

Awards and Recognition Process – Policy 20.5.4

Award	Type	Description (see nomination form for details)	Selection/Recognition Process (follows timeline on Attachment A)
<b>Award of Valor</b>	Statewide	<p><b>Information:</b> This is the department’s highest award and is given to DOC employees who distinguish themselves by directly performing an action that displays exceptional bravery or heroism.</p> <p><b>Eligibility:</b> All Department of Corrections employees.</p> <p><b>Criteria:</b> The nominee must meet <b>all</b> of the following:</p> <ul style="list-style-type: none"> <li>• He/she was serving in an official capacity.</li> <li>• Distinguished him/herself by directly performing an action that displayed exceptional bravery and/or heroism.</li> <li>• The employee was aware of imminent threat to his/her own personal safety.</li> <li>• The situation demanded immediate action.</li> <li>• The possibility was present for serious injury or death to other staff, inmates or members of the public</li> </ul> <p><b>OR</b></p> <p>The employee received a life-threatening injury that was not the result of his/her own actions.</p> <ul style="list-style-type: none"> <li>• The act demonstrated sound judgment.</li> <li>• The act did not jeopardize department operations or the lives of others.</li> <li>• The employee’s actions went far above and beyond the normal scope of duty.</li> <li>• The employee did not cause the incident.</li> </ul> <p>Nominees who do not meet this criteria may be eligible for the <b>Award of Merit</b>.</p> <p><b>Limitations:</b> There is no limit to the number of <b>Awards of Valor</b> which may be presented. If there are no appropriate nominees, the award will not be given.</p> <p><b>Award Type:</b> A medal, a bar and a certificate signed by the director and deputy director.</p>	<p>Nominations are reviewed by the statewide awards committee. Eligible nominations are forwarded to Policy Group for final approval.</p> <p><b>Policy Group: Report decision to statewide chair.</b></p> <p>Recognition occurs at recipient’s annual recognition event.</p>
<b>Award of</b>	Statewide	<b>Eligibility:</b> All Department of Corrections employees.	Nominations are reviewed by the statewide

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<b>Merit</b>		<p><b>Criteria:</b> The nominee must meet <b>all</b> of the following:</p> <ul style="list-style-type: none"> <li>• An employee or team of employees distinguished himself/herself/themselves by directly performing an action, while serving in an official capacity, that displayed outstanding bravery and/or heroism, but does not qualify for the Award of Valor.</li> <li>• The employee's actions were above and beyond the normal scope of duty and he/she/they did not cause the event.</li> </ul> <p><b>Limitations:</b> There is no limit to the number of Awards of Merit which may be presented. If there are no appropriate nominees, the award will not be given.</p> <p><b>Award Type:</b> A plaque and a certificate signed by the director and deputy director. If a team is awarded, the team receives a plaque to display at the worksite and each member receives a certificate.</p>	<p>awards committee. Eligible nominations are forwarded to Policy Group for final approval.</p> <p><b>Policy Group: Report decision to statewide chair.</b></p> <p>Recognition occurs at the recipient's annual recognition event.</p>
<b>Community Corrections Outstanding Service Award</b>	Statewide	<p><b>Eligibility:</b> Community Corrections field office employees, contractors, elected officials, citizens or teams of such individuals. Community Corrections Division employees are recognized under the department's award processes.</p> <p><b>Criteria:</b> The individual/team displayed uncommon commitment to the profession of community corrections, or performed responsibilities in a manner above and beyond normal duties that greatly assisted or enhanced community corrections.</p> <p><b>Limitations:</b> There is no limit to the number of Community Corrections Outstanding Service awards that may be presented.</p> <p><b>Award Type:</b> A plaque and a certificate signed by the director, deputy director and Community Corrections Division assistant director. If a team is awarded, the team receives a plaque to share and each member receives a certificate.</p>	<p>Selection is determined by the Community Corrections Division's assistant director.</p> <p><b>Committee: Forward copy of nomination form to statewide chair.</b></p> <p>Recipient(s) will be honored at the Central Office annual awards ceremony.</p>
<b>Contractor of</b>	Local	<b>Eligibility:</b> Any contractor working at the institution.	Selection is determined by the institution

