Special Management Unit – Tier III Segregated Transition Education Program (Tier III STEP)
Assignment Memo

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

II. Tier III STEP Assignment

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

______________________________________________________________________________ 

______________________________________________________________________________ 

______________________________________________________________________________ 

______________________________________________________________________________ 

Director, Field Operations: _________________________________ 
Signature/Date

III. Offender's Service

Offender advised of assignment to Tier III STEP and served a copy of Tier III 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.