Chapter 230-15 WAC
CARD GAME RULES

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WAC

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DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

230-15-105 Only authorized cards or chips may be used. [Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-105, filed 4/10/07, effective 1/1/08.] Repealed by WSR 21-11-057, filed 5/14/21, effective 6/14/21. Statutory Authority: RCW 9.46.070.

230-15-175 Reporting card room employees no longer working. [Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-175, filed 4/10/07, effective 1/1/08.] Repealed by WSR 08-21-087 (Order 633), filed 10/14/08, effective 1/1/09. Statutory Authority: RCW 9.46.070.

230-15-189 House-banked and Class F card game licensee pilot program on wagering limits for Texas Hold'em poker. [Statutory Authority: RCW 9.46.070, 9.46.0282. WSR 10-19-048 (Order 672), § 230-15-189, filed 9/13/10, effective 10/15/10.] Repealed by WSR 12-21-048 (Order 680), filed 10/12/12, effective 1/1/13. Statutory Authority: RCW 9.46.070 and 9.46.0282.

230-15-200 Reporting card game activity. [Statutory Authority: RCW 9.46.070. WSR 18-05-029, § 230-15-200, filed 2/9/18, effective 7/1/18; WSR 07-09-033 (Order 608), § 230-15-200, filed 4/10/07, effective 1/1/08.] Repealed by WSR 20-08-097, filed 3/30/20, effective 4/30/20. Statutory Authority: RCW 9.46.070.

230-15-205 Card tournament licenses. [Statutory Authority: RCW 9.46.070. WSR 18-05-029, § 230-15-205, filed 2/9/18, effective 7/1/18; WSR 08-21-087 (Order 633), § 230-15-205, filed 10/14/08, effective 1/1/09; WSR 07-09-033 (Order 608), § 230-15-205, filed 4/10/07, effective 1/1/08.] Repealed by WSR 20-08-097, filed 3/30/20, effective 4/30/20. Statutory Authority: RCW 9.46.070.

230-15-485 Electronic facsimiles of cards allowed. [Statutory Authority: RCW 9.46.070. WSR 07-21-116 (Order 617), § 230-15-485, filed 10/22/07, effective 1/1/08; WSR 07-09-033 (Order 608), § 230-15-485, filed 4/10/07, effective 1/1/08.] Repealed by WSR 13-07-040 (Order 685), filed 3/14/13, effective 4/14/13. Statutory Authority: RCW 9.46.070, 9.46.0282.

230-15-570 Cashier's cage bank requirements. [Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-570, filed 4/10/07, effective 1/1/08.] Repealed by WSR 14-11-021 (Order 699), filed 5/9/14, effective 7/1/14. Statutory Authority: RCW 9.46.070 and 9.46.0282.

230-15-635 Electronic key control systems. [Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-635, filed 4/10/07, effective 1/1/08.] Repealed by WSR 15-15-065 (Order 714), filed 7/10/15, effective 8/9/15. Statutory Authority: RCW 9.46.070 and 9.46.0282.

230-15-640 Keeping individual key control boxes for departments. [Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-640, filed 4/10/07, effective 1/1/08.] Repealed by WSR 15-15-065 (Order 714), filed 7/10/15, effective 8/9/15. Statutory Authority: RCW 9.46.070 and 9.46.0282.

230-15-645 Keeping a key control log. [Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-645, filed 4/10/07, effective 1/1/08.] Repealed by WSR 15-15-065 (Order 714), filed 7/10/15, effective 8/9/15. Statutory Authority: RCW 9.46.070 and 9.46.0282.

230-15-650 Keys for the gambling operations department. [Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-650, filed 4/10/07, effective 1/1/08.] Repealed by WSR 15-15-065 (Order 714), filed 7/10/15, effective 8/9/15. Statutory Authority: RCW 9.46.070 and 9.46.0282.

230-15-655	Keys for the security department. [Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-655, filed 4/10/07, effective 1/1/08.] Repealed by WSR 15-15-065 (Order 714), filed 7/10/15, effective 8/9/15. Statutory Authority: RCW 9.46.070 and 9.46.0282.
230-15-660	Keys for the accounting department. [Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-660, filed 4/10/07, effective 1/1/08.] Repealed by WSR 15-15-065 (Order 714), filed 7/10/15, effective 8/9/15. Statutory Authority: RCW 9.46.070 and 9.46.0282.
230-15-665	Keys for the surveillance department. [Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-665, filed 4/10/07, effective 1/1/08.] Repealed by WSR 15-15-065 (Order 714), filed 7/10/15, effective 8/9/15. Statutory Authority: RCW 9.46.070 and 9.46.0282.
230-15-670	Keeping a master key control box. [Statutory Authority: RCW 9.46.070. WSR 07-21-116 (Order 617), § 230-15-670, filed 10/22/07, effective 1/1/08; WSR 07-09-033 (Order 608), § 230-15-670, filed 4/10/07, effective 1/1/08.] Repealed by WSR 15-15-065 (Order 714), filed 7/10/15, effective 8/9/15. Statutory Authority: RCW 9.46.070 and 9.46.0282.
230-15-675	Key control box for the emergency key. [Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-675, filed 4/10/07, effective 1/1/08.] Repealed by WSR 15-15-065 (Order 714), filed 7/10/15, effective 8/9/15. Statutory Authority: RCW 9.46.070 and 9.46.0282.
230-15-705	Temporarily removing a progressive jackpot from play. [Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-705, filed 4/10/07, effective 1/1/08.] Repealed by WSR 21-11-057, filed 5/14/21, effective 6/14/21. Statutory Authority: RCW 9.46.070.

OPERATING CARD GAMES

WAC 230-15-001 "Public card room" defined. "Public card room" means that area of the business being commercially stimulated set aside for the playing of card games.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-001, filed 4/10/07, effective 1/1/08.]

WAC 230-15-005 Requirements for public card games. At any time public card game licensees are conducting card games, they must have:

(1) The food and/or drink business being commercially stimulated open to the public; and

(2) A licensed card room employee on duty and in the public card room area if operating the following card games:

(a) Class F; or

(b) House-banked; or

(c) Commercial nonhouse-banked card games of poker or other nonhouse-banked card games specifically approved by the director or the director's designee and a fee is collected to play.

[Statutory Authority: RCW 9.46.070. WSR 18-05-029, § 230-15-005, filed 2/9/18, effective 7/1/18; WSR 07-09-033 (Order 608), § 230-15-005, filed 4/10/07, effective 1/1/08.]

WAC 230-15-010 "Social card games" defined. For the purposes of this chapter, "social card games" means those card games authorized by RCW 9.46.0282. "Card games" and "social card games" mean the same thing in this chapter.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-010, filed 4/10/07, effective 1/1/08.]

WAC 230-15-015 "Charitable and nonprofit social card room" and "guest" defined. "Charitable or nonprofit social card room" means the area of a charitable or nonprofit organization's premises set aside for the playing of social card games by full and regular members and their guests.

"Guests" means persons who are not members of a bona fide charitable or nonprofit organization, but who are allowed to use the facilities of the organization to play card games when accompanied by a regular member of the organization sponsoring the guest. Charitable and nonprofit organizations must not charge guests a fee to play that exceeds the maximum fee set by the commission.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-015, filed 4/10/07, effective 1/1/08.]

WAC 230-15-020 Approving area of premises for card games. Card game licensees must only operate card games in the specific area of the premises we approve.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-020, filed 4/10/07, effective 1/1/08.]

WAC 230-15-025 Hours of play. (1) Licensees may allow the use of their premises for card playing twenty-four hours a day with written approval from us.

(2) After we have received a written request, we will consult with the local law enforcement agency with jurisdiction over the licensee's business and with other state agencies involved in regulation of the business.

(3) After you have received written approval to operate twenty-four hours a day you may change your hours of operation without further approval from us. Class F and house-banked card rooms must include their hours of operation in their internal controls.

(4) You must also meet the following requirements:

(a) Open the food and/or drink business being stimulated to the public for business any time licensees are conducting card games; and

(b) Comply with any other terms and conditions we require.

(5) We may deny the request for extended hours or revoke hours already approved if:

(a) The local law enforcement agency or a state agency objects; or

(b) We determine that the licensee has violated any provisions of chapter 9.46 RCW, any other commission rule, or any of the terms of our approval.

(6) Licensees must submit all objections to revocations of operating hours in writing.

(7) If requested, we allow the licensee an opportunity for a brief adjudicative proceeding (BAP) before denying or revoking the licensee's authorization for extended card game hours. An administrative law judge hears the BAP, under the provisions of Title 230 WAC and chapter 34.05 RCW.

[Statutory Authority: RCW 9.46.070, 9.46.0201. WSR 16-18-029, § 230-15-025, filed 8/26/16, effective 9/26/16. Statutory Authority: RCW 9.46.070 and 9.46.0282. WSR 14-11-021 (Order 699), § 230-15-025, filed

5/9/14, effective 7/1/14. Statutory Authority: RCW 9.46.070. WSR 08-09-056 (Order 624), § 230-15-025, filed 4/14/08, effective 7/1/08; WSR 07-09-033 (Order 608), § 230-15-025, filed 4/10/07, effective 1/1/08.]

WAC 230-15-030 Authorized nonhouse-banked card games. (1) The following nonhouse-banked card games are authorized:

(a) Poker;
(b) Hearts;
(c) Pinochle;
(d) Cribbage;
(e) Rummy;
(f) Panguingue (Pan);
(g) Pitch; and
(h) Bid Whist.

(2) Card room licensees must operate these games in the manner explained in the most current version of *The New Complete Hoyle, Revised* or *Hoyle's Modern Encyclopedia of Card Games*, or similar authoritative book on card games we have approved, or when operated as described in the commission approved game rules on our website. Card room licensees may make immaterial modifications to the games.

(3) Authorization of a nonhouse-banked card game other than those listed in subsection (1) of this section requires approval from the director or director's designee. In order for a nonhouse-banked card game to be authorized, it must:

(a) Be played with standard playing cards. Authorized card games may:

(i) Use more than one deck of cards; and
(ii) Remove cards to comply with rules of a specific game.

(b) Not allow side bets between players; and
(c) Describe player requirements. Players must:
(i) Compete solely as a player in the card game; and
(ii) Compete against all other players on an equal basis; and
(iii) Receive their own hand of cards and be responsible for decisions regarding such hand, such as whether to fold, discard, draw additional cards, or raise the wager.

(d) Require the player's win or loss to be determined during the course of play of a single deal of cards.

(4) Approved game rules under subsection (3) of this section will be posted on the commission's website. Licensee's must operate these games as described in the commission approved game rules on our website.

[Statutory Authority: RCW 9.46.070. WSR 21-11-057, § 230-15-030, filed 5/14/21, effective 6/14/21. Statutory Authority: RCW 9.46.070 and 9.46.0282. WSR 14-17-053 (Order 702), § 230-15-030, filed 8/15/14, effective 9/15/14. Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-030, filed 4/10/07, effective 1/1/08.]

WAC 230-15-035 Authorizing new games or changing game rules. All new card games and changes to existing card games must be approved by the director or director's designee prior to implementation at a card room licensee. The director or the director's designee authorizes each new card game or changes to existing card games on an individual

basis. A list of all authorized games and the rules of play are available on the commission website.

(1) Licensees approved to market, sell, rent, or otherwise supply card games to card room licensees must submit, in the format we require, requests for:

(a) Authorizing new card games; and

(b) Changes to existing card games in writing.

(2) The director or the director's designee will notify the licensee in writing if the request is approved or denied. The notification for denial will include reasons for the denial and provide the licensee all information necessary to file a petition to the commission for rule making.

(3) Card room licensees must operate only the card games the director or the director's designee has specifically authorized.

[Statutory Authority: RCW 9.46.070. WSR 21-11-057, § 230-15-035, filed 5/14/21, effective 6/14/21; WSR 08-21-086 (Order 632), § 230-15-035, filed 10/14/08, effective 1/1/09; WSR 07-21-116 (Order 617), § 230-15-035, filed 10/22/07, effective 1/1/08; WSR 07-09-033 (Order 608), § 230-15-035, filed 4/10/07, effective 1/1/08.]

WAC 230-15-040 Requirements for authorized house-banked card games. In order for a house-banked card game to be authorized, it must be approved by the director or the director's designee and must:

(1) Be played with standard playing cards or with electronic card facsimiles approved by the director or the director's designee.

Authorized house-banked card games may:

(a) Use more than one deck of cards; and

(b) Remove cards to comply with rules of a specific game; and

(2) Limit the number of wagering areas to nine or less.

(a) "Wagering area" means identified areas on the layout to place wagers;

(b) All wagering areas must be identical to each other; and

(3) Identify all separate games in the card game:

(a) "Separate game" means each individual objective to be achieved within a card game that requires a separate wager and results in a distinct and separate pay out based upon the outcome;

(b) Separate games may incorporate bonus features; and

(c) Progressive jackpots and house jackpots are considered separate games; and

(4) Describe player requirements. Players must:

(a) Compete solely as a player in the card game, except as authorized in the approved card game rules for variations of Pai Gow poker where a player may bank the game every other hand; and

(b) Receive their own hand of cards and be responsible for decisions regarding such hand, such as whether to fold, discard, draw additional cards, or raise the wager except for separate games that:

(i) Use cards shared by all players (i.e., community cards); or

(ii) Allow players to wager on the outcome of the dealer's hand; or

(iii) Allow players to win a prize if any players' hand, including the dealer's hand, achieves a predetermined outcome at the same table; and

(5) Identify bonus features to be allowed in each separate game:

(a) "Bonus feature" means an opportunity within a separate game whereby a player may win additional prizes. Bonus features must be operated as described below:

(i) A bonus feature is not considered a separate game; and

(ii) Players must not place wagers on bonus features. However, players may be required to place a minimum wager on a separate game to qualify for a bonus feature; and

(iii) Players may receive a prize if their hand or another player's hand at the same table achieves a predetermined specific hand. If a player is playing more than one wagering area and any one of their hands achieves the predetermined specific hand, their other hand with a qualifying wager is entitled to receive a prize also; and

(iv) A bonus feature cannot be a progressive jackpot; and

(6) Not allow side bets between players; and

(7) Use only authorized gambling equipment; and

(8) A player's win or loss must be determined during the course of a single deal of cards except for:

(a) A carryover pot game. A carryover pot is an optional pot that accumulates as a dealer and participating players contribute to the pot. The winner of the pot is not necessarily determined after one game and the pot can be carried over to more than one game. Carryover pots must not carryover more than ten games. Participants must include at least one player and the dealer competing for the highest qualifying winning hand. Game rules must state how the pot is distributed. If the carryover pot has not been won by the tenth game, the dealer will divide it equally between the remaining players still participating in the pot and the house or, if allowed by game rules, only the players still participating in the pot; and

(b) In the game of Mini-Baccarat, a player may make an optional wager on the player hand winning the next three consecutive games, or the banker hand winning the next three consecutive games.

[Statutory Authority: RCW 9.46.070. WSR 21-11-057, § 230-15-040, filed 5/14/21, effective 6/14/21. Statutory Authority: RCW 9.46.070 and 9.46.0282. WSR 14-05-056 (Order 694), § 230-15-040, filed 2/14/14, effective 3/17/14; WSR 14-03-099 (Order 693), § 230-15-040, filed 1/17/14, effective 2/17/14; WSR 12-15-044 (Order 678), § 230-15-040, filed 7/13/12, effective 8/13/12; WSR 09-17-076 and 09-17-105 (Orders 656 and 656-A), § 230-15-040, filed 8/14/09 and 8/18/09, effective 9/14/09 and 9/18/09. Statutory Authority: RCW 9.46.070. WSR 08-21-086 (Order 632), § 230-15-040, filed 10/14/08, effective 1/1/09; WSR 07-09-033 (Order 608), § 230-15-040, filed 4/10/07, effective 1/1/08.]

WAC 230-15-045 Withdrawing card game authorization. If the director or the director's designee withdraws authorization of a card game:

(1) The director or the director's designee will give licensees written notice and an opportunity to object to the decision. If a licensee files an objection in writing, an administrative law judge will review the decision.

(2) The director or the director's designee will provide written notice to impacted licensees after a final decision is made.

[Statutory Authority: RCW 9.46.070. WSR 08-21-086 (Order 632), § 230-15-045, filed 10/14/08, effective 1/1/09; WSR 07-09-033 (Order 608), § 230-15-045, filed 4/10/07, effective 1/1/08.]

WAC 230-15-050 Minimum cash on hand requirements. (1) Card game licensees must have sufficient cash on hand to redeem all chips issued for play. Licensees must exchange chips brought to the cashier's cage by players for cash. However, in the event a player requests a check instead of cash for player gambling winnings over $5,000, licensees must issue the player a check within 24 hours.

(2) Within three hours of opening for the business day, at a time included in the internal controls, house-banked card game licensees must have at least the following minimum amount of cash on premises in their cage, safe, and/or vault combined:

(a) Two thousand dollars for each house-banked table on the gambling floor; plus

(b) One percent times card room gross gambling receipts from the previous calendar year according to quarterly license reports submitted to the commission; however, a new house-banked card room who has not yet submitted a full calendar year of quarterly license reports must have at least $30,000 for the purpose of this subsection.

For example: If a house-banked card room has 15 house-banked tables and their gross receipts were $4,000,000 in their previous calendar year, they must have at least $70,000 cash on hand: 15 tables × $2,000 = $30,000 + 1% × $4,000,000 = $40,000.

(3) Licensees may pay specific prizes by check if sufficient funds are available on deposit and they meet the restrictions in the rules below:

(a) WAC 230-15-405 - Player-supported jackpot prizes.

(b) WAC 230-15-690 - Progressive jackpot prizes.

(c) WAC 230-15-673 - House jackpot prizes.

(d) WAC 230-15-190 - Odds-based and fixed-based prizes.

(4) Failure to keep funds to cash in chips, pay prizes, or redeem gambling related checks is prima facie evidence of fraud. Meeting the minimum cage cash amount does not relieve the licensee from the requirement to have sufficient funds available to redeem all chips and pay out all prizes.

[Statutory Authority: RCW 9.46.070. WSR 25-03-062, s 230-15-050, filed 1/13/25, effective 2/13/25; WSR 22-01-182, § 230-15-050, filed 12/20/21, effective 1/20/22; WSR 09-03-024 (Order 640), § 230-15-050, filed 1/9/09, effective 2/9/09; WSR 07-23-081 (Order 620), § 230-15-050, filed 11/20/07, effective 1/1/08; WSR 07-09-033 (Order 608), § 230-15-050, filed 4/10/07, effective 1/1/08.]

WAC 230-15-055 Limit on number of players at each table. Card room licensees must only allow:

(1) Up to nine players at any table in house-banked card games.

(a) Only one player can place a wager in a wagering area.

(b) This section does not apply to Mini-Baccarat when the game is operated without any modification according to the nonpatented approved game rules posted on the agency's website.