Award	Type	Description (see nomination form for details)	Selection/Recognition Process (follows timeline on Attachment A)
<b>the Year - Institution</b>		<p><b>Criteria:</b> The contractor or team of contractors performed outstanding acts that greatly assisted the department.</p> <p><b>Limitations:</b> One recipient per institution. If there are no nominees, the award will not be given.</p> <p><b>Award Type:</b> Determined by superintendent or designee.</p>	<p>awards committee.</p> <p>Recognition occurs at institution's annual recognition event.</p> <p><b>Committee:</b> Forward copy of nomination for consideration as the division's Contractor of the Year. (Use dept. org chart as reference)</p>
<b>Contractor of the Year – Division</b>	Local	<p><b>Eligibility:</b> All institution Contractors of the Year and any contractor working at a Central Office facility.</p> <p><b>Criteria:</b> The contractor or team of contractors performed outstanding acts that greatly assisted the department.</p> <p><b>Limitations:</b> One recipient per division. If there are no nominees, the award will not be given.</p> <p><b>Award Type:</b> Determined by division awards committee.</p>	<p>Selection is determined by the division awards committee.</p> <p>Recognition occurs at division's annual recognition event.</p> <p><b>Committee:</b> Forward copy of nomination form to statewide chair. Policy Group will select one DOC Contractor of the Year from the division recipients.</p>
<b>Contractor of the Year - DOC</b>	Statewide	<p><b>Eligibility:</b> All division Contractors of the Year.</p> <p><b>Criteria:</b> The contractor or team of contractors performed outstanding acts that greatly assisted the department.</p> <p><b>Limitations:</b> One recipient. If there are no nominees, the award will not be given. A contractor may receive the award one time during his or her contract with DOC.</p> <p><b>Award Type:</b> Plaque and a certificate signed by the director and deputy director.</p>	<p>Selection is determined by Policy Group.</p> <p><b>Policy Group:</b> Forward copy of nomination form to statewide chair.</p> <p>Recognition occurs at recipient's annual recognition event.</p>
<b>C/O of the</b>	Local	<p><b>Eligibility:</b> Any officer, corporal and sergeant assigned to the institution.</p>	<p>Selection and recognition is determined by</p>

Award	Type	Description (see nomination form for details)	Selection/Recognition Process (follows timeline on Attachment A)
<b>Quarter - Institution</b>		<p>(Note: lieutenants and captains are recognized under the Manager of the Year process.)</p> <p><b>Criteria:</b> The employee displayed outstanding performance in the areas of dedication, innovation, integrity, leadership, mentoring, performance, professionalism, role modeling and teamwork.</p> <p><b>Limitations:</b> One recipient per institution, per quarter.</p> <p><b>Award Type:</b> Determined by superintendent or designee.</p>	<p>the institution awards committee.</p> <p>Next Step: The recipient is considered, along with the other three C/O's of the Quarter, for the institution's C/O of the Year award.</p>
<b>C/O of the Year - Institution</b>	Local	<p><b>Eligibility:</b> The recipients of an institution's C/O of the Quarter award.</p> <p><b>Criteria:</b> The employee displayed outstanding performance in the areas of dedication, innovation, integrity, leadership, mentoring, performance, professionalism, role modeling and teamwork.</p> <p><b>Limitations:</b> One recipient per institution, per quarter.</p> <p><b>Award Type:</b> Determined by superintendent or designee. Each institution's C/O of the Year also receives a certificate signed by the director and deputy director at the institution's annual recognition event.</p>	<p>Selection is determined by the institution awards committee.</p> <p>Recognition occurs at facility's annual recognition event.</p> <p>Committee: Forward names &amp; nomination forms to the Operations Division's awards committee chair. The recipient is considered, along with the other institution C/O's of the Year, for the DOC C/O of the Year.</p>
<b>C/O of the Year - DOC</b>	Statewide	<p><b>Eligibility:</b> The recipients of an institution's C/O of the Year award.</p> <p><b>Criteria:</b> The employee displayed outstanding performance in the areas of dedication, innovation, integrity, leadership, mentoring, performance, professionalism, role modeling and teamwork.</p> <p><b>Limitations:</b> One recipient.</p> <p><b>Award Type:</b> A plaque and a certificate signed by the director and deputy director.</p>	<p>Selection is determined by the Assistant Director for Operations Division's.</p> <p>Recognition occurs at facility's annual recognition event.</p> <p>Committee: Forward the names to the statewide chair.</p>
<b>Director's</b>	Statewide	<b>Eligibility:</b> All Department of Corrections employees. All volunteers,	Selection is determined by Policy Group.

