accessible location available to all players in the poker room. Rules posted and the place of posting must be approved by the Director or the Director’s designee. Printed copies of house rules and jackpot award rules must be provided to players upon request.

C	N	2C	2N
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Verify rules are posted and available to patrons.

2. 30-1044(2)(c) Poker tournaments

Licensees participating in a tournament shall ensure that no player is entered in the tournament more than once at any given time during the tournament. However, if

C	N	2C	2N
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permitted by the tournament rules, after a player has been eliminated from the tournament, the player may be allowed to re-enter the tournament as a new and separate entry. Any player found to have two or more concurrent, active entries in a tournament shall be disqualified from tournament play and shall not be eligible to receive any tournament prize.

Interview pit personnel to determine their understanding of this rule.

3. **30-1045.06 Entry fee and player buy-in.**

- a. Neither the amount of the tournament entry fee nor the amount of all allowable player buy-ins may exceed \$100,000. If both entry fees and buy-ins are used, then the combined amount of both the entry fee and all allowable buy-ins shall not exceed \$100,000.

C	N	2C	2N
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Interview pit personnel to determine their understanding of this rule. Review the paperwork for the last tournament to determine if entry fees or buy-ins exceeded the allowable amount.

All buy-ins for the tournament are combined to create the tournament prize pool. The licensee may create a prize pool for each event provided that any funds are not awarded from that prize pool are carried forward to and awarded in future events of the tournament.

All buy-ins collected must be paid out to the winners of the tournament or events by the conclusion of the tournament. The licensee may not retain any amount collected as buy-ins. The licensee is allowed to offer complimentary buy-ins provided the dollar value I added to the prize pool. If the buy-in is a non-cash item such as a toy, food card, canned good, etc., the licensee must establish a pre-determined cash value (equivalent to the cash buy-in for the event) of the items and record the value as the buy-in on the required tournament form.

Licensees may offer at the end of an event a prize voucher that can be used to enter future events within the same tournament. If the prize voucher is used as an entry fee and buy-in at the future event in which an entry fee and buy-in are offered, the entry fee value from the voucher and the buy-in value of the voucher shall be documented on the required tournament form. The prize voucher shall be considered a prize pay out and shall be documented on the prize pay out form required by the Division.

If the prize voucher is used to guarantee a spot in a future event in which no entry fee and buy-in are offered, the prize voucher shall be considered a buy-in and applied to the prize pool. In this situation, the prize voucher is not considered a prize pay out.

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Prize vouchers may only be redeemed by the patron that won the voucher in a previous event.

Interview pit personnel to determine their understanding of this rule. Review the paperwork for the last tournament to determine compliance with this rule.

RULE 12 GAMING DEVICES AND EQUIPMENT

1. **CLGR 30-1201(1) Device and equipment approval**

a. No slot machine, bill validator, token acceptor, coin acceptor, hopper, ticketing (TITO) system, progressive controller, gaming system, table game with electronic or electromechanical components, mechanical or electronic shuffling device, chips, tokens, or other gaming equipment may be used for limited gaming purposes by any licensee without prior written approval of the Division. The approval must describe with particularity the equipment or device approved.

C	N	2C	2N
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b. Each individual slot machine, table game (electronic for physical), and all associated equipment must be inspected for proper settings/optioning/rule text (as applicable) by the offering retailer or operator before it is used for limited gaming. This shall include inspection of all required documentation on Division approved forms or proper completion. Each licensed manufacturer, distributor, associated equipment supplier, operator or retailer will be required to ensure that all component parts, media storage devices and slot machines shipped and offered for play in the State’s limited gaming areas are approved for use in the State of Colorado.

Have all games been approved by the Division? Is all gaming equipment in good working order?

Verify that the Division’s written approval has been provided to the casino by the shuffler manufacturer for all shufflers and shuffler software used by the casino.

RULE 21 RULES FOR BLACKJACK-POKER COMBINATION GAMES

1. **CLGR 30-2102 Applicability of blackjack and poker rules.**

Except as otherwise provided by the specific rules of play of a game authorized in Rule 21, the standards rules of blackjack found in Rule 8, “Rules for blackjack,” shall be applicable to play of the blackjack element of combined games and the standard rules of poker found in Rule 10, “Rules for Poker,” shall be applicable to play of the poker element of combined games. Interview pit personnel to determine their understanding of this rule.