(2) Up to ten players at any table in nonhouse-banked card games.

[Statutory Authority: RCW 9.46.070. WSR 21-11-057, § 230-15-055, filed 5/14/21, effective 6/14/21. Statutory Authority: RCW 9.46.070 and 9.46.0282. WSR 15-15-065 (Order 714), § 230-15-055, filed 7/10/15, effective 8/9/15. Statutory Authority: RCW 9.46.070. WSR 08-23-079 (Order 637), § 230-15-055, filed 11/18/08, effective 1/1/09; WSR 07-09-033 (Order 608), § 230-15-055, filed 4/10/07, effective 1/1/08.]

WAC 230-15-060 Posting rules for play. Card room licensees must:

(1) Prominently post:

(a) Wagering limits for each type of game, including all fees to play; and

(b) Jackpot prize amounts and any prize-related restrictions; and

(c) All odds-based and fixed prizes; and

(d) Policies on employees being allowed to play; and

(e) Procedures for resolving player disputes; and

(2) Prominently post any general rules, or a sign stating that these rules are available immediately on request. These rules must include, at least:

(a) Rules of play; and

(b) Internal controls related to the operation of card games; and

(c) Any rules that may restrict a player's right to win a hand, pot, or jackpot prize; and

(3) Post at the gambling table any aggregate payout limits, procedures, or restrictions that differ from the general rules of play that have been posted.

[Statutory Authority: RCW 9.46.070. WSR 21-11-057, § 230-15-060, filed 5/14/21, effective 6/14/21; WSR 07-09-033 (Order 608), § 230-15-060, filed 4/10/07, effective 1/1/08.]

WAC 230-15-065 Enforcement of card game rules of play. Card room licensees must conduct card games according to the approved rules of play. We enforce rules of play in the following order:

(1) **First priority:** Rules explained in Title 230 WAC; and

(2) **Second priority:** Proprietary and nonproprietary game rules explained on the commission website that we have approved; and

(3) **Third priority:** House rules card room licensees have developed and we have approved; and

(4) **Fourth priority:** Rules explained in the most current version of *The New Complete Hoyle, Revised* or *Hoyle's Modern Encyclopedia of Card Games*, or a similar authoritative book on card games which we have approved.

[Statutory Authority: RCW 9.46.070. WSR 21-11-057, § 230-15-065, filed 5/14/21, effective 6/14/21; WSR 07-10-034 (Order 611), § 230-15-065, filed 4/24/07, effective 1/1/08.]

WAC 230-15-070 Fee restrictions for nonhouse-banked card games. (1) The licensee must collect the same fee from all players at a table. If the licensee allows free play, then all players at a table must be allowed to play for free. If card game licensees base their fees on a period of time, they may allow card room employees and owners to play without a fee;

(2) Card game licensees must not require players to pay for or purchase any other goods or services as a condition of playing cards; and

(3) Card game licensees may collect an admission fee when providing entertainment, as long as they charge all patrons the fee.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-070, filed 4/10/07, effective 1/1/08.]

WAC 230-15-075 Card game fees for nonhouse-banked card games. Nonhouse-banked card game licensees must:

(1) Not charge, directly or indirectly, fees more than those fees in WAC 230-15-080. Nonprofit or charitable card game licensees may charge their usual membership fee to belong to the organization;

(2) Keep all fees collected separate from all other chips and cash until they are recorded in the daily card room records and then deposit the fees in the cashier's cage (if applicable). All chips and cash in the cashier's cage must be kept separate from all other moneys located on the licensed premises while card games are conducted; and

(3) Keep and record card game fees separately from all other fees and have the records available for audit by commission staff, local law enforcement, and taxing authorities.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-075, filed 4/10/07, effective 1/1/08.]

WAC 230-15-080 Authorized fees and authorized methods of collection. Card game licensees must collect only one type of card game fee at a table at any given time. The following are authorized types of fees, the card game licensees who may use those fee types, and the methods of collection:

Authorized types of fees	Licensees authorized to use the fee types	Authorized methods of collection	Maximum amount to collect
(1) **Period of time** - (a) Licensees must collect the fee at least once per hour at times the licensee chooses, for example, at thirty minute increments; and (b) Licensees must record all fees immediately after collection; or	Nonhouse-banked card games, Class F, and house-banked	Direct collection; or Chip rack - Only allowed if licensed for three or fewer tables; or Drop box.	Not more than ten dollars per hour, per player.
(2) **Per hand played** - (a) Players must place fees charged on a per-hand basis in a designated area of the table and dealers must collect them before dealing the first round of cards; and (b) After collecting the fees, dealers must deposit all chips or coins in either the drop box or chip rack; or	Class F and house-banked	Drop box; or Chip rack - Only allowed if licensed for three or fewer tables.	Not more than one dollar per hand, per player.

Authorized types of fees	Licensees authorized to use the fee types	Authorized methods of collection	Maximum amount to collect
(3) **Rake** - (a) Dealers must collect fees charged on the amounts wagered during the play of the hand and place the fees in a designated area of the table; and (b) Once dealers accumulate the maximum fee for a hand, they must spread the chips or coins to allow players and the surveillance system to view the amount collected. After spreading the chips or coins, the dealer deposits them in either the drop box or chip rack.	Class F and house-banked	Drop box; or Chip rack - Only allowed if licensed for three or fewer tables.	Not more than ten percent of the total wagers for a hand.

[Statutory Authority: RCW 9.46.070. WSR 18-05-029, § 230-15-080, filed 2/9/18, effective 7/1/18. Statutory Authority: RCW 9.46.070 and 9.46.0201. WSR 16-23-153, § 230-15-080, filed 11/22/16, effective 12/23/16. Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-080, filed 4/10/07, effective 1/1/08.]

WAC 230-15-085 Requirements for authorized methods of collecting fees. (1) **Direct collection -** Card game licensees using the direct collection method must have a licensed card room employee other than the dealer collect fees directly from each player and deposit the fees in the bank area serving the card games.

(2) **Drop box -** Licensees must locate the drop box opening in a place that is isolated from the pot area and in plain view of all players and the surveillance system. Licensees must have:

(a) A licensed dealer; and

(b) A table with a designated area for each type of fee removed from the pot; and

(c) A separate drop box for each type of fee.

(3) **Chip rack -** Licensees using the chip rack method must:

(a) Have a licensed dealer; and

(b) Use a game lay-out with a designated area for player fees; and

(c) Use a chip rack separated into sections for each type of fee collected (example: Time fee collected and fee to enter player-supported jackpot); and

(d) Ensure that dealers temporarily store and control fees in the chip rack until the floor supervisor collects the fees; and

(e) Ensure that the licensed card room employee responsible for that area of the card room removes all chips collected as fees from the dealers' chip racks at least every four hours; and

(f) Have licensed card room employees count chips and coins in the presence of players and immediately record the totals on the record in a format we require; and

(g) Have the dealer and floor supervisor who remove the chips and coin each initial the commission record verifying its accuracy.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-085, filed 4/10/07, effective 1/1/08.]

WAC 230-15-090 Requirements for drop boxes. Drop box means a metal container attached to each gambling table into which the dealer must deposit all chips and cash collected during play and, if required, insert card game inventory control slips. Each drop box must have:

(1) **A box lock -** A lock that secures the contents; and

(2) **A table lock -** A separate lock securing the drop box to the gambling table. Card game licensees must key this lock differently from the lock securing the contents of the drop box; and

(3) **An opening -** An opening through which currency, coin, chips, forms, records, and documents can be inserted into the drop box; and

(4) **A label -** A permanent number clearly visible which corresponds to a permanent number on the gambling table to which the box is attached. The shift during which the box was used must also be included if drop boxes are removed from tables more than once during an operating day. Card game licensees may keep emergency drop boxes if the box has the word "emergency" permanently on it, and, when it is put into use, licensees temporarily mark it with the number of the gambling table.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-090, filed 4/10/07, effective 1/1/08.]

WAC 230-15-100 Providing cards and chips in card games. (1) Card game licensees, except for nonhouse-banked card game licensees that do not charge a fee to play, must supply all chips and cards and not allow any other chips or cards to be used on their premises.

(2) Card game licensees must not charge additional fees to players for chips and cards except as allowed under WAC 230-15-110.

[Statutory Authority: RCW 9.46.070. WSR 18-05-029, § 230-15-100, filed 2/9/18, effective 7/1/18; WSR 07-09-033 (Order 608), § 230-15-100, filed 4/10/07, effective 1/1/08.]

WAC 230-15-110 Standards for chips. (1) Chips must be of conventional size and design that maximize the integrity of the card games. Chips must be identifiable as belonging to the licensee and must:

(a) Include the house name or logo; and

(b) Denote the chip value; and

(c) Be made by a licensed manufacturer; and

(d) Be purchased from a licensed manufacturer or distributor.

(2) Nonhouse-banked card game licensees that do not charge a fee to play are exempt from subsection (1) of this section.

(3) Card game licensees must:

(a) Safeguard all chips in their possession; and

(b) Not allow any other person to buy or sell chips for use in card games on their premises.

(4) Nonhouse-banked card game licensees that charge a fee to play and have five or fewer tables may use chips without a house name or

logo if the chips are identifiable as belonging to the licensee and they prominently post values of the chips in the card room.

[Statutory Authority: RCW 9.46.070. WSR 18-05-029, § 230-15-110, filed 2/9/18, effective 7/1/18; WSR 07-09-033 (Order 608), § 230-15-110, filed 4/10/07, effective 1/1/08.]

WAC 230-15-111 Destruction and disposal of gambling chips. (1) Licensees must record all gambling chips they destroyed on a chip destruction log in the format we require.

(2) If a card room closes, the licensee or former licensee must:

(a) Sell or otherwise transfer gambling equipment to a licensed manufacturer or distributor; or

(b) Destroy the chips according to their established procedures and provide the chip destruction log to us.

[Statutory Authority: RCW 9.46.070 and 9.46.0282. WSR 14-11-021 (Order 699), § 230-15-111, filed 5/9/14, effective 7/1/14. Statutory Authority: RCW 9.46.070. WSR 07-21-116 (Order 617), § 230-15-111, filed 10/22/07, effective 1/1/08.]

WAC 230-15-115 Standards for cards. (1) Card game licensees must:

(a) Supply cards of conventional size and design to maximize the integrity of the card games; and

(b) Safeguard all cards; and

(c) Not allow cards that have been modified or marked in any manner.

(2) For Class F, house-banked, and nonhouse-banked card game licensees that play poker or other games approved by the director or the director's designee and collect a fee to play, the cards must:

(a) Be made by a licensed manufacturer; and

(b) Be purchased from a licensed manufacturer or distributor.

(3) Cards with the house name or logo must be used for house-banked card games.

(4) Preshuffled cards, as approved by the director or the director's designee, can be used for mini-baccarat and approved proprietary variations of mini-baccarat in accordance with approved internal controls.

[Statutory Authority: RCW 9.46.070. WSR 18-11-058, § 230-15-115, filed 5/10/18, effective 7/1/18; WSR 18-05-029, § 230-15-115, filed 2/9/18, effective 7/1/18; WSR 09-11-087 (Order 648), § 230-15-115, filed 5/18/09, effective 7/1/09; WSR 07-09-033 (Order 608), § 230-15-115, filed 4/10/07, effective 1/1/08.]

WAC 230-15-116 Electronic facsimiles of cards allowed. (1) Card game licensees may use electronic card facsimiles approved by the director or the director's designee in card games.

(2) Card room employees must operate the game.

[Statutory Authority: RCW 9.46.070, 9.46.0282. WSR 13-07-040 (Order 685), § 230-15-116, filed 3/14/13, effective 4/14/13.]

WAC 230-15-120 Fees for decks of cards. (1) Card game licensees may charge a fee to a player asking for a new deck of cards.

(2) In addition, nonhouse-banked card game licensees who do not charge a fee to play may charge a fee for every deck supplied to a table.

(3) The fee must not be greater than the licensee's actual cost for the deck.

(4) At the time licensees introduce new decks, they must collect the fee in cash directly from the player requesting the deck or the players of the game.

[Statutory Authority: RCW 9.46.070. WSR 18-05-029, § 230-15-120, filed 2/9/18, effective 7/1/18; WSR 07-09-033 (Order 608), § 230-15-120, filed 4/10/07, effective 1/1/08.]

WAC 230-15-125 Cutting cards in player-dealt games. In player-dealt games:

(1) After the shuffle, the dealer must offer the cards to a player for a cut. After this initial offer of a cut, the dealer may require any player who asks for a cut to pay a maximum of one dollar; and

(2) Dealers must:

(a) Not cut the cards more than twice during each hand or game; and

(b) Place all the fees for cutting the cards into the pot for that hand or game.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-125, filed 4/10/07, effective 1/1/08.]

WAC 230-15-126 Cutting cards in center dealer-dealt games. In center dealer-dealt games:

(1) After the shuffle, the dealer may offer the cards to a player for a cut. After this initial offer of a cut, the dealer may require any player who asks for a cut to pay a maximum of one dollar; and

(2) Dealers must:

(a) Not cut the cards more than twice during each hand or game; and

(b) Place all the fees for cutting the cards into the pot for that hand or game.

[Statutory Authority: RCW 9.46.070. WSR 07-21-116 (Order 617), § 230-15-126, filed 10/22/07, effective 1/1/08; WSR 07-10-034 (Order 611), § 230-15-126, filed 4/24/07, effective 1/1/08.]

WAC 230-15-130 Rotating the deal in player-dealt games. If card game licensees offer player-dealt games:

(1) The deal must pass from player to player; and

(2) A player may not deal another game until all of the players at the table have had their turn to deal. Players may voluntarily waive their right to deal any particular game.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-130, filed 4/10/07, effective 1/1/08.]

WAC 230-15-135 Wagering limits for nonhouse-banked card games. Card room licensees must not exceed these wagering limits:

(1) **Poker** -

(a) There must be no more than five betting rounds in any one game; and

(b) There must be no more than four wagers in any betting round, for example, the initial wager plus three raises; and

(c) The maximum amount of a single wager must not exceed forty dollars; however, Class F and house-banked card game licensees may offer a single wager not to exceed three hundred dollars;

(2) **Games based on achieving a specific number of points** - Each point must not exceed five cents in value;

(3) **Ante** - No more than the maximum wager allowed for the first betting round for any game, except for Panguingue (Pan). The ante may, by house rule:

(a) Be made by one or more players, but the total ante may not exceed the maximum wager allowed for the first betting round; and

(b) Be used as part of a player's wager;

(4) **Panguingue (Pan)** - The maximum value of a chip must not exceed ten dollars. An ante must not exceed one chip. We prohibit doubling of conditions. Players going out may collect no more than two additional chips for going out from each participating player.

[Statutory Authority: RCW 9.46.070. WSR 18-05-029, § 230-15-135, filed 2/9/18, effective 7/1/18. Statutory Authority: RCW 9.46.070 and 9.46.0201. WSR 16-23-153, § 230-15-135, filed 11/22/16, effective 12/23/16; WSR 16-18-024, § 230-15-135, filed 8/26/16, effective 9/26/16. Statutory Authority: RCW 9.46.070 and 9.46.0282. WSR 12-21-048 (Order 680), § 230-15-135, filed 10/12/12, effective 1/1/13; WSR 09-21-013 (Order 658), § 230-15-135, filed 10/9/09, effective 11/9/09. Statutory Authority: RCW 9.46.070. WSR 09-09-056 (Order 642), § 230-15-135, filed 4/10/09, effective 7/1/09; WSR 07-21-116 (Order 617), § 230-15-135, filed 10/22/07, effective 1/1/08; WSR 07-09-033 (Order 608), § 230-15-135, filed 4/10/07, effective 1/1/08.]

WAC 230-15-140 Wagering limits for house-banked card games. (1) A single wager must not exceed $400.

(2) A player may make a single wager for each decision before the dealer deals or reveals additional cards. Wagers must be placed on the table layout on an approved betting spot, except for:

(a) In Blackjack games, players may place an additional wager next to their original wager when doubling down or splitting pairs; or

(b) Tip wagers made on behalf of a dealer; or

(c) As authorized in approved card games rules.

[Statutory Authority: RCW 9.46.070. WSR 23-18-019, § 230-15-140, filed 8/25/23, effective 9/25/23; WSR 21-11-057, § 230-15-140, filed 5/14/21, effective 6/14/21; WSR 08-20-025 (Order 631), § 230-15-140, filed 9/19/08, effective 1/1/09; WSR 07-09-033 (Order 608), § 230-15-140, filed 4/10/07, effective 1/1/08.]

WAC 230-15-141 Additional merchandise or cash prizes for card games.

Nonproprietary games.

(1) Card room licensees may add additional merchandise or cash prizes to nonproprietary games like Blackjack or Pai Gow. We consider these additional prizes a gambling promotion and they must meet all requirements of WAC 230-06-030.

Proprietary games.

(2) Card room licensees must not add additional merchandise or cash prizes to proprietary games without the approval of the company that owns the rights to the games. Any additional prizes approved by the company that owns the rights to the game will be considered a gambling promotion and they must meet all requirements of WAC 230-06-030.

[Statutory Authority: RCW 9.46.070. WSR 21-11-057, § 230-15-141, filed 5/14/21, effective 6/14/21; WSR 08-17-066 (Order 629), § 230-15-141, filed 8/18/08, effective 9/18/08; WSR 07-21-116 (Order 617), § 230-15-141, filed 10/22/07, effective 1/1/08.]

WAC 230-15-145 Making wagers with chips or coin. Players in card games must make all wagers and pay fees to play card games with chips, except that:

(1) Players may use half dollars or quarters in house-banked card games; and in nonhouse-banked card games to pay fees.

(2) Players may use dimes and nickels in any game that allows a commission to be charged.

[Statutory Authority: RCW 9.46.070. WSR 09-15-069 (Order 652), § 230-15-145, filed 7/13/09, effective 1/1/10; WSR 08-23-061 (Order 632), § 230-15-145, filed 11/14/08, effective 1/1/09; WSR 07-09-033 (Order 608), § 230-15-145, filed 4/10/07, effective 1/1/08.]

WAC 230-15-150 Selling and redeeming chips. Card game licensees must:

(1) Sell chips and redeem chips at the same value; and

(2) Sell chips for cash at gambling tables. Provided that house-banked card game licensees may allow players to use debit cards to purchase chips at house-banked card game tables in accordance with WAC 230-15-506 and 230-15-507. Provided further that house-banked card game licensees may allow players to purchase chips at gambling tables with valid tickets generated by TITO-enabled bill validators; and

(3) Keep all funds from selling chips separate and apart from all other money received; and

(4) Not extend credit to a person purchasing chips, including to card room employees playing cards.

[Statutory Authority: RCW 9.46.070. WSR 23-20-017, § 230-15-150, filed 9/22/23, effective 10/23/23; WSR 23-11-108, § 230-15-150, filed 5/19/23, effective 6/19/23; WSR 07-10-034 (Order 611), § 230-15-150, filed 4/24/07, effective 1/1/08.]