Award	Type	Description (see nomination form for details)	Selection/Recognition Process (follows timeline on Attachment A)
Award		<p>contractors or citizens.</p> <p><b>Award Criteria:</b> To qualify, the nominee must meet all of the following:</p> <ul style="list-style-type: none"> <li>The candidate's accomplishments or service has brought honor or distinction to the Department of Corrections or he/she has fostered understanding of the department's mission, vision and values in his/her work assignment and/or in the community.</li> </ul> <p><b>Limitations:</b> There is no limit to the number of <b>Director's Awards</b> that may be presented.</p> <p><b>Award Type:</b> A plaque and a certificate signed by the director and deputy director. If a team is awarded, the team receives a plaque to share and each member receives a certificate.</p>	<p><b>Policy Group:</b> Forward copy of nomination form to statewide chair.</p> <p>Recipient(s) will be honored at the Central Office annual awards ceremony.</p>
<b>Diversity &amp; Inclusion Award</b>	Local	<p><b>Mission:</b> To increase diversity, cultural awareness and inclusiveness within the Department of Corrections.</p> <p><b>Eligibility:</b> All Department of Corrections employees.</p> <p><b>Criteria:</b> The nominee must meet the following:</p> <ul style="list-style-type: none"> <li>The employee(s) developed, implemented and participated in a diversity and inclusion program, project or initiative while still managing the normal workload.</li> </ul> <p><b>Limitations:</b> One award per each institution and Central Office. If there are no nominees, the award will not be given.</p> <p><b>Award Type:</b> Determined by local awards committee.</p>	<p>Selection is determined by the local awards committee.</p> <p><b>Committee:</b> Forward names &amp; nomination forms to the statewide committee chair. The recipient is considered, along with the other institution/Central Office recipients, for the DOC Diversity &amp; Inclusion Award.</p> <p>Recognition occurs at facility's annual recognition event.</p>
<b>DOC</b>	Statewide	<b>To be amended by Policy Group:</b>	Nominations are reviewed by the statewide

