

## **ADMINISTRATIVE DUTIES FOR STEP**

### **Chambers' Administrative Duties - Judicial Assistant**

#### Before Team Meeting

- Receive Progress Report from Probation - place in Judge's participant file
- Receive Participant Referral Form with PSR (optional: place in Judge's Screening folder)
- (Optional: Place new Participant file in Judge's New Participant folder)
- (Optional: Place Graduate File in Judge's Graduation folder)
- Print transfer of jurisdiction and place in Judge's participant file
- If a Back-Up Judge is participating - give the Judge the necessary participant and program materials

#### In Preparation of Graduation

- Email sentencing Judge and ask for graduation comments
- Prepare Order granting one year off supervision
- Have Order granting one year off supervision available for Judge to present to Graduate

#### After Team Meeting

- Obtain approved Participant's Referral Form & PSR from Judge and make Judge's new participant file
- prepare Judge's Welcome letter for new participant - to go into New Participant folder at participant's first session
- prepare Orders needed for jail sanction, termination, Second Chance Funding, or to Dismiss SRV Petition

#### After Session

- Place copy of Status Report and Orders in Judge's participant file
- Return Judge's participant files to storage area
- Minutes

## **U.S. Probation Administrative Duties - Support Staff**

### Rewards

- A) food, \$5 grocery cards, \$10 movie ticket, \$25 Fred Meyer gift cards, book awards
- B) fish-bowl awards - Grand prize - \$50 general merchandise store certificate; other prizes - \$20 general merchandise store certificates. 30 other prizes and 1 grand prize in each fish-bowl .
- C) graduation medallion

- Purchase rewards
- Obtain reimbursement from Library Fund for A expenses listed above and from Account with Treatment Provider for B expenses listed above
- Store rewards in secure site
- Restock as necessary
- Keep record of disbursement of rewards to participants (except food rewards)

### New Participant

- Prepare new participant STEP folder
- After participant signs the PAW, email Memo to Sentencing Judge and Transfer of Jurisdiction to sentencing judge with copy to Judicial Assistant.
- When the Memo is returned, scan into the directory
- Coordinate signature on New Participant PAW at Team Meeting
- Copy PAW and place in new participant folder
- Have new participant folder available at Session for Team Member speaking to new participant
- Scan PAW into "P" drive and give original to USPO.

### Team Meeting

- Prepare Photo sheet of participants
- Update Progress Reports and provide to STEP team
- Provide new participant referral packet to STEP team
- Prepare agenda for meeting, participant/program

### Status Reports

- Complete Status Reports at Team Meeting with disposition based on Team decision - have Judge sign
- Make note of any Orders that will be needed for jail sanction, termination, Second Chance Funding, or to Dismiss A Pending SRV petition and request Judges' Chambers to prepare the Orders
- Complete Phase Advancement Form at Team Meeting and attach to Status Report
- Make two copies of Signed Status Reports & Phase Advancement Form- original for Probation, copy for participant, copy for Judge's files

### Participant Session

- Bring sign in sheet
- Bring rewards to session and give to team member speaking to participant
- Take notes for PACTS entry
- Have participants sign original Status Report and give them a copy
- After the session original Status Report is scanned and uploaded to the "P" drive

### Graduation

- Provide participant with invitations to graduation at session before graduation
- Take picture of participant at session before graduation and email to AUSA
- Email team one week in advance with reminder of materials needed for graduation
- Prepare Graduate's STEP folder with letters from governmental authorities
- Coordinate signature on Team Letter of Congratulations at Team Meeting (prepared by AUSA) and place in Graduate's STEP folder
- Prepare Certificate of Completion and have Judge sign at Team Meeting
- Assemble and bring all graduation materials to Session (Folder, medallion, gift card, Certificate of Completion)
- Take picture of participant with Judge at graduation ceremony and send to participant if desired