

Timeline for Awards

<p>Timeline: (Dates may be adjusted as needed) <i>This timeline is primarily for use by the statewide awards committee. Institution and division/Director's Office awards committees may develop their own timelines, but do need to follow any deadlines noted below.</i></p>
<p>September:</p> <ul style="list-style-type: none"> • Statewide committee begins meeting <ul style="list-style-type: none"> - Subcommittees are formed to take on various tasks - Communication to all staff begins and is ongoing • Bars and medals are ordered
<p>October:</p> <ul style="list-style-type: none"> • Theme and location are selected • Basket / door prize information is distributed • Nomination forms are reviewed, updated and posted in the U drive, under General Information, Awards.
<p>November:</p> <ul style="list-style-type: none"> • Nov. 1 – Statewide nominations forms are distributed to staff & nominations open • Awards are designed • Caterer is scheduled • Photographer is scheduled • MC is selected
<p>December – no statewide meeting</p> <ul style="list-style-type: none"> • 31st – Institution nominations close
<p>January:</p> <ul style="list-style-type: none"> • 15th – Statewide nominations close (<i>Valor, Humanitarian, Meritorious Service, Outstanding Service, Sustainability</i>) • 15th – Division and Director's Office nominations close • 15th – Final day for institutions to provide selection information to divisions/ Director's Office for: <ul style="list-style-type: none"> - Institution Contractor of the Year - Institution Correctional Officer of the Year - Institution Employee of the Year - Institution Manager of the Year • by 31st - Institutions hold annual ceremonies (ceremonies may be held later if identity of recipients do not need to be kept secret) • by 31st – Division/Director's Office selections are made • Flyers/posters are designed and distributed <p>Invitations are designed</p>
<p>February:</p> <ul style="list-style-type: none"> • 1st - Final day to submit selection information to statewide chair: <ul style="list-style-type: none"> - Amos Reed – <i>Director's Office</i>

<ul style="list-style-type: none"> - Community Corrections Outstanding Service – <i>Transitional Svs. Div.</i> - Contractor of the Year – <i>All divisions and Director’s Office</i> - Correctional Officer of the Year – <i>Operations Division</i> - Director’s Award – <i>Director’s Office</i> - Employee of the Year – <i>All divisions and Director’s Office</i> - Lifesaving Award recipients – <i>all institutions/work units</i> - Manager of the Year – <i>All divisions and Director’s Office</i> - Outstanding Citizen – <i>Director’s Office</i> - Outstanding Volunteer – <i>Director’s Office</i> • 15th – Selection Committee meets • 20th – Policy Group makes final decisions • Decorations are purchased
<p>March:</p> <ul style="list-style-type: none"> • 1st - Awards are ordered and checked for accuracy upon arrival • Divisions/Director’s Office hold annual ceremonies – optional • Invitations are sent
<p>April:</p> <ul style="list-style-type: none"> • 1st - Rough estimate of head count for lunch is made • 15th – Ceremony details are finalized • 15th – Draft script is sent to presenters and Policy Group to review • 30th – Final day for submission to statewide chair: - OCE Employee of the Year submission - <i>OCE</i>
<p>May:</p> <ul style="list-style-type: none"> • 1st – Last day to submit baskets / door prizes • 8th – OCE Employee of the Year award delivery • Rehearsal is held the day before the ceremony • Ceremony is held the week following Corrections Week
<p>June:</p> <ul style="list-style-type: none"> • Committee meets to debrief

Awards – Overview

DOC Coins – awarded at any time, after Policy Group approval, by executive leadership.
Letters of Commendation – awarded at any time by division/functional unit manager.
Service Pins – awarded at the work site by supervisor on or near employee’s agency service date.