Award	Type	Description (see nomination form for details)	Selection/Recognition Process (follows timeline on Attachment A)
<b>Diversity &amp; Inclusion Award</b>		<p><b>Mission:</b> To increase diversity, cultural awareness and inclusiveness within the Department of Corrections.</p> <p><b>Eligibility:</b> All Department of Corrections employees.</p> <p><b>Criteria:</b> The nominee must meet the following:</p> <ul style="list-style-type: none"> <li>The employee(s) developed, implemented and participated in a diversity and inclusion program, project or initiative while still managing the normal workload.</li> </ul> <p><b>Limitations:</b> One DOC Diversity &amp; Inclusion Award will be presented. If there are no nominees, the award will not be given.</p> <p><b>Award Type:</b> A certificate signed by the director and deputy director.</p>	<p>awards committee. Eligible nominations are forwarded to Policy Group for final approval.</p> <p>Recognition occurs at recipient's annual recognition event.</p> <p><b>Policy Group: Forward copy of nomination form to statewide chair.</b></p>
<b>Employee of the Quarter – Institution</b>	Local	<p><b>Eligibility:</b> Any represented employee assigned to the institution. (Note: lieutenants and captains are recognized under the Manager of the Year process.)</p> <p><b>Criteria:</b> The employee displayed outstanding performance in the areas of dedication, innovation, integrity, leadership, mentoring, performance, professionalism, role modeling and teamwork.</p> <p><b>Limitations:</b> One recipient per institution, per quarter.</p> <p><b>Award Type:</b> Determined by superintendent or designee.</p>	<p>Selection and recognition is determined by institution awards committee.</p> <p><b>Next Step: The recipient is considered, along with the other three Employees of the Quarter, for the institution's Employee of the Year award.</b></p>
<b>Employee of the Year - Institution</b>	Local	<p><b>Eligibility:</b> The recipients of an institution's Employee of the Quarter award.</p> <p><b>Criteria:</b> The employee displayed outstanding performance in the areas of dedication, innovation, integrity, leadership, mentoring, performance, professionalism, role modeling and teamwork.</p> <p><b>Limitations:</b> One recipient per institution, per quarter.</p> <p><b>Award Type:</b> Determined by superintendent or designee.</p>	<p>Selection is determined by institution awards committee.</p> <p>Recognition occurs at facility's annual recognition event.</p> <p><b>Committee: Forward copy of nomination form to appropriate division awards committee for consideration as that division's Employee of the Year. (Use dept. org chart as reference)</b></p>

Award	Type	Description (see nomination form for details)	Selection/Recognition Process (follows timeline on Attachment A)
<b>Employee of the Year - Division</b>	Local	<p><b>Eligibility:</b> Within the division's parameters, any Institution Employees of the Year and all represented Central Office employees. (Use dept. org chart as reference.)</p> <p><b>Criteria:</b> The employee displayed outstanding performance in the areas of dedication, innovation, integrity, leadership, mentoring, performance, professionalism, role modeling and teamwork.</p> <p><b>Limitations:</b> One recipient per division, unless otherwise designated by the division head.</p> <p><b>Award Type:</b> Determined by division committee. Each division's Employee of the Year also receives a certificate signed by the director and deputy director at the institution's annual recognition event.</p>	<p>Selection is determined by division awards committee.</p> <p>Recognition occurs at recipient's annual recognition event.</p> <p><b>Committee:</b> Forward copy of nomination form to statewide chair. Policy Group will select one DOC Employee of the Year from the division recipients.</p>
<b>Employee of the Year - DOC</b>	Statewide	<p><b>Eligibility:</b> All Division Employees of the Year</p> <p><b>Criteria:</b> The employee displayed outstanding performance in the areas of dedication, innovation, integrity, leadership, mentoring, performance, professionalism, role modeling and teamwork.</p> <p><b>Limitations:</b> One recipient. In the event of a tie, the award may be given to both nominees.</p> <p><b>Award Type:</b> A plaque and a certificate signed by the director and deputy director.</p>	<p>Selection is determined by Policy Group.</p> <p><b>Policy Group:</b> Forward copy of nomination form to statewide chair.</p> <p>Recognition occurs at recipient's annual recognition event.</p>
<b>Humanitarian Award</b>	Statewide	<b>Eligibility:</b> All DOC employees.	Nominations are reviewed by the statewide

Award	Type	Description (see nomination form for details)	Selection/Recognition Process (follows timeline on Attachment A)
		<p><b>Criteria:</b> The nominee must meet the following:</p> <ul style="list-style-type: none"> <li>• The employee distinguished him/herself by directly performing an action that displayed exceptional bravery and/or heroism during a rescue effort, natural disaster or other life-threatening or catastrophic event.</li> <li>• <b>OR</b> distinguished him/herself by volunteering in the community for a long period of time for one or more organizations/events <u>or</u> for a significant short term commitment during a natural disaster or other out-of-the-ordinary occurrence.</li> <li>• <b>AND</b> the employee participated on his/her own time and did not receive monetary compensation.</li> </ul> <p><b>Limitations:</b></p> <ul style="list-style-type: none"> <li>• There is no limit to the number of Humanitarian Awards that may be presented.</li> <li>• An individual or team may receive one Humanitarian Award for community volunteerism in his/her/their career with DOC.</li> </ul> <p><b>Award Type:</b> A plaque and a certificate signed by the director and deputy director. If a team is awarded, the team receives a plaque to display at the worksite and each member receives a certificate.</p>	<p>awards committee. Eligible nominations are forwarded to Policy Group for final approval.</p> <p><b>Policy Group: Report decision to statewide chair.</b></p> <p>Recognition occurs at recipient's annual recognition event.</p>
Letters of Commendation	Local	<p><b>Information:</b> Letters of Commendation may be awarded at any time to any employee, contractor or volunteer who has performed in an outstanding or exceptional manner.</p> <p>The letter is signed by the division/functional unit manager.</p>	Letter is presented to recipient at the work site.
Lifesaving	Local &	<b>Eligibility:</b> All DOC employees.	There is no nomination form. Selection may

