

**SAN JOSE POLICE DEPARTMENT  
DIVISION OF GAMING CONTROL**

**REGULATION 2  
CARD TABLE EXCHANGE REQUIREMENTS**

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**2.010 Definitions**

1. For purposes of this regulation, "Cardroom", "Cardroom Permittee", "Card Table", "Employee", "Independent Contractor", "Patron", "Permissible Games" "Gambling" and "Gambling Equipment" shall have the same meaning as defined under Title 16 of the San Jose Municipal Code.
2. "Card Table Exchange Log" shall mean a document in a format approved by the Administrator for use by the Cardroom Permittee to track the exchange of card tables.
3. "Closed Table" means a Card Table on the casino floor that is covered and closed for gambling at a permitted Cardroom.
4. "Cover" or "Covered" means, for purposes of this regulation, an approved Card Table Cover used to place over a Card Table to designate a Card Table as a "Closed Table" at a Permitted Cardroom.
5. "Live Table" means a Card Table that is on the casino floor uncovered and opened for gambling at a permitted Cardroom.
6. "Surveillance" means the surveillance room or surveillance equipment as defined in Chapter 7 of the Minimum Internal Control Standards Regulation of the Division of Gaming Control.
7. "Table Exchange" means, for purposes of this regulation, the closing of one Card Table and the opening of another Card Table on the casino floor in a Permitted Cardroom.

**2.020 General**

1. No Permittee shall permit, allow, or suffer more than forty (40) uncovered card tables on the casino floor at any time in a permitted Cardroom.

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2. No Permittee shall not have any additional covered card tables on the casino floor to be used exclusively for table exchange purposes as set out under this Regulation unless and until all of the following conditions are met:
  - a. A request for no more than five (5) card tables for the specific purpose of card table exchange under Section 2.030 of this Regulation has been made in writing to the Administrator.
  - b. All provisions under Section L of the revised Chapter 7 (Version 2) of the Minimum Internal Controls Standards Regulations have been met and approved by the Administrator.
  - c. A written approval from the Administrator authorizing the use of any additional covered card tables on the casino floor.

**2.030 Card Table Exchange Procedures**

1. No Cardroom Permittee shall allow, permit, or suffer any card table exchange in a Permitted Cardroom unless and until all of the following procedures are followed:
  - a. Only table games department key employees are authorized to initiate card table exchanges.
  - b. Before the card tables exchange takes place, the table games department key employee or his/her designee shall:
    - i. First notify surveillance regarding the anticipated table exchange; and
    - ii. Record on an approved table exchange log including, at a minimum, the date, shift, time, signature of the authorizing personnel, table number of the closed game designated to be opened for play and the table number of the live game designated to be closed for the exchange.
  - c. Each time a card table exchange is to take place, an opened card table designated to be closed must first be deactivated by having the card table covered with an approved cover. Then another closed card table designated to be opened for play is activated by having the cover removed and place in service.
2. The Casino Manager or his/her designee shall forward a copy of the table exchange log to the Division of Gaming Control by 8 a.m. of the following morning.

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3. No gambling equipment shall be placed on or attached to any closed card table except for the table layout, emptied automatic card shuffler and table game drop box.

**2.040 Surveillance Department Responsibilities**

1. Each Cardroom Permittee shall install in its surveillance room a minimum of one monitor that would allow for the immediate and simultaneous showing from each dedicated camera over each and every card table, whether opened or closed and on the same screen.
2. For purposes of this regulation, the surveillance department is responsible for ensuring that there are always five (5) or more closed card tables on the gaming floor.
3. In the event there are less than five (5) closed card tables on the gaming floor, surveillance shall immediately notify the casino shift manager responsible for that shift and the Division of Gaming Control. A follow-up investigation shall be conducted by the casino shift manager and surveillance and a copy of the investigation is forwarded by surveillance to the Division of Gaming Control no later than 8 a.m. on the following day.

**2.050 Record Retention**

1. Unless otherwise approved by the Administrator in writing, all records required by this Regulation shall comprise of original source (paper) documentation.
2. Each Permittee shall retain all such records as required by this Regulation on the Cardroom Premises or an approved outside storage facility for a minimum of five (5) years.

**2.060 Effective Date**

The effective date of this regulation shall commence one day after the effective date of the revised Chapter 7 (Version 2) of the Minimum Internal Control Standards Regulations.