

**WAC 381-30-100 Case preparation.** The board shall prepare every case thoroughly prior to fixing the new minimum term or establishing the next board action on a case. Preparation includes:

- (1) Establishing case file;
- (2) Reviewing all pertinent documents;
- (3) Scoring all cases to determine the standard range pursuant to RCW 9.94A.040;
- (4) Entering data into the offender based tracking system.

The board will take whatever amount of time is necessary for appropriate deliberation and decision on each case.

[WSR 91-14-029, § 381-30-100, filed 6/26/91, effective 7/27/91.]