WAC 230-15-151 Accepting checks in exchange for chips at nonhouse-banked card games. Nonhouse-banked card game licensees may accept checks for the purchase of chips if the checks meet the requirements of WAC 230-06-005. Licensees must:

(1) Deposit any check retained after the close of business no later than the second banking day after the close of business. Checks deposited to an armored car service no later than the second banking day after the close of business meet this requirement; and

(2) Count each transaction for the purchase of chips as a separate transaction. Licensees must not allow a player's check to be altered after it is exchanged for chips.

[Statutory Authority: RCW 9.46.070. WSR 23-11-108, § 230-15-151, filed 5/19/23, effective 6/19/23.]

WAC 230-15-155 NSF checks. (1) Card game licensees may use a guarantee service to preapprove checks. The bank may send the original nonsufficient funds (NSF) check to the guarantee service.

(2) If card game licensees do not use a guarantee service or choose not to use their guarantee service to preapprove a particular check, licensees must:

(a) Keep records of all NSF checks in the format we require and make the records available to the cashier; and

(b) Prohibit persons who submitted NSF checks from submitting additional checks until the person pays the amount owed in full; and

(c) Have all NSF checks returned directly to them and control the checks.

(3) Card game licensees may immediately redeposit a check that was NSF if they have sufficient reason to believe the check will be honored the second time.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-155, filed 4/10/07, effective 1/1/08.]

WAC 230-15-158 Ensuring card room employees meet license requirements. Card game licensees must not allow any person to perform the duties of card room employee until they have met our licensing requirements.

[Statutory Authority: RCW 9.46.070. WSR 09-11-088 (Order 649), § 230-15-158, filed 5/18/09, effective 7/1/09.]

WAC 230-15-160 Providing dealers. (1) "Dealer" means a licensed card room employee who conducts card games, deals cards, collects or pays off players' bets, or collects fees. Card game licensees:

(a) May provide a dealer in any card game; and

(b) Must have a dealer for all house-banked card games, card games operated with a player-supported jackpot, or card games authorized to charge per-hand fees or take a rake.

(2) Dealers must not play in the games while dealing and must have no financial interest in the outcome of the games, except that we allow tip wagers.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-160, filed 4/10/07, effective 1/1/08.]

WAC 230-15-165 Defining "floor supervisor." "Floor supervisor" means a licensed card room employee who oversees a limited number of card games within a designated area and directly supervises the dealers assigned to those games. The floor supervisor reports to the shift manager.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-165, filed 4/10/07, effective 1/1/08.]

WAC 230-15-170 Photos of card room employees required. Card game licensees must have photographs of their licensed card room employees with the employees' licenses, available for inspection on the premises. The photo must be of a passport type not less than 2" x 3" and clearly show a full facial view of the employee.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-170, filed 4/10/07, effective 1/1/08.]

WAC 230-15-180 Playing for or assisting others prohibited. No person may:

(1) Allow a representative to sit in on a card game on their behalf for any purpose; or

(2) Act as a representative on anyone's behalf; or

(3) Allow anyone to assist any player in the game in a manner which gives that player an advantage over other players.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-180, filed 4/10/07, effective 1/1/08.]

WAC 230-15-185 Preventing cheating in card games. (1) Card game licensees must take necessary steps to prevent cheating and ensure that games are played fairly.

(2) If card game licensees find someone cheating, they must:

(a) Contact the local law enforcement agency immediately in urgent situations; and

(b) Report it to us within three business days.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-185, filed 4/10/07, effective 1/1/08.]

WAC 230-15-186 Paying out odds-based and fixed-based prizes. (1) House-banked card room licensees must immediately pay out all individual odds-based and fixed-based prizes of $5,000 or less.

(2) For individual odds-based and fixed-based prizes over $5,000, licensees must immediately pay out a minimum of $5,000 and pay the remaining balance within 24 hours by check. The player may request that the licensee pay up to the entire prize balance by check. Licensees must then issue a check for the entire prize balance within 24 hours.

[Statutory Authority: RCW 9.46.070. WSR 25-03-062, s 230-15-186, filed 1/13/25, effective 2/13/25.]

WAC 230-15-187 Keeping funds to pay fixed-based prizes. House-banked card room licensees must maintain at least the amount of the single largest fixed-based prize offered in a bank, mutual savings bank, or credit union location in Washington. Alternatively, licensees may maintain the amount of the single largest fixed-based prize in cash on the licensed premises.

[Statutory Authority: RCW 9.46.070. WSR 25-03-062, s 230-15-187, filed 1/13/25, effective 2/13/25.]

GENERAL RECORDS AND RECORDKEEPING FOR CARD GAMES

WAC 230-15-190 Preparing card game records. (1) Card game licensees must prepare all records in the format we require. Licensees must record the data in ink, on storage media, or in other permanent form.

(2) Licensees must print, or back up in a permanent form, all the data kept in computer databases monthly.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-190, filed 4/10/07, effective 1/1/08.]

WAC 230-15-195 Keeping and making daily records available. Card game licensees must:

(1) Keep the daily records of card room operations for at least three years;

(2) Have the past six months of daily card game records on the premises of the card room and available for inspection; and

(3) Make records older than six months available within forty-eight hours if we, local law enforcement, or taxing authorities request the records.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-195, filed 4/10/07, effective 1/1/08.]

CARD TOURNAMENTS

WAC 230-15-210 Entry fees and buy-ins for card tournaments. (1) Card game licensees must:

(a) Not charge more than one hundred dollars per player for an entry fee; and

(b) Collect all entry fees before the start of play.

(2) The entry fee must include all the separate fees for various phases and events of the tournament, for food and drink, and for promotional material.

(3) Card game licensees may award prizes in excess of entry fees collected.

(4) Card game licensees may require a minimum buy-in of chips. The buy-in may be a single or multiple buy-in, but the total per player may not exceed four hundred dollars per tournament.

(5) Card game licensees must:

(a) Keep a record of the buy-ins for each player in the format we require; and

(b) Return all buy-ins to the players in cash or merchandise prizes.

(6) We do not consider buy-ins gross gambling receipts.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-210, filed 4/10/07, effective 1/1/08.]

WAC 230-15-215 Getting card tournaments approved. (1) Card game licensees must notify us ten days before any card tournament where the single or multiple buy-in(s) are more than fifty dollars. Card game licensees must submit rules for these tournaments for approval in advance.

(2) If a tournament is identical to a previously approved tournament under subsection (1) of this section, no further approval is needed. Notify us ten days in advance of the tournament.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-215, filed 4/10/07, effective 1/1/08.]

WAC 230-15-220 Restricting length of card tournaments. Card game licensees must not conduct a tournament for longer than thirty consecutive calendar days.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-220, filed 4/10/07, effective 1/1/08.]

WAC 230-15-225 Tournament rules and prizes. (1) Before players pay their fees, card game licensees must prominently post on the premises and keep posted until the tournament is complete:

(a) All rules, prizes, and conditions of the tournament; and

(b) The tournament fee; and

(c) Entry and buy-in requirements; and

(d) A description of all of the goods and services they will provide as a part of the tournament.

(2) Licensees must initially provide all tournament entrants with the same number of chips or points and the same opportunity for rebuys.

(3) If there are more players than spots available in the tournament, card game licensees may conduct a drawing to determine which players participate. If there is a fee to enter the tournament, card game licensees must collect it after the drawing has occurred.

(4) After the tournament has begun, card game licensees must not conduct a drawing to decide who will fill an extra seat.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-225, filed 4/10/07, effective 1/1/08.]

WAC 230-15-230 Offering discounted tournament fees as customer appreciation. Card game licensees may offer discounted fees to card tournaments to specific groups of players (such as Ladies' Night) as customer appreciation.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-230, filed 4/10/07, effective 1/1/08.]

WAC 230-15-235 Exclusive tournament entry as customer appreciation. Card game licensees may offer exclusive tournament entry to specific groups as customer appreciation. Card game licensees must include all requirements or restrictions in their tournament rules.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-235, filed 4/10/07, effective 1/1/08.]

WAC 230-15-240 Value of tournament chips. Card game licensees must use chips that have no monetary value and can only be redeemed for prizes posted by the licensee.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-240, filed 4/10/07, effective 1/1/08.]

WAC 230-15-245 Reporting entry fees as gambling receipts. (1) Card game licensees must report all entry fees as gross gambling receipts.

(2) If card game licensees prepare and provide food and drink as a part of the entry fee, they may treat the fair market value of the food and drink as commercial stimulant sales and not include it as gross gambling receipts.

(3) The fair market value of the food and drink must not exceed twenty-five dollars per player or fifty percent of the entry fee, whichever is more. Card game licensees must support these amounts with records.

(4) When determining adjusted net gambling receipts from the entry fees, card game licensees may deduct:

(a) Cost of promotional items; and

(b) Cost of merchandise prizes awarded; and

(c) Cost of merchandise prizes and cash awarded in customer appreciation tournaments; and

(d) Cash prizes awarded, excluding buy-ins.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-245, filed 4/10/07, effective 1/1/08.]

WAC 230-15-250 Recordkeeping for card tournaments. (1) Card game licensees must keep tournament records in the format we require.

(2) On the card tournament summary for the first day of a tournament, card game licensees must include the total gross gambling receipts (total tournament entry fees) and attach it to the summary of participants, entry fees, and buy-ins.

(3) Class F licensees must attach the tournament records to the daily card game records for the date they awarded the majority of the prizes in the tournament.

[Statutory Authority: RCW 9.46.070 and 9.46.0282. WSR 14-11-021 (Order 699), § 230-15-250, filed 5/9/14, effective 7/1/14. Statutory Authori-

ty: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-250, filed 4/10/07, effective 1/1/08.]

ADDITIONAL RULES FOR CHARITABLE AND NONPROFIT CARD GAMES

WAC 230-15-255 Posting rules for unlicensed card and dice games. Charitable and nonprofit organizations licensed to provide liquor to their members must post house rules for unlicensed social card and dice games. At a minimum, the house rules must include:

(1) General rules of play;

(2) Hours of play;

(3) Portions of the premises to be used for the games; and

(4) The restriction that only their full and regular members may play in the games.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-255, filed 4/10/07, effective 1/1/08.]

WAC 230-15-260 Allowing guests to play social card games. If a charitable or nonprofit organization has a social card game license, the organization may permit guests accompanied by full and regular members to play, as long as the guests comprise twenty-five percent or fewer of the persons playing at any one time.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-260, filed 4/10/07, effective 1/1/08.]

SURVEILLANCE REQUIREMENTS FOR CLASS F AND HOUSE-BANKED CARD GAME LICENSEES

WAC 230-15-265 Closed circuit television system surveillance requirements. Class F and house-banked card game licensees must install and maintain a closed circuit television (CCTV) system. Licensees must use either analog or digital recording equipment. Licensees must record video signals from all required cameras if they are performing any of the following:

(1) Operating gambling tables; or

(2) Storing drop boxes or chip trays on the gambling tables; or

(3) Transporting drop boxes; or

(4) Counting drop box contents.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-265, filed 4/10/07, effective 1/1/08.]

WAC 230-15-267 Remote access of closed circuit television surveillance systems. Licensed gambling service suppliers that install and maintain closed circuit television (CCTV) surveillance systems may remotely access digital CCTV systems for maintenance or repair under the following provisions:

(1) The card room licensee must notify us before the remote access occurs; and

(2) The card room licensee must document any remote access in their surveillance log; and

(3) Remote access will only be enabled for the duration of the maintenance or repair and the connection terminated immediately after.

[Statutory Authority: RCW 9.46.070. WSR 09-15-071 (Order 651), § 230-15-267, filed 7/13/09, effective 1/1/10.]

WAC 230-15-270 Surveillance when operating both Class F and house-banked card games. If licensees are conducting both Class F and house-banked card games, they must meet the surveillance requirements for house-banked card games.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-270, filed 4/10/07, effective 1/1/08.]

WAC 230-15-275 Surveillance requirements for Class F card games. (1) Class F licensees must use a closed circuit television system (CCTV) to record critical activities when:

(a) Operating player-supported jackpots; or

(b) Assessing fees on amounts wagered (rake method).

(2) Class F licensees must have a CCTV that views:

(a) All gambling at each table including, at least, the:

(i) Cards; and

(ii) Wagers; and

(iii) Chip tray; and

(iv) Drop box openings; and

(v) Table number; and

(vi) Players; and

(vii) Dealers; and

(b) When the count is being conducted, at least, the:

(i) Count table; and

(ii) Floor; and

(iii) Drop boxes; and

(iv) Drop box storage shelves/cabinets.

[Statutory Authority: RCW 9.46.070. WSR 07-10-034 (Order 611), § 230-15-275, filed 4/24/07, effective 1/1/08.]

WAC 230-15-280 Surveillance requirements for house-banked card games. House-banked card game licensees must use a closed circuit television system (CCTV) to closely monitor and record all gambling activities and areas, including, at least:

(1) Each table, including:

(a) Cards; and

(b) Wagers; and

(c) Chip tray; and

(d) Drop box openings; and

(e) Table number; and

(f) Card shoe; and

(g) Shuffling devices; and

(h) Players; and

(i) Dealers; and

(j) Debit card reading devices at gambling tables; and

(k) TITO-enabled bill validators at tables and the cashier's cage; and
(l) Ticket redemption kiosks; and
(2) The designated gambling areas; and
(3) The cashier's cage, including:
(a) Outside entrance; and
(b) Fill/credit dispenser; and
(c) Customer transactions; and
(d) Cash and chip drawers; and
(e) Vault/safe; and
(f) Storage cabinets; and
(g) Fill or credit transactions; and
(h) Floor; and
(4) The count room, including:
(a) The audio; and
(b) Count table; and
(c) Floor; and
(d) Counting devices; and
(e) Trolley; and
(f) Drop boxes; and
(g) Storage shelves/cabinets; and
(h) Entrance and exit; and
(5) The movement of cash, gambling chips, and drop boxes; and
(6) Entrances and exits to the card room.

[Statutory Authority: RCW 9.46.070. WSR 23-20-017, § 230-15-280, filed 9/22/23, effective 10/23/23; WSR 23-11-108, § 230-15-280, filed 5/19/23, effective 6/19/23; WSR 07-09-033 (Order 608), § 230-15-280, filed 4/10/07, effective 1/1/08.]

WAC 230-15-285 Camera and monitor requirements for closed circuit television systems. (1) Class F and house-banked licensees' closed circuit television system must consist of light sensitive cameras capable of permitting the viewer to determine card and chip values. Each video camera must be capable of having the images displayed on a video monitor and recorded.
(2) Class F and house-banked licensees must install, at least:
(a) Cameras in a manner that will prevent them from being obstructed, tampered with, or disabled; and
(b) Pan, tilt, zoom (PTZ) cameras behind a smoked dome, one-way mirror, or similar materials that conceal the camera from view; and
(c) One or more fixed camera focused over each gambling table, covering the entire table layout.
(d) In nonhouse-banked games, an additional fixed camera must focus over the dealer area, covering the chip rack, all drop box openings, and the community card area; and
(e) A sufficient number of fixed cameras and/or PTZ cameras to monitor players and dealers at each gambling table. The PTZ cameras must be:
(i) Permanently programmed; and
(ii) Capable of viewing each patron and dealer at each gambling position at least once every five minutes; and
(f) A sufficient number of fixed cameras and/or PTZ cameras in the count area or count room; and
(g) Fixed cameras and/or PTZ cameras in any other location deemed necessary.

(3) In addition, house-banked card game licensees must:

(a) Install a sufficient number of video monitors in their CCTV system to simultaneously view multiple gambling tables, the cashier's cage, and count room activities;

(b) Install a sufficient number of fixed cameras and/or PTZ cameras in the cage(s); and

(c) Install a sufficient number of PTZ cameras having the ability to determine the card and chip values for winning hands.

[Statutory Authority: RCW 9.46.070 and 34.05.353. WSR 08-22-068 (Order 635), § 230-15-285, filed 11/4/08, effective 1/1/09. Statutory Authority: RCW 9.46.070. WSR 07-10-034 (Order 611), § 230-15-285, filed 4/24/07, effective 1/1/08.]

WAC 230-15-290 Analog video recording equipment requirements. Class F and house-banked card game licensees using analog video recording equipment with video cassette recorders, including audio recording where required, must:

(1) Record images at a rate of at least twenty frames per second on standard VHS format; and

(2) Reflect accurately the time and date of the video recording. Licensees using multiple time and date generators must synchronize them to the same time and date.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-290, filed 4/10/07, effective 1/1/08.]

WAC 230-15-295 Digital video recording equipment requirements. Digital recording, including audio recording where required, using a digital recording and storage system, must:

(1) Record all images on a hard drive; and

(2) Lock so that access to the erase and reformat functions and system data files is restricted to persons authorized in the internal controls; and

(3) Provide uninterrupted recording of surveillance, during playback or copying. Licensees may use motion-activated recording; and

(4) Be capable of copying original images maintaining the original native format; and

(5) Be stored at a rate of not less than twenty-five images per second; and

(6) Record images at a minimum resolution of 320 x 240 and display during playback at a minimum resolution of 640 x 480 or meet subsection (11)(d) of this section; and

(7) Store images in a format that is readable by our computer equipment; and

(8) Store images in a format that we can verify and authenticate; and

(9) Include the accurate time and date the video was originally recorded on the recorded images; and

(10) Be equipped with an uninterruptible power source to allow a proper system shutdown; and

(11) Meet the additional requirements in this subsection if you open a new Class F or house-banked card room using digital video recording equipment or install new digital video recording equipment in your existing Class F or house-banked card room. However, if you buy

an existing card room, you will not be required to meet these requirements until you install new digital video recording equipment.

(a) Each user must have a sign in with a unique ID and password that is not shared with other users; and

(b) Have an audio or visual indication of a malfunction; and

(c) Digital video recording equipment must track at least the following functions, which are available to us and a person designated by the licensee to oversee the equipment (system administrator) by a menu button on the digital video recording system:

(i) Date and time users log in and out; and

(ii) Date and time when video signals from gaming cameras are interrupted and when connection is restored; and

(iii) Date, time, and user when video is recorded to removable storage media along with the date, time, and camera being copied; and

(iv) Date and time when the equipment fails to record video or audio when required; and

(v) Date and time when remote access to equipment begins and ends along with the ability to identify the person or organization accessing the equipment and the files accessed during the remote access.

(d) Record and playback images with sufficient magnification and clarity that shows fluid motion and allows the viewer to clearly distinguish the value of currency, coins, gaming chips, playing cards, and outcome of the game and effectively monitor in detail all required areas.

[Statutory Authority: RCW 9.46.070, 9.46.0282. WSR 14-21-080 (Order 708), § 230-15-295, filed 10/13/14, effective 1/1/15. Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-295, filed 4/10/07, effective 1/1/08.]

