

STEP PROCEDURES - 12.15.09

REFERRAL/APPROVAL PROCESS & GENERAL PROVISIONS

- Pending Issues for Potential Participants.
 - Pending Violations. Supervising Judge to handle pending violations before accepted into STEP. (Amended 12.09)
 - Pending Motions. Pending motions will be handled by the STEP Team.
- Substitution of Counsel. AFD & AUSA will file a substitution of counsel after participant is transferred to the STEP program so that ECF notices go to STEP Team members and not prior counsel
- Treatment Level. When a participant starts the STEP program the Treatment Provider will recommend the appropriate phase for the person to start at. There is no intent that everyone start at Phase 1 just because they enter the STEP program.
- RRC Placement.
 - If participant enters program with RRC placement that is "up to x days" the Team can consider releasing the participant early.
 - If participant enters program with RRC placement that is "for x days" the Team will not release the participant except in exceptional circumstances.
- Supervision Expires before Graduation from STEP. Participant may elect to voluntarily extend term of supervised release to projected graduation date and remain in the program if they had not been sentenced to the statutory maximum of supervised release. Would have to do so for the Court to have jurisdiction.

TEAM MEETING

- Team Member Absence. Each team member should arrange for backup person to attend team meeting and session in the member's absence
USPO backup is Supervising USPO or Chief USPO.
- Decisions on Team. Made by consensus
- Order of Cases. Normally by random selection unless there is need to coordinate with U.S. Marshal if participant will be taken into custody.

STEP SESSION

- Participants in Custody. Marshals will usually let the person sit with the other participants at one end of a row.
- Failure to Appear At STEP Session.
 - If a participant fails to appear at a STEP session, the USPO will prepare a Petition for a Warrant.
 - The Judge will approve the Petition.
- Alleged SR Violations & Petitions Addressed By STEP Team. If an alleged supervision violation and petition are addressed by the STEP Team, then the Court's staff will prepare an order to dismiss the petition after the minutes for the session are filed.