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	included with statewide awards	<p><b>Criteria :</b> While serving in an official capacity with the Department of Corrections, an employee used proper training and tactics in a professional manner to save or to attempt to save the life of another person. The employee demonstrated exceptional judgment and was aware of the seriousness of the situation; events leading to the necessity for lifesaving action were not caused by the employee. Staff must have participated in a hands-on manner. Assisting from the sidelines, such as making the 911 call, clearing the area, or riding in the ambulance doesn't qualify. Exceptions may be made in very unique situations.</p> <p><b>Limitations:</b> There is no limit to the number of lifesaving awards that may be presented. An employee may receive multiple lifesaving awards for different events, in a calendar year.</p> <p><b>Award Type:</b> The recipient receives a lifesaving bar and a Letter of Commendation at their worksite, shortly after the event.</p> <p>At the recipient's annual recognition event, he/she receives a certificate signed by the director and deputy director.</p>	<p>be made from any document containing a full account of the event.</p> <p>Selection is determined by the superintendent if the employee is assigned to an institution, or by the employee's assistant director, if the employee is assigned to Central Office.</p> <p>Recipients are honored at the worksite shortly after the event and at their facility's annual recognition event.</p> <p><b>Committee:</b> Forward the full name, title and date of the event to the statewide chair.</p> <p>The statewide chair will provide lifesaving bars to awards committees upon request.</p>
<b>Manager of the Quarter – Institution</b>	Local	<p><b>Eligibility:</b> Any management-service employee assigned to the institution. (Note: lieutenants and captains are included in this process.)</p> <p><b>Criteria:</b> The manager displayed outstanding performance in the areas of dedication, innovation, integrity, leadership, mentoring, performance, professionalism, role modeling and teamwork.</p> <p><b>Limitations:</b> One recipient per institution, per quarter. If there are no nominees, the award will not be given.</p> <p><b>Award Type:</b> Determined by superintendent or designee.</p>	<p>Selection and recognition is determined by institution awards committee.</p> <p><b>Next Step:</b> The recipient is considered, along with the other three Managers of the Quarter, for the institution's Manager of the Year award.</p>
<b>Manager of</b>	Local	<b>Eligibility:</b> The recipients of an institution's Manager of the Quarter award.	Selection is determined by institution awards