Institution Awards:

Award	Nominations to:	Selection Process	Presentation/ Recognition:
Contractor of the Year (optional)	institution’s awards committee	determined by institution awards committee	institution’s annual ceremony
C/O of the Quarter	institution’s awards committee	determined by institution awards committee	quarterly
C/O of the Year	institution’s awards committee	chosen from C/O’s of the Quarter	institution’s annual ceremony; certificate at statewide ceremony
Employee of the Quarter	institution’s awards committee	determined by institution awards committee	quarterly
Employee of the Year	institution’s awards committee	determined by institution awards committee	institution’s annual ceremony
Lifesaving	institution’s awards committee	determined by institution awards committee	bar & letter of commendation at institution; certificate at statewide ceremony
Manager of the Year (optional)	institution’s awards committee	determined by institution awards committee	institution’s annual ceremony

Division/Director’s Office Awards:

Award	Nominations to:	Selected by:	Presentation/ Recognition:
Contractor of the Year	Division/Director’s Office awards committee. Each institution’s selection is a candidate	Division/Director’s Office awards committee.	annually; certificate at statewide ceremony
Employee of the Year	Division/Director’s Office awards committee. Each institution’s selection is a candidate	Division/Director’s Office awards committee.	annually; certificate at statewide ceremony
Lifesaving (when event occurred at a non-institution site)	Division/Director’s Office awards committee.	determined by Division/Director’s Office awards committee.	bar and letter of commendation by Division/Director’s Office; certificate at statewide ceremony.
Manager of the Year	Division/Director’s Office awards committee. Each institution’s selection is a candidate	Division/Director’s Office awards committee.	annually; certificate at statewide ceremony

Statewide Awards:

Award	Nominations to:	Selected by:	Presentation/ Recognition:
Amos Reed	None	Director & Deputy Director	annual statewide ceremony
Award of Valor	statewide awards chair	statewide selection comm.	annual statewide ceremony
Community Corr. Outstanding Service	Transitional Services Div. awards committee	Transitional Services Div.	annual statewide ceremony
Contractor of the Year	None – each division/Director's Office selection is a candidate	statewide selection comm.	annual statewide ceremony
C/O of the Year	None – each institution's C/O of the Year is a candidate	Operations Division	annual statewide ceremony, includes institutions C/O's of the Year
Director's Awards	None	Director & Deputy Director	at any time
Employee of the Year	None - each division/Director's Office selection is a candidate	statewide selection comm.	annual statewide ceremony
Humanitarian Award	statewide awards chair	statewide selection comm.	annual statewide ceremony
Lifesaving	See institution or division information		
Manager of the Year	None - each division/Director's Office selection is a candidate	statewide selection comm.	annual statewide ceremony
Meritorious Service	statewide awards chair	statewide selection comm.	annual statewide ceremony
OCE Employee of the Year	determined by OCE		annual statewide ceremony
Outstanding Citizen	Director's Office	Director & Deputy Director	at any time
Outstanding Service	statewide awards chair	statewide selection comm.	annual statewide ceremony
Outstanding Volunteer	Director's Office	Director & Deputy Director	at any time
Sustainability Award	statewide awards chair	judges outside DOC	annual statewide ceremony

Awards – Descriptions

Amos Reed Award

Information: The *Amos Reed Award* is presented in memory of former Oregon Corrections Director Amos Reed. Mr. Reed was a correctional expert who, during his 35-year career, worked tirelessly to advocate for correctional employees, particularly regarding staff training. He also had a personal commitment to restoring inmate accountability and he was an early champion of substance abuse treatment and productive work as effective programs to bring about change.

Type: Statewide award.

Eligibility: All Department of Corrections employees.

Nomination Process: No nominations are accepted for this award. However, recommendations may be made to the Director's Office.

Selection Process: The recipient is chosen by the Director and Deputy Director.

Criteria: Exceptional service in an employee's regular work assignment; outstanding leadership qualities in areas of mentorship and team building; and personal/professional integrity.

Limitations: One recipient per year. If there is not an appropriate candidate, the award will not be given.

Description of Award: The *Amos Reed Award* consists of an Amos Reed bar, a personalized plaque which the recipient keeps, and a perpetual plaque which will be passed on to the next recipient.

Presentation Process: The recipient will be honored at the statewide ceremony. He/she will receive the plaque and will have a photo taken with the Director and Deputy Director for display at Central Office and on the Department's website.