C	N	2C	2N
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2. **CLGR 30-2103 Minimum procedures.**

Unless otherwise described by this Rule 21, the Division shall determine if the predominant game being offered is blackjack or poker.

C	N	2C	2N
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- a. If a game is determined to be predominantly blackjack, then the retail licensee offering the game shall enumerate it as a blackjack game and shall consider it a blackjack game for all accounting purposes. The provisions of Rule 9, “Minimum Procedures for Drop, Count, and Distribution of Chips and Coin for Blackjack, Craps and Roulette” shall apply to table management of the combined game.
- b. If a game is determined to be predominantly poker, then the retail licensee offering the game shall enumerate it as a poker game and shall consider it a poker game for all accounting purposes. The provisions of Rule 11, “Minimum Procedures for Drop, Count, and Purchasing Chips for Poker,” shall apply to table management the combined game.

Interview pit personnel to determine their understanding of this rule.

RULE 22 RULES FOR ROULETTE

1. **CLGR 30-2205 Rotation of wheel and ball**

- a. The roulette ball shall be spun by the dealer, or approved electronic device, in a direction opposite to the rotation of the wheel and shall complete at least four (4) revolutions around the track of the wheel to constitute a valid spin.
- b. Prior to the ball coming to rest in a compartment, the dealer shall call “no more bets” and wave a hand over the layout.
- c. Upon the ball coming to rest in a compartment, the dealer shall announce the number of such compartment and shall place a point marker known as a “crown” or “dolly” on that number on the roulette layout.
- d. After placing the crown on the layout, the dealer shall first collect all losing wagers and then pay off all winning wagers.

C	N	2C	2N
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Interview pit personnel to determine their understanding of this rule.

2. **CLGR 30-2206 Irregularities**

- a. If the ball is spun in the same direction as the wheel, the dealer shall state “no spin” and shall attempt to remove the roulette ball from the wheel prior to its coming to rest in one of the compartments.
- b. If the roulette ball does not complete four revolutions around the track of the wheel, the dealer shall announce “no spin” and shall attempt to remove the ball from the wheel prior to its coming to rest in one of the compartments.
- c. If a foreign object enters the wheel prior to the ball coming to rest, the dealer shall state “no spin” and shall attempt to remove the ball from the wheel prior to its coming to rest in one of the compartments.
- d. If the ball leaves the wheel prior to the ball coming to rest, the dealer shall announce “no spin”. The ball shall be recovered and inspected by the pit supervisor for any damage or tampering before being placed back into the wheel.

C	N	2C	2N
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- e. When any irregularity occurs, which is not described above, the dealer shall notify the pit supervisor, who shall direct the dealer to take the most appropriate action which the supervisor believes to be fair and equitable, and shall observe such action being taken. The pit supervisor, and not the dealer, must make all decisions concerning disputed play or the payment or collection of wagers.

Interview pit personnel to determine their understanding of this rule.

3. **CLGR 30-2208 Posting of rules.**

Posted house rules and jackpot award rules shall be clear and legible and placed in a conspicuous and conveniently accessible location available to all players in the room. Rules posted and the place of posting must be approved by the Director or designee. Printed copies of house rules and jackpot award rules must be provided to players upon request.

C	N	2C	2N
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Ensure this requirement is met.

4. **CLGR 30-2212 Inspection and security procedures.**

a. Prior to opening a roulette table for gaming activity, or at least once a gaming day for an open table, a key manager, licensed member of the casino security department, or pit supervisor shall:

C	N	2C	2N
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- i. Inspect the roulette table and roulette wheel for any magnet or contrivance that would affect the fair operation of such wheel;
- ii. Inspect the roulette wheel to assure that it is level and rotating freely and evenly;
- iii. Inspect the roulette wheel to assure that all parts are secure and free from movement;
- iv. Inspect the roulette ball by passing it over a magnet or compass to assure its non-magnetic quality; and
- v. Confirm that the layout and signage comply with 30-2210, if a double zero roulette wheel is being used as a single zero roulette wheel.

