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BASIS AND PURPOSE FOR RULE 9

The purpose of Rule 9 is to establish procedures for the distribution of chips to blackjack, craps and roulette tables, the removal of chips and coins from blackjack, craps and roulette tables, and to establish drop and count procedures related to blackjack, craps and roulette gaming in compliance with section 44-30-302 (1) (q). The statutory basis for Rule 9 is found in sections 44-30-201, C.R.S., 44-30-203, C.R.S., and 44-30-302, C.R.S. *Amended 12/15/13*

RULE 9 MINIMUM PROCEDURES FOR DROP, COUNT, AND DISTRIBUTION OF CHIPS AND COINS FOR BLACKJACK, CRAPS AND ROULETTE

30-901 Drop Procedures.

At the close of each shift, each blackjack, craps and roulette table's chip, token, and coin inventory must be counted and the total of each denomination of chips, tokens, and coins must be recorded together with their grand total on a table inventory form, in compliance with the requirements set forth in the internal control minimum procedures established by the Division. A final fill or credit may be made to restore the table bank to its beginning total. This is accomplished by using a fill or credit slip when chips or tokens are added to or removed from a table's chip tray.

At the end of a shift, all locked single-shift drop boxes must be removed from the blackjack, craps and roulette tables, unless otherwise approved by the Division of Gaming, by the drop team members who must transport them directly to the count room or other secure area for counting. If not counted immediately, the drop boxes must be locked securely until the count takes place. *Amended 4/14/15*

At the end of a shift, the corresponding section of all multiple-shift drop boxes must be locked before the appropriate section for the new shift is enabled. At the end of each gaming day, all locked multiple-shift drop boxes must be removed from the blackjack, craps and roulette tables, unless otherwise approved by the Division of Gaming, by the drop team members who must transport them directly to the count room or other secure area for counting. If not counted immediately, the drop boxes must be locked securely until the count takes place. *Amended 4/14/15*

30-902 Count procedures.

The count of blackjack, craps and roulette revenue must be performed by the count team in compliance with the requirements set forth in the internal control minimum procedures established by the Division. The drop boxes must be individually emptied on the count room table. Each empty drop box must be viewed by at least one other member of the count team to confirm that it is empty.

As the contents of a drop box are counted and verified by the count team, the count must be recorded in ink on the master games report. Corrections on soft count documentation must be made by crossing out the error and entering the correct figure and by obtaining the initials of at least two count team members.

Immediately after the master games report has been completed, all members of the count team must attest by signature to the accuracy of the blackjack, craps and roulette drop count. All cash counted must be given to the cashier for verification. The cashier who verifies the count must certify by signature as to the accuracy of the money delivered and received.

After verification by the cashier, the master games report with the necessary supporting documents must promptly be delivered to the retail licensee's accounting. *Amended 12/15/13*

30-903 Keys.

The following keys must be controlled in such a manner that access to blackjack, craps and roulette drop boxes requires at least two persons: *Amended 12/15/13*

- (1) Count room keys;
- (2) Drop box rack keys;
- (3) Drop box table release keys;
- (4) Drop box contents keys; and
- (5) Duplicate keys.

30-904 Procedure for distribution of chips to blackjack, craps and roulette tables.

All requests for fills needed at a blackjack, craps and roulette table must be generated in the corresponding table games pit, and proper procedures must be in place to ensure adequate documentation of the transaction between the pit and the cage.

30-905 Procedure for removing chips or coins from blackjack, craps and roulette tables.

All requests for credits needed at a blackjack, craps and roulette table must be generated in the corresponding table games pit, and proper procedures must be in place to ensure adequate documentation of the transaction between the pit and the cage.

30-906 Statistics.

Individual and statistical game records reflecting drop, adjusted gross proceeds, and adjusted gross proceeds-to-drop percentage amounts by table, must be maintained by the licensee. Statistics for blackjack, craps and roulette must be maintained as defined in the internal control minimum procedures established by the Division.

30-907 Procedures outlined in the internal control minimum procedures.

The procedures for the drop, count, and distribution of chips and coins for blackjack, craps and roulette tables are further defined in the internal control minimum procedures established by the Division. *Amended 12/15/13*