Award of Valor

Information: This is one of the Department's highest awards and is given to Department employees who, while serving in an official capacity with the Department, distinguish themselves by directly performing an action that displays exceptional bravery or heroism.

Type: Statewide award.

Eligibility: All Department of Corrections employees.

Nomination Process: Nominations are submitted to the chair of the statewide awards committee.

Selection Process: The statewide selection committee reviews the nominations and makes recommendations to Policy Group for the final decision.

Criteria: The employee was aware of imminent threat to his/her own personal safety; the situation demanded immediate action; the possibility was present for serious injury or death to other staff, inmates or members of the public, or the employee received a life-threatening injury that was not the result of his/her own actions. The act demonstrated professional training and judgment and did not jeopardize operations or the lives of others. The employee's actions went above and beyond the normal scope of duty. The employee did not cause the incident.

Limitations: There is no limit to the number of **Awards of Valor** which may be presented. If there are no appropriate nominees, the award will not be given.

Description of Award: The **Award of Valor** consists of a medal, a certificate signed by the Director and Deputy Director, and a valor bar that may be worn by the employee while working in an official capacity.

Presentation Process: The recipient(s) will be honored at the statewide awards ceremony. A brief description of each incident will be read and he/she will have a photo taken with the Director and Deputy Director for display at Central Office and on the Department's website.

Community Corrections Outstanding Service Award

Type: Statewide award.

Eligibility: Community Corrections field office employee(s), contractor(s), elected official(s), citizen(s) or team(s) of such individuals. (*Note: DOC Community Corrections employees are recognized under the **DOC Outstanding Service** award process.*)

Nomination Process: Nominations are submitted to the chair of the Transitional Services Division awards committee.

Selection Process: The recipient is chosen by the Assistant Director for Transitional Services.

Criteria: 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.

Limitations: There is no limit to the number of **Community Corrections Outstanding Service** awards which may be presented. If there are no appropriate nominees, the award will not be given.

Description of Award: The **Community Corrections Outstanding Service** award consists of a plaque and individual certificates signed by the Director and Deputy Director. If a team wins the award, they share the plaque.

Presentation Process: The recipient(s) will be honored at the statewide awards ceremony. He/she will have a photo taken with the Director and Deputy Director for display at Central Office and on the Department's website.

Contractor of the Year

Information: The process begins at the local level.

1. Institution Contractor of the Year

Type: Institution award.

Eligibility: Any contractor working at the institution.

Nomination Process: Nominations are submitted to the institution via a process established by the institution's awards committee.

Selection Process: The institution's awards committee determines the process. The name of the recipient, if any, is forwarded to the appropriate division/Director's Office awards committee according to the timeline on **Attachment A**.

Criteria: The contractor or team of contractors performed outstanding acts that greatly assisted the Department.

Limitations: One recipient per institution. If there are no appropriate nominees, the award will not be given.

Description of Award: The ***Institution Contractor of the Year*** award consists of a plaque and a certificate signed by the superintendent.

Presentation Process: Recognized at the institution's annual awards ceremony via a process determined by the institution's awards committee.

2. Division / Director's Office Contractor of the Year

Type: Division/Director's Office award.

Eligibility: Any contractor or team chosen as an ***Institution's Contractor of the Year*** working for the division/Director's Office **and** any contractor or team working in a non-institution site for the division/Director's Office.

Nomination Process: Nominations are submitted to the appropriate division/Director's Office awards committee, by a process established by the committee.

Selection Process: The division/Director's Office awards committee determines the process, which includes any recipients of the institution award. The name of the recipient, if any, is forwarded to the statewide awards committee chair according to the timeline on **Attachment A**.

Criteria: The contractor or team of contractors performed outstanding acts which greatly assisted the Department.

Limitations: One recipient per division/Director's Office. If there are no appropriate nominees, the award will not be given.

Description of Award: The type of award is determined by the division/Director's Office awards committees.

Presentation Process: The process is determined by the division/Directors' Office awards committee.

