

**WAC 288-02-030 Mechanism of the arbitration process.** (1) Issues should be reduced to letter format and directed to the executive director of the jail industries board. Every effort possible will be made to assist the complainant in developing the complaint.

(2) Three board members will be selected by the jail industries board chair to conduct an informal hearing and gather as much information as possible, reminding each party that all decisions and opinions are voluntary and have no actual legal standing. The jail industries board's executive director will act as record keeper and facilitator.

(3) The board will attempt to reconcile the issues as presented. This may be done by offering suggestions, asking others for their opinions, or pointing out to each party how a negotiated arrangement may look. The goal of the process is to reach a voluntary agreement.

(4) For the record, the executive director of the jail industries board will keep on file the information used by both parties and the outcome of the arbitration process. The board will use this information to assist with future arbitration issues.

(5) If a voluntary agreement cannot be reached, the board will advise both parties of next step options they may take.

[Statutory Authority: RCW 36.110.060. WSR 04-19-032, § 288-02-030, filed 9/9/04, effective 10/10/04.]