Tier II Segregated Transition Education Program (Tier II STEP)  
Assignment Memo

I. Offender: ___________________________ GDC #: __________________ DATE: __________

II. Tier II STEP Assignment

In accordance with Tier II Program SOP, you were placed in the Administrative Segregation: Tier II STEP for the following reasons:

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Director, Field Operations: _________________________________  
Signature/Date

II. Offender's Service

Offender advised of assignment to Tier II STEP and served a copy of Tier II Program Assignment Memo (Attachment 1):

Date Served: ______________

Counselor: ________________________________

Offender Acknowledgment of Service: ________________________________  
Offender Signature

Retention Schedule: Upon completion, this form shall be placed in the offender's institutional file.