3. DOC Contractor of the Year

Type: Statewide award.

Eligibility: The *Division/Director's Office Contractors of the Year*.

Nomination Process: None

Selection Process: The statewide selection committee chooses one person from the *Division/Director's Office Contractors of the Year* and forwards that name to the Policy Group for final approval.

Criteria: The contractor or team of contractors performed outstanding acts that greatly assisted the Department.

Limitations: One recipient. If there are no appropriate nominees, the award will not be given.

Description of Award: The *DOC Contractor of the Year* award consists of a plaque and individual letter(s) of commendation signed by the Director and Deputy Director. If a team wins the award, they share the plaque.

Presentation Process: The recipient(s) will be honored at the statewide ceremony. He/she will have a photo taken with the Director and Deputy Director for display at Central Office and on the Department's website.

The other *Division/Director's Office Contractors of the Year* will be invited to attend the ceremony, have their names read, receive a certificate signed by the Director and Deputy Director and have a group photo taken with the Director and Deputy Director for display on the Department's website.

Correctional Officer of the Year

Information: The process begins at the institution level.

1. Institution Correctional Officer of the Quarter

Type: Quarterly institution award.

Eligibility: Any officer, corporal and sergeant assigned to the institution. (Note: captains and lieutenants are recognized under the **Manager of the Year** award process.)

Nomination Process: Nominations are submitted to the institution via a process established by the institution's awards committee.

Selection Process: The institution's awards committee determines the process.

Criteria: The employee displayed outstanding performance in one or more areas of mentoring, leadership, dedication, and professionalism which greatly assisted the Department.

Limitations: One recipient per quarter.

Description of Award: The *Institution Officer of the Quarter* award consists of a certificate signed by the superintendent.

Presentation Process: Recognized at the institution's quarterly awards ceremony via a process determined by the awards committee.

2. Institution Correctional Officer of the Year

Type: Annual institution award.

Eligibility: Any officer, corporal and sergeant assigned to the institution who received the quarterly award. (Note: captains and lieutenants are recognized under the *Manager of the Year* award process.)

Nomination Process: None.

Selection Process: The institution's awards committee determines the process to select the *Institution C/O of the Year* from the quarterly award recipients.

Criteria: The employee displayed outstanding performance in one or more areas of mentoring, leadership, dedication, and professionalism which greatly assisted the Department.

Limitations: One recipient per institution.

Description of Award: The *Institution Officer of the Year* award consists of a plaque and a certificate signed by the superintendent.

Presentation Process: Recognized at the institution's annual awards ceremony via a process determined by the institution's awards committee.

3. DOC Correctional Officer of the Year

Type: Statewide award.

Eligibility: Any officer, corporal and sergeant who received an institution's *Correctional Officer of the Year* award. (Note: captains and lieutenants are recognized under the *Manager of the Year* award process.)

Nomination Process: None.

Selection Process: The **Operation Division Awards Committee** determines the process to select the *DOC Correctional Officer of the Year* from the institutions' annual award recipients.

Criteria: The employee displayed outstanding performance in one or more areas of mentoring, leadership, dedication, and professionalism which greatly assisted the Department.

Limitations: One recipient.

Description of Award: The *DOC Correctional Officer of the Year* award consists of a silver correctional officer's bar, a plaque and a letter of commendation signed by the Director and Deputy Director.

Presentation Process: The recipient will be honored at the statewide ceremony. He/she will have a photo taken with the Director and Deputy Director for display at Central Office and on the Department's website.

The other *Institution Correctional Officers of the Year* will be invited to attend the ceremony, will have their names read, receive a certificate signed by the Director and Deputy Director and have a group photo taken with the Director and Deputy Director for display at Central Office and on the Department's website.

Director's Award

Information: Recipients may be honored throughout the year and/or recognized at the statewide ceremony.

Type: Statewide award.

Eligibility: Any Department of Corrections employee, volunteer, contractor or citizen.

Nomination Process: No nominations are accepted for this award. However, recommendations may be made to the Director's Office.

Selection Process: The recipient is chosen by the Director and Deputy Director.

