

EASTERN DISTRICT OF WASHINGTON STEP COURT SESSION PROCESS

STEP Program Attendance

- Upon admittance to the program, participants initially attend STEP Court sessions two times per month, (Phase I).
- Participants are required to attend at least one session per month in Phases II - IV.

The average length of the STEP Court session on a typical day is approximately 1-2 hours with a caseload of 30 participants.

Participant's Compliance:

- The Judge and STEP Team members discuss successes and problems being encountered with each participant.

-When a participant is in compliance, the STEP Team will provide a reward to the participant from the Reward Guide.

- When a participant is found to be in non-compliance, the STEP Team will impose a consequence from the Consequence Guide.

- Court staff have the participant sign the Status Report.

- The Judge signs an Order for STEP Jail sanction if custody is imposed, and Court staff provide the USM with a copy of the Order.

- If the participant is terminated, the Judge signs an Order Terminating from STEP Program and Transfer of Jurisdiction.

Periodically, presenters will be invited by the STEP Team to make presentations to the participants during the STEP Court session.

Problem Notification

- In the event a participant begins to encounter serious problems, the PO contacts the STEP Team to discuss possible remedies and alternatives.
- The STEP Team will approve the strategy to be implemented by the PO.

Contact by PO with STEP Participants prior to STEP Court Session

Prior to the STEP Court session the PO may need to meet with specific participants to discuss/clarify issues which were identified during the STEP Team meeting earlier in the day.

Participants Sign the Attendance Log as They Arrive

New Participant(s) Welcome

Welcome Process:

- Judge provides "welcome - you are worth it" message to the participant.
- Judge reviews Participant Agreement/Waiver and release with the participant.
- STEP Team introductions and role identification.

Participant's Compliance

Educational/ Informational Presentations

Participant Graduation

- Judge and STEP Team congratulates the participant.
- Letters of congratulation are read and provided to the participant.
- The participant's guests who were invited to the graduation are recognized.
- The STEP Team provides the participant with a certificate and medallion for program completion.
- Pictures and refreshments follow the presentations noted above.
- The Judge signs an Order to Reduce Probation/Supervised Release and Transfer of Jurisdiction.
- The participant is transferred back to the sentencing Judge.
- The participant completes a STEP Program survey.

STEP Participant Graduation

Post STEP Court Session Activities

- The PO prepares a chrono entry in the PACTS database summarizing the following:
 - Case status
 - Rewards/consequences imposed
 - Identified areas of concern
 - Other important issues
 - The next hearing date/time.

Participant(s) Complete a STEP Program Survey