Award	Type	Description (see nomination form for details)	Selection/Recognition Process (follows timeline on Attachment A)
<b>the Year – Institution</b>		<p><b>Criteria:</b> The manager displayed outstanding performance in the areas of dedication, innovation, integrity, leadership, mentoring, performance, professionalism, role modeling and teamwork.</p> <p><b>Limitations:</b> One recipient per institution, per quarter. If there are no nominees, the award will not be given.</p> <p><b>Award Type:</b> Determined by superintendent or designee.</p>	<p>committee.</p> <p>Recognition occurs at recipient’s annual recognition event.</p> <p><b>Committee:</b> Forward copy of nomination form to appropriate division awards committee for consideration as that division’s Manager of the Year. (Use dept. org chart as reference)</p>
<b>Manager of the Year - Division</b>	Local	<p><b>Eligibility:</b> Within the division’s parameters, any Institution Manager of the Year and all management Central Office employees. (Use dept. org chart as reference.)</p> <p><b>Criteria:</b> The manager displayed outstanding performance in the areas of dedication, innovation, integrity, leadership, mentoring, performance, professionalism, role modeling and teamwork.</p> <p><b>Limitations:</b> One recipient per division, unless otherwise designated by the division head.</p> <p><b>Award Type:</b> Determined by division committee. Each division’s Manager of the Year also receives a certificate signed by the director and deputy director at the institution’s annual recognition event.</p>	<p>Selection is determined by division awards committee.</p> <p>Recognition occurs at recipient’s annual recognition event.</p> <p><b>Committee:</b> Forward copy of nomination form to statewide chair. Policy Group will select one DOC Manager of the Year from the division recipients.</p>
<b>Manager of the Year - DOC</b>	Statewide	<p><b>Eligibility:</b> All Division Managers of the Year</p> <p><b>Criteria:</b> The manager displayed outstanding performance in the areas of dedication, innovation, integrity, leadership, mentoring, performance, professionalism, role modeling and teamwork.</p> <p><b>Limitations:</b> One recipient. In the event of a tie, the award may be given to both nominees.</p> <p><b>Award Type:</b> A plaque and a certificate signed by the director and deputy director.</p>	<p>Selection is determined by Policy Group</p> <p><b>Policy Group:</b> Forward copy of nomination form to statewide chair.</p> <p>Recipient to be honored at facility’s annual recognition event.</p>
<b>Max Williams</b>	Statewide	<p><b>Eligibility:</b> All Department of Corrections employees, contractors and</p>	<p>Selection is determined by Policy Group.</p>

Award	Type	Description (see nomination form for details)	Selection/Recognition Process (follows timeline on Attachment A)
Award		<p>community partners.</p> <p><b>Information:</b> The Max Williams Award is presented in honor of former Corrections Director Max Williams. During his seven year tenure with the Oregon Department of Corrections, Mr. Williams worked tirelessly to advocate for correctional employees and joined with community partners toward the goal of decreasing recidivism. He also served in the Oregon Legislature for three terms and was an attorney for 12 years prior to his role as DOC Director. He is an avid volunteer and has served on a variety of non-profit boards.</p> <p><b>Limitations:</b> One recipient per year. If there is not an appropriate candidate, the award will not be given.</p> <p><b>Award Criteria:</b> To qualify, the nominee must meet <u>all</u> of the following:</p> <ul style="list-style-type: none"> <li>• Exceptional service in an employee’s regular work assignment.</li> <li>• Outstanding leadership qualities in areas of mentorship and team building.</li> <li>• Personal and professional integrity.</li> </ul> <p><b>Award Type:</b> A plaque and a certificate signed by the director and deputy director. The recipient’s name also goes on a perpetual plaque on display at Central Office.</p>	<p>Policy Group: Forward copy of nomination form to statewide chair.</p> <p>Recipient will be honored at the Central Office Awards Ceremony</p>
<b>Meritorious</b>	Statewide	<b>Eligibility:</b> All DOC staff with 20 or more years of service.	Nominations are reviewed by the statewide