Criteria: 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.

Limitations: There is no limit to the number of *Director's Awards* which may be presented.

Description of Award: The *Director's Award* consists of a medal and a certificate signed by the Director and Deputy Director.

Presentation Process: If awarded at the statewide ceremony, the recipient(s) will have a photo taken with the Director and Deputy Director for display at Central Office and the Department's website.

DOC Coin:

Information: May be awarded by the Director, Deputy Director, assistant Director, superintendent or section head/administrator at any time to any employee who has performed in an outstanding or exceptional manner. To maintain the integrity of the award, pre-approval by the Policy Group is required before the coin may be presented.

Employee of the Year Process

Information: The process begins at the local level.

1. Employee of the Quarter

Type: Optional quarterly institution/division/Director's Office award.

Eligibility: Any represented or temporary employee assigned to an institution/division/Director's Office. *(Note: officers, corporals and sergeants are recognized under the **Correctional Officer of the Year** award process. Lieutenants and captains are recognized under the **Manager of the Year** process. OCE employees are recognized under the **OCE Employee of the Year** process.)*

Nomination Process: Nominations are submitted to the institution/division/Director's Office via a process established by the applicable awards committee.

Selection Process: The institution/division/Director's Office awards committee determines the process.

Criteria: The employee displayed outstanding performance in one or more areas of mentoring, leadership, dedication, innovation, teamwork and professionalism which greatly assisted the Department.

Limitations: One recipient per quarter.

Description of Award: Institutions will present the recipient with a certificate signed by the superintendent. Awards at the division/Director's Office level will be determined by the awards committee.

Presentation Process: Recognized at the institution/division/Director's Office (optional) quarterly awards ceremony via a process determined by the applicable awards committee.

2. Institution Employee of the Year

Type: Annual institution award.

Eligibility: Any represented or temporary employee assigned to an institution. *(Note: officer, corporals and sergeants are recognized under the **Correctional Officer of the Year** award process. Lieutenants and captains are recognized under the **Manager of the Year** process. OCE employees are recognized under the **OCE Employee of the Year** process.)*

Nomination Process: None.

Selection Process: The institution's awards committee determines the process to select the **Institution Employee of the Year** from the quarterly award recipients.

Criteria: The employee displayed outstanding performance in one or more areas of mentoring, leadership, dedication, innovation, teamwork and professionalism which greatly assisted the Department.

Limitations: One recipient per institution.

Description of Award: The **Institution Employee of the Year** award consists of a plaque and a certificate signed by the superintendent.

Presentation Process: Recognized at the institution's annual awards ceremony via a process determined by the institution's awards committee.

3. Division / Director's Office Employee of the Year

Type: Annual division/Director's Office award.

Eligibility: Any represented or temporary employee chosen as an ***Institution's Employee of the Year*** working for the division/Director's Office **and** any represented or temporary employee working in a non-institution site for the division/Director's Office. (*Note: officer, corporals and sergeants are recognized under the **Correctional Officer of the Year** award process. Lieutenants and captains are recognized under the **Manager of the Year** process. OCE employees are recognized under the **OCE Employee of the Year** process.*)

Nomination Process: Nominations are submitted to the appropriate division/Director's Office via a process established by that awards committee.

Selection Process: The division/Director's Office awards committee determines the process, which includes the recipients of the institution awards. The name of the recipient, if any, is forwarded to the **Statewide Awards Committee Chair** according to the timeline on **Attachment A**.

Criteria: The employee displayed outstanding performance in one or more areas of mentoring, leadership, dedication, innovation, teamwork and professionalism which greatly assisted the Department.

Limitations: One recipient per division/Director's Office.

Description of Award: The type of award is determined by the division/Director Office awards committees.

Presentation Process: The process is determined by the division/Directors' Office awards committee.

4. DOC Employee of the Year

Type: Statewide award.

Eligibility: The ***Division/Director's Office Employees of the Year***.

Nomination Process: None

Selection Process: The statewide selection committee chooses one person from the ***Division/Director's Office Employees of the Year*** and forwards that name to the Policy Group for final approval.