WAC 230-15-300 Using multiplex and quad recording devices in required surveillance. (1) Licensees must not use multiplexing and quad recording devices for required surveillance, except that they may use:

(a) Multiplexing or quad recording devices on entrances and exits to the card room; and

(b) Quad recording devices to record the movement of drop boxes between tables and the count room.

(2) "Multiplex recording" means combining multiple video inputs into a single signal by cycling through the separate video inputs with the view rotating among different cameras in a predetermined order, recording each video input consecutively in the cycle. Multiplex recording does not provide continuous recording of each video input because the amount of time lapse in the cycle depends on the number of video inputs.

(3) "Quad recording" means four separate video inputs that record continuously and combine into a single signal displayed on one monitor with a view of each video input.

[Statutory Authority: RCW 9.46.070. WSR 07-21-116 (Order 617), § 230-15-300, filed 10/22/07, effective 1/1/08; WSR 07-09-033 (Order 608), § 230-15-300, filed 4/10/07, effective 1/1/08.]

WAC 230-15-305 Reporting illegal or suspicious activities. (1) Class F and house-banked card game licensees must report to us within

three business days any illegal or suspicious activities within the portion of their business premises required to be under surveillance.

(2) Licensees must:

(a) Make a copy of the entire recorded sequence of the activity; and

(b) Give the original recording to us or other law enforcement when requested; and

(c) Keep the copy for at least thirty days.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-305, filed 4/10/07, effective 1/1/08.]

WAC 230-15-310 Resolving disputes using video recordings. (1) If the video recording of a disputed incident is not clear, we will resolve the dispute in favor of the player unless the Class F or house-banked card game licensee can prove to us that the actions taken were warranted.

(2) Licensees may request a review by commission staff if the licensee feels circumstances warrant, for example, cheating has occurred.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-310, filed 4/10/07, effective 1/1/08.]

WAC 230-15-319 Retaining video recordings. (1) Class F and house-banked card game licensees must label video recordings and audio recordings, as required, to identify the activities recorded.

(2) Licensees must keep:

(a) All recordings for seven gambling days, for example, Monday's gambling day recording may be recorded over on Tuesday of the following week; and

(b) Recordings documenting jackpot pay outs for at least thirty days:

(i) For player supported jackpots, retain recordings of jackpots of five hundred dollars or more; and

(ii) For house-banked games, retain recordings of jackpots of three thousand dollars or more; and

(c) Recordings of evidentiary value for as long as we request.

(3) We may increase these retention requirements by notifying licensees.

[Statutory Authority: RCW 9.46.070. WSR 07-07-056 (Order 607), § 230-15-319, filed 3/14/07, effective 1/1/08.]

WAC 230-15-320 Surveillance room requirements for house-banked card game licensees. House-banked card game licensees must maintain one or more surveillance rooms. They must:

(1) Control access to the surveillance room so that only surveillance department employees use the room. Owners or their approved supervisory or management personnel may also enter the surveillance room to monitor activities. Licensees may allow authorized personnel to escort any other person into the surveillance room for educational, investigative, or maintenance purposes; and

(2) Ensure that surveillance room entrances are not easily observed from the gambling floor; and

(3) Ensure that a surveillance employee is present in the room and monitoring activities using the equipment any time the card room is conducting gambling and during the count process. However, subject to subsection (4) of this section, licensees may operate the surveillance room without staff:

(a) For routine breaks that are less than thirty minutes per shift; or

(b) When only nonhouse-banked card games are operated with wager limits of forty dollars or less and such limits are documented in their internal controls.

(4) Ensure that any time a winning wager, a jackpot, or bonus pay out greater than three thousand dollars is won, they use pan-tilt-zoom (PTZ) cameras to verify:

(a) Winning hands; and

(b) Amounts of the wager; and

(c) Amounts of the pay out; and

(d) Players who won the prize.

[Statutory Authority: RCW 9.46.070. WSR 09-11-093 (Order 645), § 230-15-320, filed 5/18/09, effective 7/1/09; WSR 08-23-080 (Order 638), § 230-15-320, filed 11/18/08, effective 1/1/09; WSR 07-10-034 (Order 611), § 230-15-320, filed 4/24/07, effective 1/1/08.]

WAC 230-15-325 Surveillance room sign-in log. House-banked licensees and Class F licensees, if they operate a surveillance room, must keep a surveillance room sign-in log in the format we require to document anyone entering or leaving the surveillance room. Licensees must make the surveillance sign-in log available to us or to law enforcement personnel when requested.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-325, filed 4/10/07, effective 1/1/08.]

WAC 230-15-330 Keeping a surveillance activities log. Class F and house-banked card game licensees must keep a log of all surveillance activities in the format we require.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-330, filed 4/10/07, effective 1/1/08.]

ADDITIONAL RULES FOR CLASS F CARD GAMES

WAC 230-15-335 Internal controls. Class F licensees must establish internal controls that ensure gambling activities are closely controlled and operated fairly.

(1) The internal controls must require, at a minimum:

(a) Trained personnel; and

(b) Segregation of duties for all employees involved in the operation.

(2) Licensees must inform their card room employees of the internal controls related to the employees' respective areas of responsibility.

(3) Licensees and all card room employees must follow the internal controls at all times.

[Statutory Authority: RCW 9.46.070 and 9.46.0282. WSR 14-11-021 (Order 699), § 230-15-335, filed 5/9/14, effective 7/1/14. Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-335, filed 4/10/07, effective 1/1/08.]

WAC 230-15-340 Minimum number of licensed employees required. (1) Class F card game licensees must have at least one floor supervisor for each gambling area. Each supervisor may supervise up to seven tables. We must approve the arrangement of tables in the internal controls.

(2) Licensees must have two licensed card room employees in the card room at all times player-supported jackpots are in play or licensees are using the rake type of fee collection. One of the employees must be a floor supervisor.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-340, filed 4/10/07, effective 1/1/08.]

WAC 230-15-345 Numbering tables. Class F licensees must permanently number each table.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-345, filed 4/10/07, effective 1/1/08.]

WAC 230-15-350 Transporting drop boxes. For Class F licensees using drop boxes, the supervisor or the supervisor's designee must transport drop boxes directly to the count area.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-350, filed 4/10/07, effective 1/1/08.]

WAC 230-15-353 Using match play coupons in nonhouse-banked card games. Match play coupons may be offered as gambling promotions in nonhouse-banked card games offered by Class F and house-banked licensees with the following restrictions:

(1) The coupons have no value and cannot be redeemed for cash.

(2) Match play coupons may be used as part of a player's wager. The dealer will exchange the match play coupon for the required amount of chips once the match play coupon is used as part of a player's wager and placed into the pot. Upon redemption, the coupon is no longer valid, it cannot be reused, and must be retained as part of the daily card game records.

(3) Restrictions on the use of coupons must be disclosed on the coupon.

(4) Expiration dates must be included on the coupon.

(5) Match play coupon promotions must be given to all players eligible for the promotion and may be awarded based on the outcome of a card game or tournament.

[Statutory Authority: RCW 9.46.070. WSR 17-04-010, § 230-15-353, filed 1/19/17, effective 2/19/17.]

WAC 230-15-355 Counting procedures for fees. (1) We do not require Class F licensees using the drop box method to collect fees to have a separate count room if they have a secure location to count and they meet all other commission requirements for surveillance and counting procedures in WAC 230-15-275. Class F licensees must:

(a) Conduct the count at a specific time that licensees have reported to us; and

(b) Count all fees at least once every twenty-four hours; and

(c) Have at least two card room employees count and record the amount on the card game control slip for each drop box; and

(d) Make an entry in the daily card room record for each type of fee collected at each table. Licensees must retain card game control slips for each table with the daily records.

(2) If Class F licensees using the drop box method do not have a secure location to conduct the count, they must meet the count room requirements of WAC 230-15-605.

[Statutory Authority: RCW 9.46.070 and 9.46.0282. WSR 14-11-021 (Order 699), § 230-15-355, filed 5/9/14, effective 7/1/14. Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-355, filed 4/10/07, effective 1/1/08.]

PLAYER-SUPPORTED JACKPOTS

WAC 230-15-360 Defining "player-supported jackpot." "Player-supported jackpot" (PSJ) means a separate contest of chance directly related to the play or outcome of an authorized nonhouse-banked card game.

(1) Only Class F or house-banked licensees may establish a prize fund to operate a PSJ for nonhouse-banked card games.

(2) In PSJs, licensees:

(a) Collect funds from the players' wagers (the pot) for a separate prize; and

(b) Act only as the custodian of the PSJ funds, including any interest earned on this money; and

(c) Maintain no legal right to the funds, except for administrative fees; and

(d) Must strictly account for all funds.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-360, filed 4/10/07, effective 1/1/08.]

WAC 230-15-365 Getting approval for player-supported jackpots. (1) Class F or house-banked licensees must not operate a player-supported jackpot (PSJ) before we approve it in writing.

(2) To get a PSJ approved, licensees must make a written request, including, at least:

(a) A detailed description of the card game associated with the PSJ; and

(b) All rules of play; and

(c) All internal control procedures associated with the PSJ and accounting for funds and prizes; and

(d) The name of the prize fund custodian.

(3) Licensees must get our written approval before making any changes to the PSJ.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-365, filed 4/10/07, effective 1/1/08.]

WAC 230-15-370 Naming a prize fund custodian for a player-supported jackpot. (1) Class F or house-banked licensees must name at least one prize fund custodian who is responsible and accountable for safeguarding player-supported jackpot funds, and for disbursing funds to winners.

(2) A prize fund custodian may be an owner, partner, officer, or licensed individual named by the licensee.

(3) The custodian must have signature authority for prize fund bank accounts.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-370, filed 4/10/07, effective 1/1/08.]

WAC 230-15-375 Posting rules for a player-supported jackpot. Class F or house-banked licensees must prominently post a sign stating:

(1) How they will distribute player supported jackpot (PSJ) money if they discontinue the PSJ or stop operating the card game; and

(2) Conditions under which prizes may be won; and

(3) Prize amount; and

(4) Cost to participate; and

(5) Administrative fees; and

(6) Any other conditions which may affect the outcome of the game.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-375, filed 4/10/07, effective 1/1/08.]

WAC 230-15-380 Seeding a player-supported jackpot. Class F or house-banked licensees may:

(1) Seed a PSJ and replenish the PSJ when depleted by issuing a check or making an electronic bank transfer from the licensee's business account; and

(2) Recover seed money by having the custodian issue a check or make an electronic bank transfer from the PSJ account to the licensee's business account.

[Statutory Authority: RCW 9.46.070 and 9.46.0282. WSR 14-11-021 (Order 699), § 230-15-380, filed 5/9/14, effective 7/1/14. Statutory Authori-

ty: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-380, filed 4/10/07, effective 1/1/08.]

WAC 230-15-385 Collecting funds for a player-supported jackpot. Class F or house-banked licensees may collect funds from the pot for each player-supported jackpot. Licensees:

(1) Must keep these funds separate from all other fees; and

(2) Must use either the chip rack or drop box method to collect these funds.

[Statutory Authority: RCW 9.46.070 and 9.46.0282. WSR 14-11-021 (Order 699), § 230-15-385, filed 5/9/14, effective 7/1/14. Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-385, filed 4/10/07, effective 1/1/08.]

WAC 230-15-390 Collecting an administrative fee on the player-supported jackpot. Class F or house-banked licensees may collect an administrative fee of up to ten percent of the funds collected for a player supported jackpot (PSJ). Licensees must deduct no other expenses from the PSJ account.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-390, filed 4/10/07, effective 1/1/08.]

WAC 230-15-395 House dealer required for a player-supported jackpot. Class F or house-banked licensees must use a house dealer for all card games offering a player-supported jackpot (PSJ). No one playing in the PSJ game may deal.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-395, filed 4/10/07, effective 1/1/08.]

WAC 230-15-400 Accounting for player-supported jackpot funds. Class F or house-banked licensees must:

(1) Maintain a separate bank account in a bank, mutual savings bank, or credit union in Washington state for holding player-supported jackpot (PSJ) funds; and

(2) Deposit only funds from PSJs into the account; and

(3) Not make payouts from the PSJ funds until licensees have first deposited the funds in the PSJ account. However, licensees may pay out prizes won during the gambling day and deduct administrative expenses before licensees deposit the funds; and

(4) Transfer or deposit the PSJ funds into the PSJ account or with an armored car service no later than the second banking day after the close of business; and

(5) Identify all deposits or transfers of PSJ funds by the type of PSJ fund and date of collection. Licensees must keep the validated deposit receipts or transfer information as a part of their required daily records or have online access to their player-supported jackpot bank accounts; and

(6) Transfer the amount from the PSJ account to the cage or general account before the end of the month if PSJ prizes are paid from

the cage or general account. The licensee must keep the transfer information as part of the written records; and

(7) Reconcile the account balance in their bank statement to the PSJ prize balance on their PSJ prize fund accrual record each month. "Reconcile" means the licensee must compare the two balances, resolve any differences, and document the comparison and the differences in writing. Licensees must keep the reconciliation as part of their records.

[Statutory Authority: RCW 9.46.070 and 9.46.0282. WSR 14-11-021 (Order 699), § 230-15-400, filed 5/9/14, effective 7/1/14. Statutory Authority: RCW 9.46.070. WSR 10-11-087 (Order 669), § 230-15-400, filed 5/17/10, effective 7/1/10; WSR 09-19-051 (Order 660), § 230-15-400, filed 9/11/09, effective 1/1/10; WSR 07-10-034 (Order 611), § 230-15-400, filed 4/24/07, effective 1/1/08.]

WAC 230-15-405 Paying out prizes on a player-supported jackpot. (1) Class F or house-banked licensees must award all player-supported jackpot funds as prizes; and

(2) Prizes of five thousand dollars or less may be paid in cash or chips; and

(3) Prizes not awarded in cash must be paid within twenty-four hours with a check that provides a duplicate copy; and

(4) Licensees must maintain a record of all prizes paid in the format we prescribe; and

(5) When a player wins a prize of five hundred dollars or more, in view of the surveillance camera, the dealer must:

(a) Display the value and suit of each card in the winning hand; and

(b) Count and put in numerical order by suit the remaining cards in the deck to confirm a complete deck; and

(6) Licensees must collect the hand and seal it with a copy of the prize record. Licensees must keep the winning hand and remaining deck on the business premises for seven days.

[Statutory Authority: RCW 9.46.070, 9.46.0282. WSR 13-03-063 (Order 683), § 230-15-405, filed 1/11/13, effective 2/11/13. Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-405, filed 4/10/07, effective 1/1/08.]

WAC 230-15-410 Owners, prize fund custodians, and card room employees participating in player-supported jackpots. (1) Class F or house-banked owners, prize fund custodians, and on-duty card room employees may play in card games that offer a player-supported jackpot (PSJ), but must not share in the winnings of any prize awarded.

(2) Any prizes an owner, prize fund custodian, or on-duty employee may be entitled to under game rules must be divided equally among the other players at the table.

(3) Owners, prize fund custodians, and on-duty card room employees must turn their cards face up at the end of a game so that other players at the table and surveillance may observe their cards if:

(a) They are playing in a game with a PSJ; and

(b) The prize is not based on a predetermined hand, such as four of a kind; and

(c) There is a qualifying hand at the end of a game, such as a "bad beat" hand.

(4) Card room employees that are off duty may win PSJ prizes.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-410, filed 4/10/07, effective 1/1/08.]

WAC 230-15-415 Removing a player-supported jackpot from play. (1) If licensees discontinue a PSJ, they must distribute the balance, less any seed money, to players within sixty days by offering an approved promotion or tournament of the same card game played to fund the PSJ.

(2) If licensees stop operating card games or fail to maintain a valid card game license, they must immediately distribute all PSJ funds to the Washington State Council on Problem Gambling.

(3) If taxing authorities seize a PSJ account, the licensee must immediately stop offering the PSJ and collecting additional funds for the PSJ until all funds have been replaced in the PSJ account.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-415, filed 4/10/07, effective 1/1/08.]

WAC 230-15-420 Resolving disputes over player-supported jackpots. (1) If a dispute arises involving the outcome of a player-supported jackpot (PSJ), Class F or house-banked licensees must:

(a) Preserve the video recording, the winning hand and remaining deck, and all records for the game where the dispute occurred; and

(b) Document all information about the dispute, including:

(i) The names, addresses, and phone numbers of all players, card room staff, and any witnesses involved; and

(ii) The amount of the advertised PSJ; and

(iii) A full description of the circumstances surrounding the dispute; and

(c) Notify us within twenty-four hours.

(2) We will investigate complaints involving PSJ disputes and the director may issue a written decision which is final.

(3) During the course of dispute resolution, we may become the temporary custodian of any prize funds.

(4) Class F or house-banked licensees must not award or advertise the prize amount which is in dispute until it is resolved.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-420, filed 4/10/07, effective 1/1/08.]

ADDITIONAL RULES FOR HOUSE-BANKED CARD GAMES

Internal Controls for House-Banked Card Games

WAC 230-15-425 Internal controls. (1) House-banked card game licensees must:

(a) Adopt internal controls in the format we require; and

(b) Ensure that all games are closely controlled and operated in accordance with gambling laws, our rules, and the house-banked card game licensee's internal controls (ICs); and

(c) Follow all ICs at all times; and

(d) Have all ICs available to us at all times at the licensed business premises; and

(e) Have the ICs available to card room employees for their individual functions; and

(f) Ensure that card room employees are knowledgeable in all accounting and internal control procedures for their individual functions and ensure that employees follow the ICs.

(2) Licensed card room employees must follow the internal control procedures for their individual functions.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-425, filed 4/10/07, effective 1/1/08.]

WAC 230-15-430 Internal control requirements.

General accountability requirements.

(1) House-banked card game licensees must have a system of internal controls including, at least:

(a) **Accounting controls -** Include the licensee's plan, procedures, and records concerned with the safeguarding of assets and the reliability of financial records. Licensees must design these controls to provide reasonable assurance that transactions are recorded so that financial statements are prepared in conformity with generally accepted accounting principles (GAAP), and so that accountability for assets is maintained; and

(b) **Administrative controls -** Include, at least, the segregation of incompatible functions so that no employee is in a position to commit and conceal errors or wrongdoings in the normal course of his or her duties.

Designating a general manager.

(2) The owner, partners, or board of directors for the licensee must designate an individual with overall responsibility for the business, called the "general manager." The general manager may also perform the duties of a gambling operations department manager; and

Establish separate departments or functions.

(3) Licensees must establish separate departments or functions which must be independent from each other. At a minimum, these must include:

(a) Surveillance;

(b) Security;

(c) Gambling; and

(d) Accounting.

Surveillance department requirements.

