

**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