Criteria: The employee displayed outstanding performance in one or more areas of mentoring, leadership, dedication, innovation, teamwork and professionalism which greatly assisted the Department.

Limitations: One recipient.

Description of Award: The *DOC Employee of the Year* award consists of a silver employee's bar which may be worn by the employee while working in an official capacity, a plaque and a letter of commendation signed by the Director and Deputy Director.

Presentation Process: The recipient will be honored at the statewide ceremony. He/she will have a photo taken with the Director and Deputy Director for display at Central Office and on the Department's website.

The other *Division/Director's Office Employees of the Year* will be invited to attend the ceremony, will receive a certificate signed by the Director and Deputy Director and have a group photo taken with the Director and Deputy Director for display on the Department's website.

Humanitarian Award

Type: Statewide award.

Eligibility: All DOC employees.

Nomination Process: Nominations are submitted to the statewide awards committee chair.

Selection Process: The statewide selection committee reviews the nominations forwards recommendation(s) to the Policy Group for final approval.

Criteria: 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. The employee participated on his/her own time and did not receive monetary compensation.

OR

The employee provided outstanding volunteer service to his/her community.

The employee participated on his/her own time and did not receive monetary compensation.

Limitations: There is no limit to the number of *Humanitarian Awards* that may be presented.

Description of Award: The *Humanitarian Award* consists of a medal, a bar which may be worn by the employee while serving in an official capacity, and a certificate signed by the Director and Deputy Director.

Presentation Process: Recipient(s) will be honored at the statewide ceremony. He/she will have a photo taken with the Director and Deputy Director for display at Central Office and on the Department's website.

Letters of Commendation:

Information: Are signed by the division/functional unit manager and may be awarded at any time to any employee, contractor or volunteer who has performed in an outstanding or exceptional manner.

Lifesaving Award

Type: Local award.

Eligibility: All DOC employees.

Nomination Process: Nominations are submitted to appropriate institution or division/Director's Office awards committee.

Selection Process: Determined by the local awards committee. Names of the recipients are forwarded to the statewide awards committee chair for recognition at the statewide ceremony.

Criteria: 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.

Limitations: There is no limit to the number of ***Lifesaving Awards*** that may be presented.

Description of Award: The ***Lifesaving Award*** consists of a lifesaving bar, which may be worn by the employee while working in an official capacity, a letter of commendation signed by the **superintendent**, and a certificate signed by the Director and Deputy Director.

Presentation Process:

Local: Recipient(s) will be honored and will receive their bars and letters of commendation at the work site.

Statewide ceremony: Names will be listed in the brochure, and any attendees will have their names read along with a brief description of the incident. They will have a group photo taken with the Director and Deputy Director for display at Central Office and on the Department's website. All recipients will receive a certificate signed by the Director and Deputy Director.

Manager of the Year

1. Institution Manager of the Year

Information: The process begins at the local level.

Type: Annual institution award.

Eligibility: Any management service employee assigned to an institution. (*Note: lieutenants and captains are recognized in this process.*)

Nomination Process: Established by the institution's awards committee.

Selection Process: The institution's awards committee determines the process to select the ***Manager of the Year***.

Criteria: The manager displayed outstanding performance in one or more areas of mentoring, leadership, dedication, innovation, teamwork and professionalism which greatly assisted the Department.

Limitations: One recipient per institution.

Description of Award: The *Institution Manager of the Year* award consists of a plaque and a certificate signed by the superintendent.

Presentation Process: Recognized at the institution's annual awards ceremony via a process determined by the institution's awards committee.

2. Division / Director's Office Manager of the Year

Type: Annual division/Director's Office award.

Eligibility: Any management service employee chosen as an *Institution's Manager of the Year* working for the division/Director's Office **and** any management service employee working in a non-institution site for the division/Director's Office. (*Note: Lieutenants and captains are recognized in this process.*)

Nomination Process: Nominations are submitted to the appropriate division/Director's Office via a process established by that awards committee.