(4) The surveillance department manager must ensure that surveillance employees follow all requirements of the surveillance WACs, including, at least:

(a) Closely and clandestinely observing the operation of the card games, the cashier's cage, and count room; and

(b) Monitoring for cheating, theft, embezzlement, and other illegal activities on the licensed premises; and

(c) Recording video of unusual or suspected illegal activities; and

(d) Notifying appropriate supervisors and us, within three working days, when they detect cheating, theft, embezzlement, or other illegal activities related to gambling; and

(e) Giving our agents or law enforcement personnel immediate access to the surveillance room.

Security department requirements.

(5) The security department manager must ensure that security employees control the transfer of cash and chips to and from the gambling tables, cage, and count room.

Gambling operations department requirements.

(6) The gambling operations department manager, or general manager, is responsible for house-banked card games and must ensure that the dealers operate card games at assigned gambling tables.

Accounting department requirements.

(7) The accounting department must be supervised by a person who reports directly to the general manager. The accounting department must, at least:

(a) Implement and monitor accounting controls; and

(b) Control processes in the count room and cashier's cage; and

(c) Supervise the count room personnel and cashier's cage personnel; and

(d) Control the inventory of unused forms; and

(e) Reconcile the used and unused forms; and

(f) Prepare, control, and store records and data we require.

[Statutory Authority: RCW 9.46.070 and 9.46.0282. WSR 14-11-021 (Order 699), § 230-15-430, filed 5/9/14, effective 7/1/14. Statutory Authority: RCW 9.46.070. WSR 07-10-034 (Order 611), § 230-15-430, filed 4/24/07, effective 1/1/08.]

WAC 230-15-435 Defining "incompatible functions." (1) "Incompatible functions" means job duties that place an employee or department in a position to commit and conceal errors or wrongdoings in the normal course of his or her duties.

(2) Anyone who records a transaction and has access to the assets related to that transaction is in a position to commit and conceal errors or wrongdoings. (Examples: An employee who writes checks should not reconcile the bank account; an employee who transports funds should not have access to keys for locks securing the funds or to surveillance recordings of the transaction.)

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-435, filed 4/10/07, effective 1/1/08.]

WAC 230-15-440 Modifying internal controls and changing card games offered. (1) House-banked card game licensees must submit proposed changes to their internal controls in writing to us and receive our written approval before making any changes.

(2) Licensees may change the card games they offer by submitting the change to their internal controls in writing and getting an initial verbal or written approval from us. Staff reviews and verifies the changes on their next visit to the card room.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-440, filed 4/10/07, effective 1/1/08.]

WAC 230-15-445 Defining "gambling operations department manager." "Gambling operations department manager" means a card room employee who is responsible for managing all card game operations.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-445, filed 4/10/07, effective 1/1/08.]

WAC 230-15-450 Defining "shift manager." "Shift manager" means a card room employee who is responsible for all card game operations during a given shift. The shift manager reports to the gambling operations department manager.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-450, filed 4/10/07, effective 1/1/08.]

Operating House-Banked Card Games

WAC 230-15-453 Using match play or similar coupons in gambling promotions. Match play coupons may be offered as gambling promotions with the following restrictions:

(1) The coupons have no value. Players cannot "double down" on the "match play" portion of the wager.

(2) Players may double down on the chip portion of the wager, not to exceed maximum wagering limits.

(3) A match play coupon is not considered part of the player's wager in determining the amount wagered. Match play coupons may be used by players who wager the maximum allowed.

(4) A match play coupon is itself a gambling promotion and cannot be awarded as a prize in a promotional contest of chance, as authorized in RCW 9.46.0356.

(5) Restrictions on the use of coupons must be disclosed on the coupon.

(6) Expiration dates must be included on the coupon.

(7) Match play and other similar type coupon promotions such as Lucky Bucks and Free Ace, etc., must be given to all players eligible for the promotion.

(8) Coupon promotions allowing free play must not be given out based upon the outcome of a card game or tournament.

[Statutory Authority: RCW 9.46.070. WSR 17-04-010, § 230-15-453, filed 1/19/17, effective 2/19/17; WSR 08-11-044 (Order 628), § 230-15-453, filed 5/14/08, effective 7/1/08.]

WAC 230-15-455 Keeping funds to pay prizes. House-banked card room licensees must ensure that they have sufficient funds available to redeem all chips and pay out all prizes including, but not limited to, progressive jackpot prizes, house jackpot prizes, and odds-based prizes. Failure to keep funds to cash in chips, pay prizes, or redeem gambling related checks is prima facie evidence of fraud and in violation of RCW 9.46.190.

[Statutory Authority: RCW 9.46.070. WSR 21-11-057, § 230-15-455, filed 5/14/21, effective 6/14/21; WSR 09-15-070 (Order 654), § 230-15-455, filed 7/13/09, effective 1/1/10; WSR 07-09-033 (Order 608), § 230-15-455, filed 4/10/07, effective 1/1/08.]

WAC 230-15-460 Supervision requirements for house-banked card rooms. (1) House-banked card game licensees must have at least one floor supervisor for each gambling area/pit.

(2) Gambling area/pit means a self-contained group of card tables, including poker tables, physically separated from other tables. The separation may be due to the layout of the tables or physical barriers, such as walls, chains, or ropes.

(3) A card room employee may act as a dealer and a supervisor during the same shift as long as he or she does not sign forms as both the dealer and the supervisor.

[Statutory Authority: RCW 9.46.070 and 9.46.0282. WSR 15-15-065 (Order 714), § 230-15-460, filed 7/10/15, effective 8/9/15. Statutory Authority: RCW 9.46.070. WSR 08-11-044 (Order 628), § 230-15-460, filed 5/14/08, effective 7/1/08; WSR 07-09-033 (Order 608), § 230-15-460, filed 4/10/07, effective 1/1/08.]

WAC 230-15-465 Dealing all house-banked card games from a dealing shoe. House-banked card game licensees must deal all house-banked card games from a dealing shoe or a shuffling device we have approved with the exception of single and double deck card games which may be dealt by hand.

[Statutory Authority: RCW 9.46.070 and 9.46.0282. WSR 14-11-021 (Order 699), § 230-15-465, filed 5/9/14, effective 7/1/14. Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-465, filed 4/10/07, effective 1/1/08.]

WAC 230-15-470 Numbering gambling tables. House-banked card game licensees must permanently number each gambling table.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-470, filed 4/10/07, effective 1/1/08.]

WAC 230-15-475 Tips from players and patrons to card room employees. (1) House-banked card game licensees may allow selected employees to accept tips from players or patrons.

(2) If licensees allow house-banked card game dealers to accept tips, licensees must ensure that tips are controlled so that only au-

thorized employees receive tips, that tips are properly accounted for, and that tips are maintained separately from all other gambling funds.

(3) Cage cashiers may accept tips. They must locate their tip containers outside the cage enclosure. Players or patrons must deposit the tips directly into the container. A shift or floor supervisor, security, or an accounting manager who does not work as a cashier must verify the tips cage cashiers receive.

(4) Employees directly concerned with management, supervision, accounting, security, or surveillance must not ask for, accept, or share any tip originating from players or patrons; however, this restriction does not apply to poker "floor supervisors."

(5) House-banked card game licensees must:

(a) Establish and implement procedures for the accounting of tips received by authorized card room employees.

(b) Fully document the procedures in their internal controls and describe in detail any methods used to allocate tips.

(c) Establish procedures necessary to ensure that the floor supervisor and surveillance observe card room employees accepting tips. Procedures must include an overt display of received tips, for example tapping the table with the tip before placing it in the tip container.

(6) Employees must:

(a) Drop all tips into a locked tip container which prevents the removal of tips except by unlocking the container. Tips may be accumulated on the table, exchanged into higher denomination chips, and then deposited into the tip container. Tip containers must remain under camera coverage of the closed circuit television system at all times; and

(b) Keep all tips received or pool them with tips of all card room employees according to the licensee's internal controls; and

(c) Redeem all tips received under surveillance at the cashier's cage; and

(d) Accurately report all tips to their employer as described in the licensee's internal controls.

(7) Licensees may determine whether employees must retain or pool tips among employees. Employees must redeem all pooled tips under surveillance at the cashier's cage, count room, or a gaming table.

[Statutory Authority: RCW 9.46.070. WSR 09-11-083 (Order 644), § 230-15-475, filed 5/18/09, effective 7/1/09; WSR 07-21-116 (Order 617), § 230-15-475, filed 10/22/07, effective 1/1/08.]

WAC 230-15-480 Commissions on winning hands. The only direct or indirect fee (commission) licensees may collect is a percentage from a winning hand in house-banked card games.

[Statutory Authority: RCW 9.46.070 and 9.46.0282. WSR 14-11-021 (Order 699), § 230-15-480, filed 5/9/14, effective 7/1/14. Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-480, filed 4/10/07, effective 1/1/08.]

WAC 230-15-490 Aggregate payout limits for odds-based prizes. (1) House-banked card room licensees may impose aggregate payout limits if we approve for odds-based prizes.

(2) "Aggregate payout limit" means the maximum payout by a licensee to one or more players as the result of winning wagers from a single deal of cards.

(3) Aggregate payout limits must not be:

(a) Combined with different types of odds-based prizes; and

(b) Less than the maximum wager allowed for the game times the highest odds offered up to fifty to one. For example, if the maximum wager is three hundred dollars and the highest odds offered are five thousand to one, the aggregate payout limit cannot be less than fifteen thousand dollars (three hundred dollars times fifty); and

(c) Imposed upon any odds-based prize where the highest payoff odds on a winning wager are less than fifty to one; and

(4) All aggregate payout limits must be prominently displayed on the table layout or a sign placed on the table.

[Statutory Authority: RCW 9.46.070. WSR 21-11-057, § 230-15-490, filed 5/14/21, effective 6/14/21; WSR 07-09-033 (Order 608), § 230-15-490, filed 4/10/07, effective 1/1/08.]

WAC 230-15-491 Limiting payouts to dealers for tip or "toke" wagers for odds-based payouts. (1) A "toke" is a wager made by a player as a tip for the dealer and it is treated as a separate bet.

(2) House-banked card room licensees may:

(a) Establish a separate, individual limit on the amount of the payout on a toke for odds-based payouts within the requirements of WAC 230-15-490; and

(b) Restrict the types of wagers tokes are allowed on and the amounts of tokes.

(3) Tokes are not included in the calculation of the aggregate payout limits.

[Statutory Authority: RCW 9.46.070. WSR 21-11-057, § 230-15-491, filed 5/14/21, effective 6/14/21; WSR 07-21-116 (Order 617), § 230-15-491, filed 10/22/07, effective 1/1/08.]

WAC 230-15-495 Opening tables. Licensees must clearly mark the outside of the chip tray with the gambling table number which it matches. When opening gambling tables, house-banked card game licensees must follow these steps:

(1) A floor supervisor must unlock the table inventory container (chip tray) and take out the table inventory slip (opener); and

(2) The floor supervisor and the dealer assigned to the gambling table must:

(a) Count the contents of the chip tray; and

(b) Verify the count against the opener; and

(3) The dealer and the floor supervisor must then sign the opener, confirming the information on the opener is correct; and

(4) The dealer must immediately deposit the opener in the drop box attached to the gambling table; and

(5) If there is any discrepancy between the amount of gambling chips and coins counted and the amount of the chips and coins recorded on the opener:

(a) The floor supervisor must report immediately to the shift manager, if on duty or when the manager arrives; and

(b) The floor supervisor on duty must complete and sign a notification of error slip; and

(c) The dealer and security must verify and sign the notification of error slip; and

(d) Security must transport the duplicate of the notification of error slip to the accounting department or the cashier's cage; and

(e) The dealer must drop the original notification of error slip in the drop box attached to the gambling table; and

(f) The accounting department must keep a copy of the notification of error slip in a log in the format we require; and

(g) Licensees must notify us within twenty-four hours of errors of two hundred dollars or more, or if there is a pattern of shortages.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-495, filed 4/10/07, effective 1/1/08.]

WAC 230-15-500 Accounting for table inventory. (1) House-banked card game licensees must establish procedures to ensure proper accounting for chips and coins stored at gambling tables, known as the "table inventory."

(2) Licensees must not add or remove chips or coins from the table inventory except:

(a) In exchange for cash from players; or

(b) In exchange for debit card transactions from players according to WAC 230-15-506; or

(c) In exchange for tickets generated by TITO-enabled bill validators; or

(d) To pay winning wagers and collect losing wagers made at the gambling table; or

(e) In exchange for chips received from a player having an equal total face value (known as "coloring up" or "coloring down"); or

(f) In compliance with fill and credit procedures.

[Statutory Authority: RCW 9.46.070. WSR 23-20-017, § 230-15-500, filed 9/22/23, effective 10/23/23; WSR 23-11-108, § 230-15-500, filed 5/19/23, effective 6/19/23; WSR 07-09-033 (Order 608), § 230-15-500, filed 4/10/07, effective 1/1/08.]

WAC 230-15-505 Selling gambling chips to players. House-banked card game licensees must accurately account for all chips, debit card transaction receipts, tickets generated by TITO-enabled bill validators, and cash when they sell chips to players. Licensees must sell chips only at the gambling table.

[Statutory Authority: RCW 9.46.070. WSR 23-20-017, § 230-15-505, filed 9/22/23, effective 10/23/23; WSR 23-11-108, § 230-15-505, filed 5/19/23, effective 6/19/23. Statutory Authority: RCW 9.46.070 and 9.46.0282. WSR 14-11-021 (Order 699), § 230-15-505, filed 5/9/14, effective 7/1/14. Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-505, filed 4/10/07, effective 1/1/08.]

WAC 230-15-506 Using debit cards to purchase chips on house-banked card games. House-banked card game licensees may allow a play-

er to use a debit card to purchase chips at house-banked card games under the following conditions:

(1) The licensee must use approved debit card reading devices to process the debit card transactions; and

(2) The debit card transaction must be initiated at an approved gambling table; and

(3) A supervisor must be present at the gambling table during the debit card transaction; and

(4) The dealer or supervisor must examine the player's identification to confirm the player's identity. The dealer or supervisor must verify that the name on the identification matches the name on the debit card; and

(5) Verify the player is not on the state-wide self-exclusion list; and

(6) Not execute a debit card transaction upon notification from the player's financial institution that the available funds in the player's account associated with the debit card are less than the amount requested by the player; and

(7) A single debit card transaction is limited to $500 or less. Furthermore, aggregated debit card transactions at gambling tables for a single player cannot exceed $2,500 during a 24-hour period; and

(8) The licensee must prominently post all fees charged by the gaming establishment or system provider associated with the transfer at the gambling table or on the approved debit card reading device; and

(9) The debit card transaction receipt must be deposited into the drop box attached to the gambling table; and

(10) Licensees are required to post at all tables in which the debit transaction may be completed signage with the problem gambling helpline and how to register for the state-wide self-exclusion program at the licensee's establishment. The signage must be in at least the same font as all other signage on the table; and

(11) Conspicuously display on or at the gaming device or game, and on a printed item given to the patron, notice that funds may be approved for transfer from sources other than the account associated with the patron's debit instrument, as determined by the patron's financial institution; and

(12) Licensees must submit internal controls to us in the format we require.

[Statutory Authority: RCW 9.46.070. WSR 23-11-108, § 230-15-506, filed 5/19/23, effective 6/19/23.]

WAC 230-15-507 Debit card reading devices used on house-banked card games. House-banked card game licensees may use approved debit card reading devices on house-banked card games to sell chips to players in accordance with WAC 230-15-506. Licensees must use debit card reading devices that:

(1) Are approved and documented in internal controls; and

(2) Execute all transactions in accordance with all applicable state and federal electronic funds transfer requirements including, receipting and fee disclosure requirements; and

(3) Provide real-time accounting reports for each debit card reading device to include patron transaction history by date and time; and

(4) Do not interfere with gaming system interfaces and device operations; and

(5) Do not accept signature debit, credit, and EBT cards; and

(6) Are not used for the purchase of live gaming vouchers that can be used for other authorized gambling activities at the card room; and

(7) Do not execute a transaction for funds that exceed the available amount of funds from the linked bank account; and

(8) Provide a daily monetary transfer limit per patron that does not exceed the limits in WAC 230-15-506. A fee charged by the gaming establishment or system provider associated with a transfer does not contribute to the transfer limit; and

(9) Employ data encryption that meets or exceeds current industry standards for all data that is transmitted.

[Statutory Authority: RCW 9.46.070. WSR 23-11-108, § 230-15-507, filed 5/19/23, effective 6/19/23.]

WAC 230-15-510 Transferring chips and coin to the gambling tables. House-banked card game licensees must closely control and document all transfers of chips or coin to the gambling tables in a manner that ensures accountability and provides adequate security.

(1) All transfers of chips or coin must be to or from the cashier's cage.

(2) Chips or coin must not be transferred from one gambling table to another.

(3) All transfers of chips or coin must be made using requests for fill slips and fill slips or request for credit slips and credit slips.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-510, filed 4/10/07, effective 1/1/08.]

WAC 230-15-515 Requirements for request for fill/credit slips. A request for fill/credit slip must be:

(1) A two part form; and

(2) Completed in the format we require; and

(3) Secured so that only a floor supervisor has access to the slip.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-515, filed 4/10/07, effective 1/1/08.]

WAC 230-15-520 Requirements for fill/credit slips. (1) Each fill/credit slip must be a consecutively prenumbered three-part form in the format we require. We may authorize use of a computer based accounting system which includes a nonrepeating consecutive numbering system, which fulfills the controls and safeguards of the manual system. House-banked card game licensees must:

(a) Control and account for each series of fill/credit slips they receive; and

(b) Ensure the fill/credit slip dispenser is secured in the cashier's cage; and

(c) Keep each series of fill/credit slips in a locked dispenser that will permit an individual fill/credit slip in the series and its copies to be written on simultaneously while still located in the dispenser, and will discharge the original and duplicate while the triplicate remains in a continuous, unbroken form in the dispenser; and

(d) Use the forms in consecutive order and account for all forms; and

(e) Assign an accounting department employee to be responsible for controlling and accounting for the unused supply of fill/credit slips, placing fill/credit slips in the dispensers, and removing the triplicate copy from the dispensers. Only the accounting department employee may have access to the forms in the dispenser.

(2) If there is a paper jam, the licensee may allow a security department employee access to the dispenser to clear it.

[Statutory Authority: RCW 9.46.070. WSR 07-21-116 (Order 617), § 230-15-520, filed 10/22/07, effective 1/1/08; WSR 07-09-033 (Order 608), § 230-15-520, filed 4/10/07, effective 1/1/08.]

WAC 230-15-525 Completing the fill process.

Requesting a fill.

(1) A floor supervisor must prepare a request for fill slip to authorize the cage cashier to perform a fill for the distribution of chips or coin to gambling tables.

(2) The floor supervisor and security must sign the request for fill slip at the gambling table to which the chips or coin are to be delivered.

Transporting requests for fills.

(3) Security must transport the completed original request for fill slip directly to the cashier's cage.