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<b>Service Award</b>		<p><b>Criteria:</b> The nominee must meet all of the following:</p> <ul style="list-style-type: none"> <li>• The employee distinguished him/herself over a period of many years by exceptional performance and dedication to the department.</li> <li>• Performance must be of a level that far exceeds the criteria for the Outstanding Service Award.</li> </ul> <p>Accomplishing duties or excelling in tasks essential to the job classification are not an adequate basis for this award.</p> <p><b>Limitations:</b></p> <ul style="list-style-type: none"> <li>• There is no limit to the number of Meritorious Service Awards that may be presented.</li> <li>• The award may be received one time during a person’s career with DOC.</li> </ul> <p><b>Award Type:</b> A plaque and a certificate signed by the director and deputy director.</p>	<p>awards committee. Eligible nominations are forwarded to Policy Group for final approval.</p> <p><b>Policy Group: Report decision to statewide chair.</b></p> <p>Recognition occurs at recipient’s annual recognition event.</p>
<b>Outstanding Citizen</b>	Statewide	<p><b>Eligibility/Criteria:</b> Any citizen or team of citizens who has worked diligently and capably on behalf of the Department of Corrections, assisting from a community standpoint.</p> <p><b>Limitations:</b></p> <ul style="list-style-type: none"> <li>• There is no limit to the number of Outstanding Citizen awards that may be presented.</li> <li>• A citizen may receive the Outstanding Citizen award one time for a project or event, even if these span multiple award periods.</li> </ul> <p><b>Award Type:</b> A plaque and a certificate signed by the director and deputy director. If a team is awarded, the team receives a plaque to display at the worksite and each member receives a certificate.</p>	<p>Selection is determined by Policy Group.</p> <p>Recipient will be honored at the location where he/she has provided support.</p> <p><b>Policy Group: Forward copy of nomination form to statewide chair.</b></p>
<b>Outstanding</b>	Statewide	<b>Eligibility:</b> Any Department of Corrections’ employee or team of employees.	Nominations are reviewed by the statewide

Award	Type	Description (see nomination form for details)	Selection/Recognition Process (follows timeline on Attachment A)
<b>Service</b>		<p><b>Criteria:</b> To qualify, the nominee must meet <b>all</b> of the following and the event must have occurred while the employee or the team was serving in an official capacity:</p> <ul style="list-style-type: none"> <li>• An employee or team of employees displayed an uncommon commitment to the profession or to the community by participating in and completing a special assignment or project requiring all of the following: thoroughness, conscientiousness, determination and initiative.</li> <li>• The assignment must have had a significant level of uniqueness or difficulty so that it brought honor and distinction to the department.</li> </ul> <p>Accomplishing duties or excelling in tasks essential to one's job classification is not an adequate basis for this award. <b>Note: <i>Community Corrections field office employees are recognized under the Community Corrections Outstanding Service award process.</i></b></p> <p><b>Limitations:</b></p> <ul style="list-style-type: none"> <li>• There is no limit to the number of Outstanding Service awards that may be presented.</li> <li>• An individual or team may receive one Outstanding Service award per project or event. This includes assignments or projects that have multiple phases or are spread out over one or more award periods.</li> </ul> <p><b>Award Type:</b> A plaque and a certificate signed by the director and deputy director. If a team is awarded, the team receives a plaque to display at the worksite and each member receives a certificate.</p>	<p>awards committee. Eligible nominations are forwarded to Policy Group for final approval.</p> <p><b>Policy Group: Report decision to statewide chair.</b></p> <p>Recognition occurs at recipient's annual recognition event.</p>
<b>Outstanding</b>	Statewide	<b>Eligibility:</b> All Department of Corrections designated units. Generally	Nominations are reviewed by the statewide

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Unit		<p>these are individual work units (Food Services, Physical Plant, etc.) at one facility or in Central Administration.</p> <p><b>Criteria:</b> The nominees must meet <b>all</b> of the following:</p> <ul style="list-style-type: none"> <li>• The unit far exceeded established benchmarks for the year.</li> <li>• The unit participated in and completed a <u>unique</u> project that took a considerable amount of time while still managing the normal workload.</li> <li>• The unit developed and implemented a program or procedure that resulted in improved processes.</li> <li>• The unit met significant challenges in a way that exemplified the department's core values.</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• The majority of the staff in the unit participated.</li> </ul> <p>The first location to implement a project does not preclude a team at another location from qualifying for this award for the same or for a similar project at their facility. Accomplishing duties or excelling in tasks essential to the job classification are not a basis for this award.</p> <p><b>Limitations:</b></p> <ul style="list-style-type: none"> <li>• There is no limit to the number of <b>Outstanding Unit Awards</b> that may be presented.</li> </ul> <p><b>Award Type:</b> A plaque and a certificate signed by the director and deputy director. If a team is awarded, the team receives a plaque to display at the worksite and each member receives a certificate.</p>	<p>awards committee. Eligible nominations are forwarded to Policy Group for final approval.</p> <p><b>Policy Group: Report decision to statewide chair.</b></p> <p>Recognition occurs at recipient's annual recognition event.</p>
<b>Outstanding</b>	Statewide	<b>Eligibility/Criteria:</b> Any volunteer or team of volunteers who has worked	Selection is determined by Policy Group.