Selection Process: The division/Director's Office awards committee determines the process, which includes the recipients of the institution awards. The name of the recipient, if any, is forwarded to the statewide awards committee chair according to the timeline on **Attachment A**.

Criteria: The manager displayed outstanding performance in one or more areas of mentoring, leadership, dedication, innovation, teamwork and professionalism which greatly assisted the Department.

Limitations: One recipient per division/Director's Office.

Description of Award: The type of award is determined by the division/Director Office awards committees.

Presentation Process: The process is determined by the division/Directors' Office awards committee.

3. DOC Manager of the Year

Type: Statewide award.

Eligibility: The Division/Director's Office Managers of the Year.

Nomination Process: None

Selection Process: The statewide selection committee chooses one person from the *Division/Director's Office Managers of the Year* and forwards that name to the Policy Group for final approval.

Criteria: The manager displayed outstanding performance in one or more areas of mentoring, leadership, dedication, innovation, teamwork and professionalism which greatly assisted the Department.

Limitations: One recipient.

Description of Award: The *DOC Manager of the Year* award consists of a gold manager's bar which may be worn by the employee while working in an official capacity, a plaque, and a letter of commendation signed by the Director and Deputy Director.

Presentation Process: The recipient will be honored at the statewide ceremony. He/she will have a photo taken with the Director and Deputy Director for display at Central Office and on the Department's website.

The other *Division/Director's Office Managers of the Year* will be invited to attend the ceremony, will receive a certificate signed by the director and Deputy Director and have a group photo taken with the Director and Deputy Director for display on the Department's website.

Meritorious Service

Type: Statewide award.

Eligibility: All DOC staff.

Nomination Process: Nominations will be submitted to the statewide awards committee chair.

Selection Process: The statewide selection committee reviews the nominations and makes recommendations to Policy Group for the final decision.

Criteria: The employee distinguished him/herself over a period of many years by exceptional performance and dedication to the Department. Performance must be of a level that far exceeds *Outstanding Service*. Performance of duties normal to the job classification is not an adequate basis for this award.

OR

The employee distinguished him/herself by directly performing an action while on duty that displayed outstanding bravery and/or heroism, but does not qualify for the *Award of Valor*. The employee's actions were above and beyond the normal scope of duty and he/she did not cause the event.

Limitations: There is no limit to the number of *Meritorious Service* awards which may be presented.

Description of Award: The *Meritorious Service* award consists of a medal, a meritorious service bar which may be worn by the employee while serving in an official capacity, and a certificate signed by the Director and Deputy Director.

Presentation Process: The recipient(s) will be honored at the statewide ceremony. He/she will have a photo taken with the Director and Deputy Director for display at Central Office and on the Department's website.

OCE Employee of the Year: This individual will be selected and recognized locally by a process determined by OCE and will be recognized at the statewide ceremony.

Presentation:

Local: Determined by OCE

Statewide: The recipient will receive an award designed by OCE and a letter of commendation signed by the Director and Deputy Director.

Outstanding Citizen Award

Type: Statewide award.

Eligibility: Any citizen or team of citizens who has worked diligently and capably on behalf of the Department of Corrections. Generally 'citizens' are people who provide assistance from a community standpoint as opposed to 'volunteers' who provide or facilitate a service or program within an institution or facility.

Nomination Process: Nominations are submitted to the Director's Office.

Selection Process: The Director or Deputy Director may present **Outstanding Citizen** awards as needed and are not constrained by the annual Department awards ceremony and process.

Criteria: See Eligibility.

Limitations: There is no limit to the number of **Outstanding Citizen** awards that may be presented.

Description of Award: The **Outstanding Citizen** award consists of a plaque. If a team wins the award, they share the plaque and receive certificates signed by the Director and Deputy Director.

Presentation Process: The recipient(s) will be honored at the statewide ceremony. He/she will have a photo taken with the Director and Deputy Director for display at Central Office and on the Department's website.

Outstanding Service Award:

Type: Statewide award.

Eligibility: Any Department of Corrections employee.

Nomination Process: Nominations are submitted to the statewide awards committee chair.