(4) The dealer must place the duplicate copy of the request for fill slip face up on the gambling table. It must remain there until the chips or coin are received.

Filling a request.

(5) The cashier must prepare a fill slip when a request for fill slip is received.

(6) The cashier must sign the fill slip when finished preparing the fill.

(7) A security department employee must compare and verify the request for fill slip to the fill slip and the amount of the fill. Security must sign the fill slip.

(8) Security must transport the chips, coin, and the original and duplicate of the fill slip to the gambling table.

(9) The cashier retains the original of the request for fill slip.

Receiving the fill.

(10) On receiving chips or coin, the dealer verifies the amount of the fill and signs the fill slip.

(11) The floor supervisor verifies the amount of the fill and signs the fill slip.

(12) After the dealer and floor supervisor sign the fill slip, security must observe that the dealer immediately places the duplicate

fill slip and the duplicate request for fill slip in the drop box attached to the gambling table.

(13) Security must return the original fill slip to the cashier.

(14) The cashier must attach the request for fill slip to the original fill slip.

(15) If an error is made on a fill slip, the cage cashier must write "VOID" on the original and duplicate of the slip, and sign the slip.

(16) At the end of the day or shift, the cage cashier must forward all slips to either:

(a) The count team for agreement with the duplicate of the fill slip and duplicate of the request for fill slip removed from the drop box. After the count, all fill slips and request for fill slips must be forwarded directly to the accounting department for agreement with the triplicate of the fill slip; or

(b) The accounting department for agreement with the duplicate fill slip and duplicate of the request for fill slip removed from the drop box and the triplicate of the fill slip.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-525, filed 4/10/07, effective 1/1/08.]

WAC 230-15-530 Completing the credit process.

Requesting credit.

(1) The floor supervisor must prepare a request for credit to authorize the cage to prepare a credit slip for removing gambling chips and coin to the cashier's cage.

(2) The floor supervisor and a security department employee must sign the request for credit slip at the gambling table from which the gambling chips and coin are being removed.

Transporting requests for credit.

(3) A security department employee verifies the chips and coin to the request for credit and then transports the original of the request for credit and the gambling chips or coin removed from the gambling table directly to the cashier's cage.

(4) The dealer must place the duplicate copy of the request for credit face up on the gambling table. The form must not be removed until a credit slip is received from the cashier's cage.

Filling a request for credit.

(5) The cashier must prepare a credit slip in the format we require whenever gambling chips or coin are removed from the gambling tables to the cashier's cage.

(6) The cashier must compare the request for credit to the chips or coin and sign the credit slip.

(7) A security department employee must compare and verify the request for credit to the credit slip and sign the credit slip.

(8) A security department employee must transport the credit slip to the gambling table.

(9) The cashier retains the original of the request for credit.

Receiving the credit.

(10) On receiving the request for credit slip, the dealer and the floor supervisor verify the amount of the credit slip and sign the credit slip.

(11) After the dealer and floor supervisor sign the credit slip, the security department employee must observe that the dealer immediately places the duplicate credit slip and the duplicate request for credit in the drop box attached to the gambling table from which the gambling chips or coin were removed.

(12) The security department employee must return the original credit slip to the cashier's cage. The cage cashiers must keep together and control the original of the credit slip and request for credit.

(13) If an error is made on the credit slip, the cage cashier must write "VOID" on the original and duplicate of the slip and sign the slip.

(14) At the end of the day or shift, the cage cashier must forward all slips to either:

(a) The count team for agreement with the duplicate of the credit slip and duplicate of the request for credit removed from the drop box. After the count, all credit slips and requests for credit must be forwarded to the accounting department for agreement with the triplicate; or

(b) The accounting department for agreement with the duplicate credit slip and duplicate request for credit slip removed from the drop box and the triplicate of the credit slip.

[Statutory Authority: RCW 9.46.070 and 9.46.0282. WSR 14-11-021 (Order 699), § 230-15-530, filed 5/9/14, effective 7/1/14. Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-530, filed 4/10/07, effective 1/1/08.]

WAC 230-15-535 Closing tables. When closing tables, house-banked card game licensees must follow these steps:

(1) The floor supervisor and the dealer assigned to the gambling table must count the gambling chips and coins. The surveillance department must monitor and record the entire count and closure process.

(2) The floor supervisor assigned to the gambling table must record the chips and coins counted on a table inventory slip.

(3) Licensees must use consecutively prenumbered three-part forms for table inventory slips. Table inventory slips must be in the format we require and have three parts:

(a) The original (the closer); and

(b) The duplicate (the opener); and

(c) The triplicate (which is transported by security to accounting).

(4) The floor supervisor and the dealer assigned to the gambling table must sign the table inventory slip, confirming the information recorded at the time of closing.

(5) After both the dealer and floor supervisor have signed the closer, the dealer must deposit the closer in the drop box attached to the table. The dealer must place the opener face up in the chip tray, arranged so that it is clearly visible. Then the floor supervisor must lock the clear chip tray cover. The chip trays must be under recorded surveillance at all times.

(6) A security department employee must take the triplicate of the table inventory slip to the accounting department.

(7) If an error is made on the closer, the preparer must write "VOID" on all copies of the form and forward them to the accounting department.

(8) If the locked chip trays are transported to the cashier's cage at the end of each gambling day, a cage cashier must determine that all locked chip trays have been returned to the cage and are adequately secured.

[Statutory Authority: RCW 9.46.070. WSR 07-21-116 (Order 617), § 230-15-535, filed 10/22/07, effective 1/1/08; WSR 07-09-033 (Order 608), § 230-15-535, filed 4/10/07, effective 1/1/08.]

WAC 230-15-540 Notifying the commission of card game interruptions. House-banked card game licensees must notify us in writing if they interrupt operations of card games for more than seven days. Licensees must:

(1) Notify us within three days of the interruption; and

(2) Include the reason for the interruption; and

(3) Include the estimated date card games will resume.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-540, filed 4/10/07, effective 1/1/08.]

WAC 230-15-545 Interruption of card games for more than seven days. (1) If a house-banked card game licensee interrupts card game operations for more than seven days, we determine whether a preoperational review and evaluation (PORE) is needed. The licensee must receive our written approval before resuming operations.

(2) The PORE determines whether:

(a) The licensee has an organizational structure that can support their proposed accounting and administrative controls; and

(b) Internal accounting and administrative controls ensure that the licensee closely controls the gambling activities and accurately records financial information; and

(c) The licensee has enough trained staff; and

(d) The physical layout of the card room and supporting functions can handle the proposed accounting and administrative controls.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-545, filed 4/10/07, effective 1/1/08.]

Cashier's Cages in House-Banked Card Rooms

WAC 230-15-550 Closely controlling money. House-banked card game licensees must closely control and keep records documenting all receipts and disbursements of cash, cash equivalents, chips, and coin related to the operation of card games.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-550, filed 4/10/07, effective 1/1/08.]

WAC 230-15-553 Defining "cash equivalent." "Cash equivalent" means a:

(1) Treasury check; or

(2) Personal check; or

(3) Traveler's check; or

(4) Wire transfer of funds; or

(5) Money order; or

(6) Certified check; or

(7) Cashier's check; or

(8) Check drawn on the licensee's account payable to the patron or to the licensee; or

(9) Voucher recording cash drawn against a credit card or debit card; or

(10) Tickets generated by TITO-enabled bill validators.

[Statutory Authority: RCW 9.46.070. WSR 23-20-017, § 230-15-553, filed 9/22/23, effective 10/23/23; WSR 08-03-062 (Order 623), § 230-15-553, filed 1/14/08, effective 2/14/08.]

WAC 230-15-555 Cashier's cage design and structure. (1) House-banked card game licensees must:

(a) Locate on, or immediately adjacent to, the gambling floor a physical structure to house the cashier and act as a cashier's cage; and

(b) Design, construct, and operate the cashier's cage to provide maximum security and accountability for funds.

(2) The cage must include, at a minimum:

(a) An enclosed structure with openings through which gambling chips, checks, cash, records, documents, and other such items can be passed;

(b) Manually triggered silent alarm systems connected directly to the surveillance room(s) of the closed circuit television system or an alarm monitoring agency; and

(c) A locked door, which the surveillance department monitors access to with closed circuit television.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-555, filed 4/10/07, effective 1/1/08.]

WAC 230-15-560 Operating the cashier's cage. (1) House-banked card game licensees must have a cashier's cage used for securing and accounting for all chips and moneys in the card room portion of the business premises. Licensees must ensure that their cage cashiers, at least:

(a) Maintain the cage inventory including currency, coin, player checks, gambling chips, forms, documents, and records normally associated with the operation of a cage; and

(b) Receive gambling chips, cash, checks, and other cash equivalents from players in exchange for currency or coin or for check consolidations, total or partial redemptions, or substitutions; and

(c) Receive cash or chips from the count room; and

(d) Perform functions necessary to ensure accurate accountability of funds and chips consistent with these requirements, including, at least:

(i) Reconciling the total closing inventory with the total opening inventory; and

(ii) Receiving request for fill slips in exchange for issuing fill slips and requested chips or coin; and

(iii) Receiving chips or coins removed from gambling tables in exchange for issuing a credit slip; and

(iv) Receiving documents with signatures that ensure the effective segregation of duties; and

(v) Counting and recording the face value of each cage inventory item on a cage inventory count sheet, along with the total opening and closing inventories, at the end of each of their outgoing shifts; and

(vi) Signing, at their incoming and outgoing shift, the cage inventory count sheet, attesting to accuracy of the count; and

(vii) Preparing the overall cage reconciliation and accounting records; and

(viii) Forwarding, at the conclusion of the daily gambling activity, copies of the cage inventory count sheet and related documents to the accounting department for reconciling the agreement of opening and closing inventories, notification of error slips, and the agreement of amounts on other forms, records, and documents recording transactions.

(2) Licensees may sell merchandise items out of the cashier's cage as long as they have a separate bank and receipting system for the sale and accounting of these items.

[Statutory Authority: RCW 9.46.070 and 9.46.0282. WSR 14-11-021 (Order 699), § 230-15-560, filed 5/9/14, effective 7/1/14. Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-560, filed 4/10/07, effective 1/1/08.]

WAC 230-15-565 Access and entrance to cashier's cage. (1) House-banked card game licensees must limit entry to the cashier's cage to authorized personnel.

(2) Licensees must keep a sign-in log in the format we require of all persons accessing the cashier's cage.

[Statutory Authority: RCW 9.46.070 and 9.46.0282. WSR 14-11-021 (Order 699), § 230-15-565, filed 5/9/14, effective 7/1/14. Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-565, filed 4/10/07, effective 1/1/08.]

WAC 230-15-575 Separate imprest bank allowed for nonhouse-banked card games. House-banked card game licensees operating both house-banked and nonhouse-banked games may sell chips for poker games through an imprest bank other than the cashier's cage. "Imprest bank" means the bank must replenish funds on a regular basis to maintain exactly the amount of outgoing cash, chips, or coin (expenditures) minus the amount of funds added. The bank must be located within the cashier's cage or another location approved in the internal controls.

[Statutory Authority: RCW 9.46.070 and 9.46.0282. WSR 14-11-021 (Order 699), § 230-15-575, filed 5/9/14, effective 7/1/14. Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-575, filed 4/10/07, effective 1/1/08.]

WAC 230-15-580 Accepting checks at the cashier's cage. (1) House-banked card game licensees may accept checks from players as explained in WAC 230-06-005 and must meet the following additional requirements:

(a) Licensees may only accept checks from players at the cashier's cage or poker podium; and

(b) Before cashing the check, the cage cashier must examine the player's identification to confirm the player's identity; and

(c) The cage cashier must:

(i) Initial the check; and

(ii) Date and time stamp the check; and

(iii) Verify that the player is not listed on the daily returned check report. If licensees use a check guarantee and collection service, the licensee may disregard this subsection; and

(iv) Exchange the check for currency and coin in the amount for which the check is drawn, minus any applicable fees; and

(v) Forward all player checks to the main bank cashier.

(2) Licensees must deposit all checks received into their bank account, within two banking days after receipt. Checks deposited to an armored car service within two banking days meet this requirement.

[Statutory Authority: RCW 9.46.070 and 9.46.0282. WSR 14-11-021 (Order 699), § 230-15-580, filed 5/9/14, effective 7/1/14. Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-580, filed 4/10/07, effective 1/1/08.]

Drop Boxes in House-Banked Card Rooms

WAC 230-15-585 Using drop boxes. (1) House-banked card game licensees must use a drop box to collect all cash, tickets redeemed by TITO-enabled bill validators, chips, coins, debit card transaction receipts, requests for fill, fill slips, requests for credit, credit slips, and table inventory forms.

(2) The dealer or the floor supervisor must deposit these items in the drop box.

[Statutory Authority: RCW 9.46.070. WSR 23-20-017, § 230-15-585, filed 9/22/23, effective 10/23/23; WSR 23-11-108, § 230-15-585, filed 5/19/23, effective 6/19/23; WSR 07-09-033 (Order 608), § 230-15-585, filed 4/10/07, effective 1/1/08.]

WAC 230-15-590 Transporting drop boxes. (1) When transporting drop boxes, house-banked card game licensees must have one security employee and one gambling operation employee transport all drop boxes removed from the gambling tables directly to the count room and secure them there. The security employee must notify the surveillance department when transport begins.

(2) If drop boxes are removed from gambling tables at times other than the close of the gambling day, the persons removing drop boxes must remove them during a shift change. These persons must prepare a table inventory slip as required in WAC 230-15-535, and the incoming and outgoing supervisors must verify the inventory and sign the table inventory slip.

(3) Count team members may pull and transport the drop boxes to the count room for the count process if:

(a) The gambling operation is closed; and

(b) The card room entrances/exits are locked; and

(c) Security supervises the transport.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-590, filed 4/10/07, effective 1/1/08.]

WAC 230-15-595 Storing drop boxes not attached to tables in the count room. House-banked card game licensees must store all drop boxes not attached to a gambling table in the count room in an enclosed storage cabinet or trolley with two separately keyed locks. The security department must keep and control keys to the first lock and the gambling operation department must keep and control the keys to the second lock.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-595, filed 4/10/07, effective 1/1/08.]

WAC 230-15-600 Storing drop boxes on closed gambling tables. House-banked card game licensees may store drop boxes on closed gambling tables if recorded surveillance covers the entire area.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-600, filed 4/10/07, effective 1/1/08.]

Count Requirements in House-Banked Card Rooms

WAC 230-15-605 Requirements for count rooms. (1) House-banked card game licensees must have a secured area, called a "count room," for counting the contents of drop boxes.

(2) Licensees must design and construct the count room to provide maximum security for the materials housed there and for the activities conducted there. The count room must be fully enclosed with only one entry. Licensees must also have:

(a) A door with at least one lock securing the count room door. The security department must keep and control the key or combination to the door. If a double locking system is used, the gambling operation department must keep the key to the second lock; and

(b) A sign-out procedure for all authorized keys used for the count process; and

(c) An alarm device connected to the entrance of the count room so that opening the door signals the surveillance employees monitoring the closed circuit television system.

(3) In the count room, licensees must have:

(a) A table of clear glass or similar material with a base that does not obstruct viewing for the emptying, counting, and recording of the contents of the drop boxes (the "count"); and

(b) Closed circuit television cameras and microphones that capture effective and detailed video and audio monitoring of the entire count process; and

(c) A sign posted in the count room or at the entrance that states audio recordings are occurring within the count room at all times.

(4) Licensees must keep a count room sign-in log in the format we require.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-605, filed 4/10/07, effective 1/1/08.]

WAC 230-15-610 Preparing to conduct a count. (1) House-banked card game licensees must assign licensed employees to conduct the count. The count team must not include anyone who works in the surveillance department or whose duties included preparing, approving, or reviewing records used in the specific count process. Count team requirements are based on the licensee's card room gross gambling receipts in their previous fiscal year:

Card Room Gross Gambling Receipts	Minimum Count Team Requirements
Less than $5 million.	Two person count team.
$5 million to $15 million.	Three person count team or two person count team if a currency counter is used as outlined in this chapter.
More than $15 million.	Three person count team.
A new house-banked card room whose financial statements have not yet been submitted to us.	Three person count team.

(2) Prior to using a two person count team, the licensee must receive approval from the director or their designee. The approval will be based on the licensee:

(a) Meeting the card room gross gambling receipts requirements in their previous fiscal year; and

(b) Having internal controls in place to prevent both under-reporting and misappropriation of funds; and

(c) Having demonstrated following their internal controls to prevent both under-reporting and misappropriation of funds based on their administrative history; and

(d) Having a currency counter, which complies with commission rules, and internal controls for the use of the currency counter. This applies for those licensees with card room gross gambling receipts of $5 million to $15 million.

(3) Licensees must accurately count and record the contents of drop boxes to ensure the proper accountability of all gambling chips, coin, and currency. The count must be done at least once each gambling day.

(4) If a cage cashier completes the opener, closer, fills, and credits portions of the master game report, the cashier sends the original master game report to the count team for completion. The cage cashier must immediately send a copy directly to the accounting department.

(5) A count team member must notify the surveillance room observer that the count is about to begin. The surveillance employee must

then observe the count as it occurs and make a video and audio recording of the entire count process.

(6) Before opening drop boxes, the count team must lock the door to the count room. Licensees must permit no person to enter or leave the count room, except for a normal work break or an emergency, until the count team has completed the entire counting, recording, and verification process for the contents of drop boxes.

[Statutory Authority: RCW 9.46.070. WSR 18-23-074, § 230-15-610, filed 11/19/18, effective 1/1/19; WSR 07-09-033 (Order 608), § 230-15-610, filed 4/10/07, effective 1/1/08.]

WAC 230-15-615 Conducting the count. (1) All house-banked card room licensees must have a three person count team except as set forth in subsections (2) and (3) of this section. The three person count team must conduct the count as follows:

(a) The contents of drop boxes must not be combined before the count team separately counts and records the contents of each box; and

(b) As each drop box is placed on the count table, a count team member must announce the game, table number, and shift, if applicable, loudly enough to be heard by all persons present and to be recorded by the audio recording equipment; and

(c) A count team member must empty the contents onto the count table; and

(d) Immediately after the contents are emptied onto the count table, a count team member must display the inside of the drop box to the closed circuit television camera, and show it to at least one other count team member to confirm that all contents of the drop box have been removed. A count team member must then lock the drop box and place it in the drop box storage area; and

(e) Count team member(s) must separate the contents of each drop box into separate stacks on the count table by denominations of coin, chips, and cash and by type of form, record, or document; and

(f) At least two count team members must count, either manually or mechanically, each denomination of coin, chips, cash, debit card transaction receipts, and tickets redeemed by TITO-enabled bill validators separately and independently. Count team members must place individual bills and coins of the same denomination, debit card transaction receipts, and tickets redeemed by TITO-enabled bill validators on the count table in full view of the closed circuit television cameras, and at least one other count team member must observe and confirm the accuracy of the count orally or in writing; and

(g) As the contents of each drop box are counted, a member of the count team must record the total amount of coin, chips, cash, debit card transaction receipts, and tickets redeemed by TITO-enabled bill validators counted (the drop) on the master games report; and

(h) If a cage cashier has recorded the opener, closer, fill slips, and credit slips on the master game report before the count, a count team member must compare the series numbers and totals recorded on the master game report to the fill slips, credit slips, and table inventory slips removed from the drop boxes, confirm the accuracy of the totals, and must record, by game and shift, the totals we require on the master game report. Otherwise, the count team must complete all required information on the master game report; and

(i) The accounting department may complete the win/loss portions of the master game report independently from the count team if this is properly documented in the approved internal controls.