Award	Type	Description (see nomination form for details)	Selection/Recognition Process (follows timeline on Attachment A)
<b>Volunteer</b>		<p>diligently and capably on behalf of the Department of Corrections, providing or facilitating services or programs within an institution or facility.</p> <p><b>Limitations:</b></p> <ul style="list-style-type: none"> <li>• There is no limit to the number of Outstanding Volunteer awards that may be presented.</li> <li>• A volunteer may receive the Outstanding Volunteer award one time for a project or event, even if these span multiple award periods.</li> </ul> <p><b>Award Type:</b> A plaque and a certificate signed by the director and deputy director. If a team is awarded, the team receives a plaque to display at the worksite and each member receives a certificate.</p>	<p><b>Policy Group:</b> Forward copy of nomination form to statewide chair.</p> <p>Recipient will be honored at the location where he/she has provided support.</p>
<b>Service Pins</b> (for years of service)	Local	<p><b>Information:</b> Unlike most awards, years of service recognition is for the <u>current</u> year.</p> <p><b>Eligibility:</b> All staff are recognized for their years of service in 5-year increments (5, 10, 15, 20, 25, etc.)</p> <p><b>Award Type:</b> A pin. Those with 20+ years will also receive a certificate signed by the director and deputy director.</p>	<p>The office of the Assistant Director for Human Resources will provide service pins to the employee's supervisor or designee in January of each year, and provides the list to the statewide chair.</p> <p>Presentation of the pin will be made by the supervisor at the employee's work site on or near his/her agency service date.</p> <p>Staff will be honored at local recognition events. Their names of those with 20+ years will be listed with the following year's statewide award recipients.</p>
<b>Sustainability</b>	Statewide	<b>To be amended by Policy Group:</b>	Nominations are reviewed by the statewide

Award	Type	Description (see nomination form for details)	Selection/Recognition Process (follows timeline on Attachment A)
Award		<p><b>Mission:</b> Doc is committed to the sustainability and stewardship of our natural resources and environment.</p> <p><b>Definition:</b> By implementing and promoting sustainable practices throughout the department, we will create a culture of positive environmental awareness for both staff and adults in custody.</p> <p><b>Eligibility:</b> All DOC staff.</p> <p><b>Criteria:</b></p> <ul style="list-style-type: none"> <li>• An individual or team (in the award year) successfully implemented or made improvements to a sustainability program or practice in the department, greatly enhancing effectiveness and efficiency.</li> <li>• The program may include, but is not limited to: <ol style="list-style-type: none"> <li>1. Improving sustainable operations.</li> <li>2. Following sustainable construction, maintenance and energy conservation practices.</li> <li>3. Saving the department money by using environmentally preferred purchasing (EPP) and Purchasing approved environmental products and services.</li> <li>4. Educating and training staff and adults in custody.</li> <li>5. Documenting energy savings and updating facility procedures to reflect sustainable practices.</li> </ol> </li> </ul> <p><b>Limitations:</b></p> <ul style="list-style-type: none"> <li>• There is no limit to the number of <b>Sustainability Awards</b> that may be presented. If there are no appropriate candidates, the award will not be given.</li> <li>• An individual or team may receive one Sustainability Award per project or event. This includes assignments or projects that have multiple phases or are spread out over one or more award periods.</li> </ul> <p><b>Award Type:</b> A certificate signed by the director and deputy director.</p>	<p>awards committee. Eligible nominations are forwarded to Policy Group for final approval.</p> <p><b>Policy Group: Report decision to statewide chair.</b></p> <p>Recognition occurs at recipient's annual recognition event.</p>