Selection Process: The statewide selection committee reviews the nominations and makes recommendations to Policy Group for the final decision.

Criteria: An employee or team of employees who displayed an uncommon commitment to the profession and/or the community. The individual or team participated in a special assignment or operation requiring thoroughness, conscientiousness, determination and initiative in the performance of a difficult assignment which brought honor or distinction to the Department. (Community Corrections field office employees are recognized under the **Community Corrections Outstanding Service** award process.)

Limitations: There is no limit to the number of **Outstanding Service** awards that may be presented.

Description of Award: The **Outstanding Service** award consists of an outstanding service bar, a plaque, and a certificate signed by the Director and Deputy Director. If a team wins the award, they share the plaque.

Presentation Process: The recipient(s) will be honored at the statewide ceremony. He/she will have a photo taken with the Director and Deputy Director for display at Central Office and on the Department's website.

Outstanding Volunteer Award:

Type: Statewide award.

Eligibility: Any volunteer or team of volunteers who has worked diligently and capably on behalf of the Department of Corrections. Generally, 'volunteers' are those individuals who provide or facilitate a service or program within an institution or facility, as opposed to 'citizens' who assist from a community standpoint.

Nomination Process: Nominations are submitted to the Director's Office.

Selection Process: The Director or Deputy Director may present **Outstanding Volunteer** awards as needed and are not constrained by the annual Department awards ceremony and process.

Criteria: See Eligibility.

Limitations: There is no limit to the number of **Outstanding Volunteer** awards that may be presented.

Description of Award: The **Outstanding Volunteer** award consists of a plaque and certificates signed by the Director and Deputy Director. If a team wins the award, they share the plaque.

Presentation Process: The recipient(s) will be honored at the statewide ceremony. He/she will have a photo taken with the Director and Deputy Director for display at Central Office and on the Department's website.

Remembrance: Staff who have passed away since the previous statewide awards ceremony will be honored at the upcoming statewide ceremony. Family members are welcome to attend if they wish.

Service Pins:

Information: Unlike awards, **Service Pin** recognition is for the current year.

Type: Local award.

Eligibility: All staff are recognized for their years of service in 5 year increments, (5-10-15-20, etc.)

Distribution: 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.

Presentation: Presentation of the pin will be made at the employee's work site on or near his/her agency service date.

Recognition: Staff will be recognized at local ceremonies, if held, and their names will be listed in a Director's Message or the Department's newsletter.

Employees with 20 or more years of service will be invited to attend the statewide ceremony and will receive a certificate signed by the Director and Deputy Director. The certificates will be color coded: 20 yrs – blue, 25 yrs – silver, 30+ - gold. Those present will have their names read and a group photo will be taken with the Director and Deputy Director for display at Central Office and the Department's website. The Director's Office will cover per diem travel expenses for these employees to the statewide ceremony.

Sustainability Award:

Definition: *Sustainability represents a significant economic opportunity for the State of Oregon. Sustainability enables state and local government to operate in a more efficient and effective manner. Sustainability benefits all Oregonians, urban and rural. Oregon prospers when the economy, the environment, and our communities support each other.*

Gov. Ted Kulongoski

Type: Statewide award.

Eligibility: All DOC staff.

Nomination Process: Nominations will be submitted to the statewide awards committee chair.

Selection Process: A group of judges outside the Department will select recipients for the **Sustainability Award**.

Criteria: An individual has successfully implemented a suggested sustainability program or practice in the Department, greatly enhancing effectiveness and efficiency.

OR

A functional unit has successfully met or exceeded its sustainability goals for the year.

Limitations: One award to an individual and one award to a work unit. If there are no appropriate candidates, the award will not be given.

Description of Award: The *Sustainability Award* consists of a plaque – one for an individual and one for a functional unit. The members of the functional unit will also receive certificates signed by the Director and Deputy Director.

Presentation Process: The recipient(s) will be honored at the statewide ceremony. He/she will have a photo taken with the Director and Deputy Director for display at Central Office and on the Department's website.