(2) The two person count team for licensees with card game gross gambling receipts of less than $5,000,000 in their previous fiscal year must conduct the count as follows:

(a) The contents of drop boxes must not be combined before the count team separately counts and records the contents of each box; and

(b) As each drop box is placed on the count table, a count team member must announce the game, table number, and shift, if applicable, loudly enough to be heard by all persons present and to be recorded by the audio recording equipment; and

(c) A count team member must empty the contents onto the count table; and

(d) Immediately after the contents are emptied onto the count table, a count team member must display the inside of the drop box to the closed circuit television camera, and show it to at least one other count team member to confirm that all contents of the drop box have been removed. A count team member must then lock the drop box and place it in the drop box storage area; and

(e) A count team member must separate the contents of each drop box into separate stacks on the count table by denominations of coin, chips, and cash and by type of form, record, or document; and

(f) One count team member must count, either manually or mechanically, each denomination of coin, chips, cash, debit card transaction receipts, and tickets redeemed by TITO-enabled bill validators separately and independently. The count team member must place individual bills and coins of the same denomination, debit card transaction receipts, and tickets redeemed by TITO-enabled bill validators on the count table in full view of the closed circuit television cameras, and the other count team member must observe and confirm the accuracy of the count orally or in writing; and

(g) As the contents of each drop box are counted, a member of the count team must record the total amount of coin, chips, cash, debit card transaction receipts, and tickets redeemed by TITO-enabled bill validators counted (the drop) on the master games report; and

(h) As the count is occurring, a surveillance employee must record in the surveillance log the total chips, cash, debit card transaction receipts, and tickets redeemed by TITO-enabled bill validators counted for each drop box and the announcement by the count team of the combined dollar count of all drop boxes; and

(i) If a cage cashier has recorded the opener, closer, fill slips, and credit slips on the master game report before the count, a count team member must compare the series numbers and totals recorded on the master game report to the fill slips, credit slips, and table inventory slips removed from the drop boxes, confirm the accuracy of the totals, and must record, by game and shift, the totals we require on the master game report. Otherwise, the count team must complete all required information on the master game report; and

(j) The accounting department may complete the win/loss portions of the master game report independently from the count team if this is properly documented in the approved internal controls.

(3) The two person count team for licensees with card game gross gambling receipts between $5,000,000 and $15,000,000 in their previous fiscal year and use a currency counter must conduct the count as follows:

(a) The currency counter to be used must meet the following requirements:

(i) Automatically provides two separate counts of the funds at different stages in the count process. If the separate counts are not in agreement during the count process and the discrepancy cannot be resolved immediately, the count must be suspended until a third count team member is present to manually complete the count as set forth in subsection (1) of this section until the currency counter is fixed; and

(ii) Displays the total bill count and total dollar amount for each drop box on a screen, which must be recorded by surveillance.

(b) Immediately prior to the count, the count team must verify the accuracy of the currency counter with previously counted currency for each denomination actually counted by the currency counter to ensure the counter is functioning properly. The test results must be recorded on the table games count documentation and signed by the two count team members performing the test; and

(c) The currency counter's display showing the total bill count and total dollar amount of each drop box must be recorded by surveillance during the count; and

(d) The contents of drop boxes must not be combined before the count team separately counts and records the contents of each box; and

(e) As each drop box is placed on the count table, a count team member must announce the game, table number, and shift, if applicable, loudly enough to be heard by all persons present and be recorded by the audio recording equipment; and

(f) A count team member must empty the contents onto the count table; and

(g) Immediately after the contents are emptied onto the count table, a count team member must display the inside of the drop box to the closed circuit television camera, and show it to the other count team member to confirm that all contents of the drop box have been removed. A count team member must then lock the drop box and place it in the drop box storage area; and

(h) Count team member(s) must combine all cash into one stack and separate the contents of each drop box into separate stacks on the count table by denomination of coin and chips, by type of form, record, or document; and

(i) Count team members must place all of the cash from a drop box into the currency counter which will perform an aggregate count by denomination of all of the currency collected from the drop box; and

(j) One count team member must count each denomination of coin, chips, debit card transaction receipts, and tickets redeemed by TITO-enabled bill validators separately and independently by placing coins and chips of the same denomination on the count table in full view of the closed circuit television cameras, and the other count team member must observe and confirm the accuracy of the count orally or in writing; and

(k) As the contents of each drop box are counted, a member of the count team must record the total amount of coin, chips, cash, debit card transaction receipts, and tickets redeemed by TITO-enabled bill validators counted (the drop) on the master games report; and

(l) As the count is occurring, a surveillance employee must record in the surveillance log the currency counter accuracy information in (b) of this subsection, currency verification amount, debit card transaction receipt amount, ticket redemption amount, total bill and

dollar count of each drop box and the announcement by the count team of the combined dollar count of all drop boxes; and

(m) If a cage cashier has recorded the opener, closer, fill slips, and credit slips on the master game report before the count, a count team member must compare the series numbers and totals recorded on the master game report to the fill slips, credit slips, and table inventory slips removed from the drop boxes, confirm the accuracy of the totals, and must record, by game and shift, the totals we require on the master game report. Otherwise, the count team must complete all required information on the master game report; and

(n) The accounting department may complete the win/loss portions of the master game report independently from the count team if this is properly documented in the approved internal controls.

[Statutory Authority: RCW 9.46.070. WSR 23-20-017, § 230-15-615, filed 9/22/23, effective 10/23/23; WSR 23-11-108, § 230-15-615, filed 5/19/23, effective 6/19/23; WSR 18-23-074, § 230-15-615, filed 11/19/18, effective 1/1/19; WSR 07-09-033 (Order 608), § 230-15-615, filed 4/10/07, effective 1/1/08.]

WAC 230-15-620 Concluding the count. (1) After the count team finishes their count, the cage cashier or accounting department employee must verify the contents of the drop boxes.

(2) In the presence of the count team and before looking at the master game report, the verifier must recount the cash, coin, chips, debit card transaction receipts, and tickets redeemed by TITO-enabled bill validators either manually or mechanically.

(3) The verifier must sign the master game report verifying that the cash and debit card transaction receipt counts are accurate.

(4) Each count team member must sign the report attesting to the accuracy of the information recorded.

(5) After the report is signed, the master game report must be taken directly to the accounting department, along with the debit card transaction receipts, requests for fills, the fill slips, the requests for credit, the credit slips, tickets redeemed by TITO-enabled bill validators, and the table inventory slips removed from drop boxes. The cage cashiers must not be allowed access to any of these records.

[Statutory Authority: RCW 9.46.070. WSR 23-20-017, § 230-15-620, filed 9/22/23, effective 10/23/23; WSR 23-11-108, § 230-15-620, filed 5/19/23, effective 6/19/23. Statutory Authority: RCW 9.46.070 and 9.46.0282. WSR 14-11-021 (Order 699), § 230-15-620, filed 5/9/14, effective 7/1/14. Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-620, filed 4/10/07, effective 1/1/08.]

WAC 230-15-625 Accounting department review of the count. (1) On a daily basis, the accounting department must:

(a) Have a card room employee with no recording responsibilities compare a sample of originals and copies of the day's master game report, requests for fill, fill slips, requests for credit, credit slips and table inventory slips for agreement with each other and, if applicable, to triplicates or stored data; and

(b) Review a sample for the appropriate number and propriety of signatures; and

(c) Account for the originals and copies by series numbers, if applicable; and

(d) Test for proper calculation, summarization, and recording; and

(e) Subsequently record in monthly records; and

(f) Keep and control the originals and copies.

(2) The accounting department must report discrepancies immediately to us for investigation.

(3) If the accounting department does not work on weekends or federal or state holidays, they must complete these reviews on the next day that they work.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-625, filed 4/10/07, effective 1/1/08.]

Securing House-Banked Card Room Keys

WAC 230-15-630 Controlling keys and restricting access. House-banked card game licensees must:

(1) Use keys or electronic key control systems to control access to restricted areas of the business premises; and

(2) Restrict access to keys or electronic key control systems to only those licensed card room employees whose specific job functions and duties require access to them; and

(3) Keep a key control log in the format we require.

[Statutory Authority: RCW 9.46.070 and 9.46.0282. WSR 15-15-065 (Order 714), § 230-15-630, filed 7/10/15, effective 8/9/15. Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-630, filed 4/10/07, effective 1/1/08.]

Jackpot Prizes for House-Banked Card Games

WAC 230-15-671 Jackpot prizes. House-banked card room licensees may offer and operate "jackpot" prizes with approved house-banked card games.

(1) "Jackpot" prizes are cash prizes displayed at house-banked card game tables. Jackpot prizes are won by achieving a predetermined specific hand. There are two types of "jackpot" prize schemes:

(a) **Progressive jackpots:** A jackpot prize which increases in real-time based on each wager placed. Licensees must:

(i) Collect players' wagers to allocate towards a separate progressive jackpot prize. Approved game rules determine how a progressive jackpot accrues; and

(ii) Adjust the master games report in the prescribed format to reflect daily accrued prizes; and

(iii) Act only as the custodian of the progressive jackpot funds; and

(iv) Maintain no legal right to funds collected for the posted progressive jackpot prize or reserve funds which have not been recorded as gross receipts; and

(v) Strictly account for all funds collected.

(b) **House jackpots:** A fixed prize amount funded by the licensee that does not accrue or incrementally increase each time a wager is made to any guaranteed player fund or prize. Licensees must:

(i) Follow approved game rules related to house jackpots; and

(ii) Not adjust the master games report for house jackpot prizes; and

(iii) Award the posted house jackpot prize to each player achieving the predetermined winning hand; and

(iv) Conspicuously post the following at the table:

(A) The fixed prize amount; and

(B) A disclosure defining the jackpot prize as a house jackpot which involves no player funded money; and

(C) A disclosure to the players stating that the house jackpot may be removed without prior notice.

(2) Only progressive jackpots may use approved gambling equipment where the jackpot meter shows a real-time incrementally increasing progressive jackpot prize amount.

(3) House jackpots may use approved gambling equipment. Displayed prize amounts may only be adjusted manually by the licensee.

[Statutory Authority: RCW 9.46.070. WSR 21-11-057, § 230-15-671, filed 5/14/21, effective 6/14/21.]

WAC 230-15-673 Paying out house jackpot prizes. (1) House-banked card room licensees must immediately pay out verified prizes of $5,000 or less.

(2) For verified prizes over $5,000, licensees must immediately pay out a minimum of $5,000 and pay the remaining balance within 24 hours by check. The player may request that the licensee pay up to the entire prize balance by check. Licensees must then issue a check for the entire prize balance within 24 hours.

[Statutory Authority: RCW 9.46.070. WSR 22-01-182, § 230-15-673, filed 12/20/21, effective 1/20/22.]

WAC 230-15-674 Keeping funds to pay house jackpot prizes. House-banked card room licensees must maintain at least the amount of the single largest house jackpot prize offered in a bank, mutual savings bank, or credit union located in Washington. Licensees must maintain a monthly record showing the daily amount of each house jackpot prize offered.

[Statutory Authority: RCW 9.46.070. WSR 22-01-182, § 230-15-674, filed 12/20/21, effective 1/20/22.]

WAC 230-15-680 Operating progressive jackpot prizes. House-banked card room licensees may operate progressive jackpot prizes with certain approved house-banked card games.

(1) To participate in a progressive jackpot, a player places a separate wager, part of which accrues to the progressively increasing prize.

(2) The company that owns the rights to the approved game rules must determine or establish the:

(a) Winning patterns or combinations of cards to win the progressive jackpot prize(s); and

(b) Pay tables to include a description of any fixed payouts, odds-based payouts, or percentage-based payouts of the total prize amount displayed.

(3) Licensees must offer a primary jackpot prize and may also offer secondary jackpot prizes.

(4) Licensees must conspicuously and prominently disclose at the gaming table all prizes available and how they are won.

(5) Licensees must ensure that they closely control progressive jackpot games and account for all the funds collected.

(6) Licensees may take a portion of each progressive bet to be retained in the progressive account for the purposes of reseeding primary and secondary jackpot prizes after they are won.

[Statutory Authority: RCW 9.46.070. WSR 21-11-057, § 230-15-680, filed 5/14/21, effective 6/14/21; WSR 07-09-033 (Order 608), § 230-15-680, filed 4/10/07, effective 1/1/08.]

WAC 230-15-685 Restrictions on progressive jackpots. House-banked card room licensees operating progressive jackpots must follow these restrictions and procedures:

(1) Progressive jackpot funds must accrue according to the rules of the game.

(2) At each gambling table, licensees must prominently post the amount of the progressive jackpot that players can win along with any associated pay tables.

(3) Licensees may establish a maximum limit on a progressive jackpot prize. If licensees establish a limit, they must make the amount equal to, or greater than, the amount of the jackpot when they imposed the limit. They must prominently post a notice of the limit at or near the game.

(4) Licensees may connect progressive jackpots. Progressive jackpots are considered "connected" when jackpot prize displays at gaming tables incrementally increase at the same time after players place jackpot wagers. Connected progressive jackpot displays must show the same prize amounts. Licensees may only connect progressive jackpots:

(a) When offered on the same card game on multiple tables within the same licensed location; or

(b) When offered on different card games on multiple tables within the same licensed location. The card games offering the progressive jackpot(s) must have:

(i) The same probability of winning the jackpot prize; and

(ii) The same winning hand.

(5) When gambling equipment will allow a progressive jackpot between different manufacturers, the gambling equipment must be submitted for testing for interoperability in accordance with WAC 230-06-050.

[Statutory Authority: RCW 9.46.070. WSR 23-16-135, § 230-15-685, filed 8/1/23, effective 9/1/23; WSR 21-11-057, § 230-15-685, filed 5/14/21, effective 6/14/21. Statutory Authority: RCW 9.46.070 and 9.46.0282. WSR 15-21-005 (Order 715), § 230-15-685, filed 10/8/15, effective 11/8/15; WSR 13-13-060 (Order 688), § 230-15-685, filed 6/18/13, effective 7/19/13. Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-685, filed 4/10/07, effective 1/1/08.]

WAC 230-15-690 Paying out progressive jackpot prizes. (1) House-banked card game licensees must immediately pay out verified prizes of five thousand dollars or less.

(2) For verified prizes over five thousand dollars, licensees must immediately pay out a minimum of five thousand dollars and pay the remaining balance within twenty-four hours by check. The player may request that the licensee pay up to the entire prize balance by check. Licensees must then issue a check for the entire prize balance within twenty-four hours.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-690, filed 4/10/07, effective 1/1/08.]

WAC 230-15-695 Adjusting progressive jackpot amounts. House-banked card room licensees must not reduce the amount of a progressive jackpot prize accrued or displayed except for the following reasons:

(1) To reduce the primary or secondary jackpot(s) and the displayed amount by the amount won; or

(2) To correct an amount displayed incorrectly because of malfunctioning equipment; or

(3) To correct the display when the amount displayed is greater than the predetermined maximum prize limit; or

(4) To reduce the progressive account for nondisplayed prizes as long as they record the funds removed as gross receipts and properly documented that in their records; or

(5) To reduce the progressive account or displayed amount to recover seed money; or

(6) Any adjustment to the progressive account or displayed prizes must be properly documented in card room records.

[Statutory Authority: RCW 9.46.070. WSR 21-11-057, § 230-15-695, filed 5/14/21, effective 6/14/21. Statutory Authority: RCW 9.46.070, 9.46.0282. WSR 10-17-089 (Order 671), § 230-15-695, filed 8/16/10, effective 1/1/11. Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-695, filed 4/10/07, effective 1/1/08.]

WAC 230-15-700 Merchandise prizes for progressive jackpots. House-banked card room licensees may use only nondisplayed progressive jackpot funds to purchase merchandise prizes to be offered on a progressive jackpot game in lieu of fixed prizes as set out in the approved pay table for the card game as posted on the commission's website. The merchandise purchased must be of equal or greater value to the fixed prizes offered in approved pay tables. Licensees must:

(1) Obtain approval from the company that owns the rights to the progressive jackpot card game to offer merchandise prizes; and

(2) Submit internal controls for review and approval; and

(3) Own the merchandise prizes and pay for them in full, without lien or interest of others, before they award the merchandise as prizes. If the winner has an option to receive a cash prize instead of the merchandise, licensees may enter into a contract to immediately purchase a merchandise prize after the winner chooses their option; and

(4) Prominently post a notice at the progressive jackpot gaming table describing:

(a) A specific portion of the jackpot funds were used to buy merchandise to be awarded as prizes, as well as the specific merchandise prizes to be awarded; and

(b) The value of the merchandise they plan to award. This value must be accurate and verifiable; and

(c) The predetermined designated hand needed to win the merchandise prize; and

(d) Fees or restrictions associated with ownership of the merchandise prize; and

(5) Display merchandise prize or an accurate description or photograph of the merchandise prize for the public to view; and

(6) Keep detailed records, including the purchase invoice, on premises and make them available for our review.

[Statutory Authority: RCW 9.46.070. WSR 21-11-057, § 230-15-700, filed 5/14/21, effective 6/14/21; WSR 07-09-033 (Order 608), § 230-15-700, filed 4/10/07, effective 1/1/08.]

WAC 230-15-710 Permanently removing a progressive jackpot game from play. Players have a vested interest in the displayed progressive jackpot prize.

(1) House-banked card room licensees must not remove a progressive jackpot game from play without written approval. Licensees must:

(a) Submit a detailed distribution plan to us in writing and receive written approval before removing any progressive jackpot prizes from play; and

(b) Prominently post a notice and the approved distribution plan at the progressive jackpot gambling table, including if they plan to close the business, at least ten days before they begin the process of removing the jackpot and distributing the funds; and

(c) Not make any changes to the approved distribution plan after it is posted at the progressive jackpot gambling table without written approval from us.

(2) Licensees must distribute the amount of the posted progressive jackpot prizes using one of these authorized methods:

(a) Transfer the progressive jackpot prize to a different house-banked progressive jackpot game; or

(b) Give away the progressive jackpot prize through an approved gambling promotion within sixty days of the effective date of the distribution plan. Licensees must:

(i) Operate the gambling promotion on the same game the funds were collected on; and

(ii) Receive approval from the owner of the game in accordance with WAC 230-15-141; or

(c) Offer the progressive jackpot prize in an approved free tournament on the same progressive jackpot game the funds were collected on within sixty days of the effective date of the distribution plan; or

(d) Donate the money to a nonprofit gambling organization in Washington state.