Verify a key manager, licensed member of the Security Department or pit supervisor is inspecting the roulette table, roulette wheel, roulette ball, layout and signage for compliance.

- b. If a licensee uses a roulette wheel that has external movable parts, any adjustments to the movable parts shall be made by a key manager, licensed member of the casino maintenance department, slot technician member or pit supervisor in the presence of a licensed security department member. Adjustments to the movable parts of a roulette wheel that is located on the casino floor shall only be made:
 - i. When the game is not open to the public; and/or
 - ii. When the roulette wheel is moved to a secure location outside the casino floor as approved by the Director or designee.

ICMP Compliance Checklist: Section 2, TABLE GAMES
For Use by Division of Gaming and Independent Compliance Officers (ICOs)

Legend:

C = In Compliance

N = Noncompliance

2C = In Compliance at Follow-up

2N = Noncompliance at Follow-up

- c. All adjustments shall be completed prior to the required inspections in 30-2212(1). The licensee may replace any of the movable parts at any time, provided, however, if any one or more of the movable parts are external, then an inspection must be completed by the Director or designee prior to reopening the roulette wheel and table for gaming activity. A log shall be maintained which shall include, at a minimum, the date, the roulette table number, whether an adjustment or replacement was completed and the name, license number and signature of the person making the adjustment or replacement.

Verify the licensee maintains a log listing the date, roulette table number, whether an adjustment or replacement was completed and the name, license number and signature of the person making the adjustment or replacement. Interview appropriate licensee personnel to verify compliance with this rule.

RULE 23 RULES OF CRAPS

1. **CLGR 30-2309 Retention and selection of dice.**

A set of at least five dice conforming to the specifications contained in 30-1280 shall be offered to each new shooter. Control of the dice at a craps table shall be the responsibility of the stickperson at the table. At the commencement of play, the stickperson shall offer the set of dice to the player immediately to the left of the boxperson at the table. If such a player rejects the dice, the stickperson shall offer the dice to each of the other players in turn clockwise around the table until one of the players accepts the dice. The first player to accept the dice when offered shall become the shooter who shall select and retain two of the dice offered. The remaining dice of the set shall be returned to the dice cup which shall be placed immediately in front of the craps stickperson. Interview appropriate personnel in the Table Games Department to determine compliance of this rule.

C	N	2C	2N
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2. **CLGR 30-2314 Posting of rules.**

Posted house rules and specific rules of conduct shall be clear and legible and placed in a conspicuous and conveniently accessible location available to all players in the room. Rules posted and the place of posting must be approved by the Director or designee. Printed copies of house rules and specific rules of conduct must be provided to players upon request. Ensure these requirements are met.

C	N	2C	2N
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COLORADO REVISED STATUTE

1. **Section 44-30-818, C.R.S., Approval of rules for certain games.**

Specific rules for blackjack, poker, craps, and roulette shall be approved by the commission and clearly posted within plain view of such games. Are the rules posted in plain view?

C	N	2C	2N
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ICMP Compliance Checklist: Section 2, TABLE GAMES
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Legend:

C = In Compliance

N = Noncompliance

2C = In Compliance at Follow-up

2N = Noncompliance at Follow-up

2. Section 44-30-820, C.R.S., Persons in supervisory positions – unlawful acts – rules.

It is unlawful for any dealer, floorperson, or other employee who serves in a supervisory position to solicit or accept any tip or gratuity from a player or patron at the licensed gaming establishments where he or she is employed; except that a dealer may accept tips or gratuities from a patron at the table at which the dealer is conducting play, subject to this section. Except as the commission may authorize by rule, a dealer shall immediately deposit tips or gratuities in a lockbox reserved for that purpose, accounted for and placed in a pool for distribution based upon criteria established in advance by the licensed retailer. Note: A retail licensee may at its discretion utilize a tip storage device, commonly referred to as a token tube, for the purpose of temporarily storing security chips received by dealers as tips (30-2317). Do supervisors accept tips or participate in the distribution of tips?

C	N	2C	2N
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Additional Comments:

Review Recap		
	<i>Initial Review</i>	<i>Follow-up</i>
(1) Total items tested	_____	_____
(2) Total noncompliance items	_____	_____