

Statewide Awards Process and Time Line

(This does not include the tasks that would be part of a department-wide ceremony)

Each year the Statewide Awards Committee chair will review the time line, add specific due dates and make any necessary adjustments. The timeline will be forwarded to all awards committees. Institutions, divisions and the Policy Group develop their own processes, but need to follow all statewide process deadlines.

September:

- Statewide meetings are scheduled
- Nomination forms are reviewed and updated

October:

- Statewide nominations open

November:

- Awards are designed

January:

- Central Office nominations open
- Institutions provide selections to appropriate division chairs (use department org chart as reference):
 1. Institution C/O of the Year
 2. Institution Contractor of the Year
 3. Institution Employee of the Year
 4. Institution Manager of the Year
- Central Office nominations close
- Statewide nominations close

February:

- Divisions provide selections to statewide chair to forward to Policy Group:
 1. DOC C/O of the Year
 2. Division Contractor of the Year
 3. Division Employee of the Year
 4. Division Manager of the Year
 5. Community Corrections Outstanding Service
- Institutions provide list of previous year's Lifesaving Award recipients to statewide chair
- Lifesaving certificates are printed.
- Statewide Awards Committee meets to review nominations.
- Recommendations are forwarded to Policy Group for final approval.

March:

- Policy Group selects statewide awards recipients and forwards names and nomination forms to statewide chair.
- HR and SIU review list of selections.
- Institution and division committees review list of selections and make corrections to spelling, titles, etc.
- Statewide awards are ordered. Statewide awards and years of service certificates are printed.
- OCE submits Employee of the Year and Manager of the Year selections to statewide chair.
- OCE certificates are printed.

May:

- Institutions and divisions hold annual recognition events by Corrections Week.
- Central Office holds annual ceremony the week after Corrections Week.