[Statutory Authority: RCW 9.46.070. WSR 21-11-057, § 230-15-710, filed 5/14/21, effective 6/14/21; WSR 07-09-033 (Order 608), § 230-15-710, filed 4/10/07, effective 1/1/08.]

WAC 230-15-715 Tax authorities seizing all, or a portion, of a progressive jackpot. If a taxing authority seizes jackpot funds, the house-banked card room licensee must immediately cease operating the progressive jackpot game and collecting funds for the progressive jackpot until the amount that was posted as the prize has been replaced in the bank account. Licensees may either replace nondisplayed prizes retained in the progressive account that were seized or record the funds as gross receipts.

[Statutory Authority: RCW 9.46.070. WSR 21-11-057, § 230-15-715, filed 5/14/21, effective 6/14/21; WSR 07-09-033 (Order 608), § 230-15-715, filed 4/10/07, effective 1/1/08.]

WAC 230-15-720 Deposit and reconciliation requirements for progressive jackpot prizes. (1) House-banked card room licensees must deposit all progressive jackpot funds in a separate bank account at least weekly. The account must be kept in a bank, mutual savings bank, or credit union located in Washington state. If the progressive bank account is reduced below the progressive jackpot prize posted at the gambling table, licensees must immediately stop operating the progressive game until they are in compliance.

(2) Licensees must:

(a) Keep a record of all deposits; and

(b) For each progressive jackpot prize, identify the deposits by game name and dates of collection; and

(c) Maintain validated deposit slips as part of their records or have online access to their progressive jackpot prize bank accounts.

(3) Licensees must:

(a) Reconcile the account balance with the bank statement to the progressive jackpot fund balances. "Reconcile" means the licensee must compare the two balances, resolve any differences, and document the comparison and the differences in writing; and

(b) Complete the reconciliation within seven days following the end of the month; and

(c) Keep the reconciliation as part of their records.

[Statutory Authority: RCW 9.46.070. WSR 21-11-057, § 230-15-720, filed 5/14/21, effective 6/14/21; WSR 10-11-087 (Order 669), § 230-15-720, filed 5/17/10, effective 7/1/10; WSR 07-09-033 (Order 608), § 230-15-720, filed 4/10/07, effective 1/1/08.]

Records and Recordkeeping for House-Banked Card Games

WAC 230-15-725 Keeping all card game records. House-banked card game licensees must keep and maintain all card game records in the format we require.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-725, filed 4/10/07, effective 1/1/08.]

WAC 230-15-730 Keeping an accounting system. (1) House-banked card game licensees must keep and maintain a complete set of accounting records which we have approved before licensure. These records

must include all receipts and disbursements of the licensee, including, at least, those related to gambling activities.

Revenue, costs, and expenses.

(2) Licensees must keep legible, accurate, and complete records of all transactions relating to the revenues, costs, and expenses of the gambling operation. Licensees must keep these records in a format that ensures consistency, comparability, and effective disclosure of financial information.

Accounting system.

(3) Licensees must keep an accounting system on a double entry method of accounting with transactions recorded on an accrual basis and in conformity with United States' Generally Accepted Accounting Principles (GAAP).

Recordkeeping.

(4) Licensees must keep detailed, supporting, and subsidiary records including, at least:

(a) Records of all players' checks initially accepted, deposited, and returned as "uncollected," and ultimately written off as "uncollectible"; and

(b) Records of investments in property, including, at least, equipment used directly in connection with the gambling operation; and

(c) Records of amounts payable by the gambling operation; and

(d) Records which identify the purchase, receipt, and destruction of all cards and gambling chips used in wagering; and

(e) Records of services provided for the operation of gambling activities, for example, service provided by gambling service suppliers; and

(f) Master game reports that reflect drop and win amounts for each table, for each game. These records must cover at least each period for which the drop boxes are removed, or at the minimum, the period of each gambling day.

Copies.

(5) Licensees must color code any form, record, or document that requires duplicate or triplicate copies.

(6) If forms, records, and documents are required to be inserted into a locked dispenser, the last copy must remain in a continuous unbroken form in the dispenser.

Storing documents.

(7) All forms, records, documents, and stored data required to be kept and controlled must have the title printed on the item, such as "fill slip," "request for fill slip," "credit slip," "request for credit slip," or "reconciliation."

(8) Licensees must keep all records for a period of not less than three years. At least the last six months of gambling records must be available for inspection on the business premises.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-730, filed 4/10/07, effective 1/1/08.]

WAC 230-15-735 Keeping employee licensing records. (1) Licensees must keep a records system on the business premises that ensures

all applicable employees have met licensing requirements. The records must include:

(a) Employees' names;

(b) Gambling license numbers;

(c) Gambling license expiration dates; and

(d) Photocopies of all current employees' licenses.

(2) Licensees must keep copies of the applications of all employees who have applied for, but have not yet been issued, a license. The records must include:

(a) Temporary employment authorization;

(b) Documentation that the employee has made the required license or transfer fee payment; and

(c) Proof that the employee has followed the ten-day waiting period, if applicable.

(3) Licensees must notify us if a card room employee does not receive a license within sixty days of employment.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-735, filed 4/10/07, effective 1/1/08.]

WAC 230-15-740 Preparing required financial statements.

Definitions.

(1) The following definitions apply to all subsections of this rule:

(a) "Financial statements" means documents, including, at least: Balance sheet, statement of income, statement of retained earnings or changes in equity, statement of cash flows, and all required notes or disclosures.

(b) "Card room gross receipts" means all receipts from all house-banked and nonhouse-banked card games offered by the house-banked card room.

(c) "Independent" means there is no relationship that may influence a certified public accountant's impartiality and objectivity in rendering services.

Filing with the commission.

(2) House-banked card game licensees must submit financial statements covering all financial activities of the licensees' business premises for each business year within one hundred twenty days following the end of their business year.

(3) We may authorize a sixty-day extension if a licensee submits a written request explaining the need for the extension.

Audited financial statements - Gross receipts of over six million dollars or when required by another regulatory agency.

(4) Licensees with house-banked card room gross receipts of more than six million dollars for the business year must hire an independent, certified public accounting firm licensed by the Washington state board of accountancy to audit the licensee's financial statements according to Generally Accepted Auditing Standards (GAAS).

Reviewed financial statements - Gross receipts of one to six million dollars.

(5) Licensees with house-banked card room gross receipts of one to six million dollars for the business year must hire an independent,

certified public accounting firm licensed by the Washington state board of accountancy to review the licensee's financial statements according to the Statements on Standards for Accounting and Review Services (SSARS) or audit the licensee's financial statements according to GAAS.

Compiled financial statements - Gross receipts of less than one million dollars.

(6) Licensees with house-banked card room gross receipts of less than one million dollars for the business year must hire an independent, certified public accounting firm licensed by the Washington state board of accountancy to compile the licensee's financial statements according to SSARS or audit the licensee's financial statements according to GAAS. This compilation must include all required notes or disclosures on an accrual basis of accounting.

Financial statement preparation.

(7) Licensees must prepare financial statements on a comparative basis. For the first year of operation only, licensees do not have to submit comparative financial statements. Licensees must report gross revenues from each licensed activity separate and apart from all other revenues.

(8) All financial statements must be prepared in accordance with the United States' Generally Accepted Accounting Principles (GAAP).

Consolidated financial statements.

(9) Commonly owned or operated business premises may present consolidated financial statements. Licensees must include consolidated schedules presenting separate financial statements for each licensed card room location.

Change in business year.

(10) Licensees must notify us in writing within thirty days if they change their business year. Licensees must submit financial statements covering the period from the end of the previous business year to the end of the new business year.

[Statutory Authority: RCW 9.46.070 (12), (14), (21), 9.46.0282. WSR 14-21-089 (Order 706), § 230-15-740, filed 10/13/14, effective 11/13/14. Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-740, filed 4/10/07, effective 1/1/08.]

WAC 230-15-745 Signature cards. House-banked card game licensees must keep signature cards in the format we require for all licensed card room employees.

(1) The card must be prepared in the presence of a member of the accounting department, who must review a picture identification card and verify the signer's identity.

(2) Licensees must keep completed cards in a signature card file, sorted by department and listed alphabetically by name. Licensees must review and adjust the signature records as needed to reflect changes of personnel.

(3) Licensees must securely store signature cards in the accounting department.

(4) The cashier's cage must keep a copy of each signature card and cage personnel must use it to verify signatures.

(5) Licensees must retain the signature records for a period of at least one year after employment ends.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-745, filed 4/10/07, effective 1/1/08.]

WAC 230-15-750 Signature requirements for documents, records, and forms. (1) House-banked card game licensees must document each transfer of cash, coins, or chips and verify the transfer with the signature(s) of individual(s) responsible for the records.

(2) By signing documents, records, and forms, signers are indicating that they:

(a) Have prepared them according to the requirements of the accounting system and internal controls; and/or

(b) Attest to the accuracy of the information recorded for which they are responsible.

(3) Signers must sign immediately next to, or above, the clearly printed or preprinted title on all forms, records, and documents.

(4) Signatures must, at least, be the signer's first initial and last name, for example, "B. Smith," and the signer's employee number.

[Statutory Authority: RCW 9.46.070. WSR 07-09-033 (Order 608), § 230-15-750, filed 4/10/07, effective 1/1/08.]

TICKET IN TICKET OUT (TITO) SYSTEM REQUIREMENTS IN HOUSE-BANKED CARD ROOMS

WAC 230-15-755 "Ticket in ticket out (TITO) system" defined. For the purposes of this chapter, "ticket in ticket out (TITO) system" refers to electromechanical devices equipped with a ticket in ticket out (TITO) enabled bill validator and a ticket validation system that allows for the reporting issuance, validation, and acceptance of tickets.

[Statutory Authority: RCW 9.46.070. WSR 23-20-017, § 230-15-755, filed 9/22/23, effective 10/23/23.]

WAC 230-15-758 "Ticket" defined. For the purposes of this chapter, a "ticket" means an encoded paper ticket or voucher dispensed by an approved TITO-enabled bill validator.

[Statutory Authority: RCW 9.46.070. WSR 23-20-017, § 230-15-758, filed 9/22/23, effective 10/23/23.]

WAC 230-15-761 "Invalid ticket" defined. For the purposes of this chapter, "invalid ticket" means an encoded paper ticket or voucher that is expired, damaged/unreadable, and/or voided.

[Statutory Authority: RCW 9.46.070. WSR 23-20-017, § 230-15-761, filed 9/22/23, effective 10/23/23.]

WAC 230-15-764 "TITO-enabled bill validator" defined. For the purposes of this chapter, "TITO-enabled bill validator" means an electromechanical device that accepts United States currency (bills) and issues, validates, and accepts encoded paper tickets or vouchers.

[Statutory Authority: RCW 9.46.070. WSR 23-20-017, § 230-15-764, filed 9/22/23, effective 10/23/23.]

WAC 230-15-767 "Ticket redemption kiosk" defined. For the purposes of this chapter, "ticket redemption kiosk" means an electromechanical device that accepts redeemable encoded tickets or vouchers issued from TITO-enabled bill validators for cash.

[Statutory Authority: RCW 9.46.070. WSR 23-20-017, § 230-15-767, filed 9/22/23, effective 10/23/23.]

WAC 230-15-770 Ticket requirements. Tickets printed by TITO-enabled bill validators must have the following minimum standards:

(1) Card room name; and

(2) Date and time the ticket was generated; and

(3) Dollar value of ticket, printed both numerically and in text; and

(4) A unique identifier such as a magnetic strip or bar code; and

(5) A primary and secondary validation number; and

(6) A statement that the ticket will expire in 30 days; and

(7) Be the same size and dimension as United States currency (bills); and

(8) Include a problem gambling message on the printed ticket.

[Statutory Authority: RCW 9.46.070. WSR 23-20-017, § 230-15-770, filed 9/22/23, effective 10/23/23.]

WAC 230-15-773 Requirements for ticket validation system. Ticket validation systems must:

(1) Not use, permit the use of, validate, or redeem tickets issued by another licensee; and

(2) Be able to identify invalid tickets and issued tickets, and notify the cashier, dealer, or kiosk, which is applicable, if:

(a) The validation number cannot be found; or

(b) The ticket has already been redeemed; or

(c) The amount on file for the ticket does not match; and

(3) Uniquely identify TITO-enabled bill validators and ticket redemption kiosks connected to it; and

(4) Be able to generate the following reports to be reconciled with all validated/redeemed tickets:

(a) Ticket issuance report; and

(b) Ticket redemption report; and

(c) Ticket liability report; and

(d) Ticket drop variance report; and

(e) Transaction detail report that shows all tickets generated and redeemed by a TITO-enabled bill validator and ticket redemption kiosk; and

(f) Cashier report, which is to detail individual tickets and the sum of tickets paid by a cage cashier or ticket redemption kiosk; and

(5) Employ encryption standards suitable for the transmission and storage of all confidential or sensitive information between all components of the system; and

(6) Not allow for any wireless connections or communication; and

(7) Can only be connected to authorized gambling equipment; and

(8) Have all servers and components that store sensitive information in a locked secure enclosure with both camera coverage and key controls in place; and

(9) Have a machine entry authorization log (MEAL) for all entries into a locked area that indicates the date, time, purpose of entering the locked area(s), and the name and employee number of the employee doing so; and

(10) Maintain an internal clock that reflects the current time and date that shall be used to provide the following:

(a) Time stamping of significant events; and

(b) Reference clock for reporting; and

(c) Time stamping of configuration changes; and

(11) Have a recent backup that is securely stored, separate from the system, in case of catastrophic failure and the ticket validation system cannot be restarted. Backups must be retained for a period of at least two years. Backups must contain:

(a) Significant events; and

(b) Accounting information; and

(c) Auditing information; and

(d) All information utilized in the ticket redemption and issuance process; and

(12) Be connected to a device that provides surge protection and a temporary power source, such as a uninterrupted power supply (UPS), to provide a means for an orderly shutdown in the event of a main power system failure; and

(13) Have no built-in facility where a casino user/operator can bypass system auditing to modify any database(s) directly; and

(14) Log any changes made by a user to accounting or significant event log information that was received from a device on the system. The log must include:

(a) Date data was altered; and

(b) Value prior to alteration; and

(c) Value after alteration; and

(d) Identification of personnel that made the alteration; and

(15) Record significant events generated by any TITO devices on the system. Each event must be stored in a database(s) and include the following information:

(a) Date and time the event occurred; and

(b) Identify the device that generated the event; and

(c) A unique number/code that identifies the event; and

(d) A brief text that describes the event in the local language; and

(16) Have a means by which any user accessing the system software, either by password, keycard, or PIN have a username or user number unique to that individual and log the date and time of access.

[Statutory Authority: RCW 9.46.070. WSR 23-20-017, § 230-15-773, filed 9/22/23, effective 10/23/23.]

WAC 230-15-776 Requirements for TITO-enabled bill validators. TITO-enabled bill validators must:

(1) Only be used in conjunction with approved ticketing (TITO) systems; and

(2) Be secure from unauthorized access, tampering, and bill/ticket removal; and

(3) Only be installed at house-banked card game tables or in the cashier's cage; and

(4) Only accept United States bills (no foreign currency) and be able to differentiate between genuine and counterfeit bills to a high degree of accuracy; and

(5) Only accept tickets from the licensed card room they are installed at; and

(6) Be able to identify invalid tickets; and

(7) Not accept promotional tickets, coupons, or vouchers such as free play or match play; and

(8) Not allow redemption of tickets for cash at house-banked card game tables; and

(9) Be equipped with a drop box/cassette to collect the bills and/or tickets inserted into the bill validator; and

(10) Be equipped with a ticket printer designed to detect paper jams, paper out, and print failure; and

(11) Not be capable of offering an element of chance and/or skill in the determination of prizes; and

(12) Not contain some form of activation to initiate a wager; and

(13) Not be capable of delivering or determining an outcome from a gambling activity.

[Statutory Authority: RCW 9.46.070. WSR 23-20-017, § 230-15-776, filed 9/22/23, effective 10/23/23.]

WAC 230-15-779 Requirements for drop boxes/cassettes in TITO-enabled bill validators. Ticket-enabled bill validators must be equipped with a drop box/cassette to collect, store, and secure currency and tickets.

(1) Drop boxes/cassettes must:

(a) Be housed in a locked compartment; and

(b)(i) Have a separate lock to open the drop box/cassette; and

(ii) The locks to secure the compartment housing and drop box/cassette must be different from each other; and

(c) Have labels on the lockable drop boxes/cassettes with a permanent number clearly visible which corresponds to a permanent number on the gambling table to which the electronic bill acceptor is affixed; and

(2) The transportation and storing of drop boxes/cassettes in TITO-enabled bill validators must adhere to WAC 230-15-590 and 230-15-600.

[Statutory Authority: RCW 9.46.070. WSR 23-20-017, § 230-15-779, filed 9/22/23, effective 10/23/23.]

WAC 230-15-782 Requirements for ticket redemption kiosks. Ticket redemption kiosks must:

(1) Only be used in conjunction with approved ticketing (TITO) systems; and

(2) Be secure from unauthorized access, tampering, and bill/ticket removal; and

(3) Contain a lockable ticket and currency storage box which retains tickets and currency accepted by the kiosk. The kiosk must have:

(a) One lock securing the compartment housing the currency drop boxes/cassettes; and

(b)(i) One lock securing the contents of the storage box; and

(ii) The locks to secure the compartment housing and storage box must be different from each other.

(4) Only accept tickets from the licensed card room they are installed at; and

(5) Be capable of validating ticket values and dispensing an equivalent amount of cash; and

(6) Only validate and pay out tickets up to $1,000; and

(7) Be able to identify invalid tickets; and

(8) Not be allowed to accept cash to exchange for a ticket; and

(9) Not be allowed to accept debit, credit, or EBT cards; and

(10) Have a mechanism to generate a transaction history report with at least the following information:

(a) Date, time, ticket validations numbers, and amount of all ticket redemptions; and

(b) Total amount of ticket vouchers accepted; and

(c) Total count of ticket vouchers; and

(11) Have a machine entry authorization log (MEAL) for all entries into locked areas of the kiosk that indicates the date, time, purpose of entering the locked area(s), and the name and employee number of the employee doing so; and

(12) Not be capable of offering an element of chance and/or skill in the determination of prizes; and

(13) Not contain some form of activation to initiate a wager; and

(14) Not be capable of delivering or determining an outcome from a gambling activity.

[Statutory Authority: RCW 9.46.070. WSR 23-20-017, § 230-15-782, filed 9/22/23, effective 10/23/23.]