

Awards and Recognition Process – Policy 20.5.4

| Award | Type | Description (see nomination form for details) | Selection/Recognition Process (follows timeline on Attachment A) |
|----------------|-----------|---|---|
| Award of Valor | Statewide | <p>Award of Valor Eligibility: All Department of Corrections employees serving in an official capacity.</p> <p>Information: This is the department’s highest award and is given to ODOC employees who distinguish themselves by directly performing an action that displays exceptional bravery or heroism.</p> <p>Award Criteria: To qualify, the nominee must meet all of the following:</p> <ul style="list-style-type: none"> • Distinguished him/herself by directly performing an action that displayed exceptional bravery and/or heroism. • 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 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 sound judgment. • The act did not jeopardize department operations or the lives of others. • The employee’s actions went far above and beyond the normal scope of duty. • The employee did not cause the incident. <p>Note: <i>An employee who meets some, but not all, of these requirements may be eligible for the <u>Award of Merit</u>. See that nomination form for details.</i></p> <p>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.</p> <p>Award Type: 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 the Exec Team for final approval.</p> <p>Exec Team: Report decision to statewide chair.</p> <p>Recognition occurs at recipient’s annual recognition event.</p> |

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|--|-----------|---|---|
| Award of Merit | Statewide | <p>Award of Merit Eligibility: All Department of Corrections employees serving in an official capacity.</p> <p>Award Criteria: To qualify, the nominee must meet all of the following:</p> <ul style="list-style-type: none"> • An employee or team of employees distinguished himself/herself/themselves by directly performing an action that displayed outstanding bravery and/or heroism, meeting some of the criteria for the Award of Valor. See that nomination form for details. • The actions were above and beyond the normal scope of duty. • The employee or team did not cause the event. <p>Limitations: 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>Award Type: 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>Nominations are reviewed by the statewide awards committee. Eligible nominations are forwarded to the Exec Team for final approval.</p> <p>Exec Team: Report decision to statewide chair.</p> <p>Recognition occurs at the recipient's annual recognition event.</p> |
| Career Service Award <i>(formerly Meritorious Service Award)</i> | Statewide | <p>Eligibility: All Department of Corrections employees.</p> <p>Award Criteria: To qualify, the nominee must meet the following:</p> <ul style="list-style-type: none"> • The employee distinguished him/herself over a period of many years (generally 20+) by exceptional performance and dedication to the department. <p>Limitations:</p> <ul style="list-style-type: none"> • There is no limit to the number of Meritorious Service Awards that may be presented. • The award may be received one time during a person's career with DOC. <p>Award Type: A plaque 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 the Exec Team for final approval.</p> <p>Exec Team: Report decision to statewide chair.</p> <p>Recognition occurs at recipient's annual recognition event.</p> |

| Award | Type | Description (see nomination form for details) | Selection/Recognition Process (follows timeline on Attachment A) |
|--|-----------|---|---|
| Community Corrections Outstanding Service Award | Statewide | <p>Eligibility: 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>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.</p> <p>Limitations: There is no limit to the number of Community Corrections Outstanding Service awards that may be presented.</p> <p>Award Type: 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>Committee: Forward copy of nomination form to statewide chair.</p> <p>Recipient(s) will be honored at the Central Office annual awards ceremony.</p> |
| Contractor of the Year - Institution | Local | <p>Eligibility: Any contractor working at the institution.</p> <p>Criteria: The contractor or team of contractors performed outstanding acts that greatly assisted the department.</p> <p>Limitations: One recipient per institution. If there are no nominees, the award will not be given.</p> <p>Award Type: Determined by superintendent or designee.</p> | <p>Selection is determined by the institution awards committee.</p> <p>Recognition occurs at institution's annual recognition event.</p> <p>Committee: Forward copy of nomination for consideration as the division's Contractor of the Year. (Use dept. org chart as reference)</p> |
| Contractor of the Year - Division | Local | <p>Eligibility: All institution Contractors of the Year and any contractor working at a Central Office facility.</p> <p>Criteria: The contractor or team of contractors performed outstanding acts that greatly assisted the department.</p> <p>Limitations: One recipient per division. If there are no nominees, the award will not be given.</p> <p>Award Type: 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>Committee: Forward copy of nomination form to dl Statewide Award Nominations. Exec Team will select one DOC Contractor of the Year from the division recipients.</p> |

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|---|-----------|--|---|
| Contractor of the Year - DOC | Statewide | <p>Eligibility: All division Contractors of the Year.</p> <p>Criteria: The contractor or team of contractors performed outstanding acts that greatly assisted the department.</p> <p>Limitations: 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>Award Type: Plaque and a certificate signed by the director and deputy director.</p> | <p>Selection is determined the by Exec Team.</p> <p>Exec Team: Forward copy of nomination form to statewide chair.</p> <p>Recognition occurs at recipient's annual recognition event.</p> |
| C/O of the Quarter - Institution | Local | <p>Eligibility: Any officer, corporal and sergeant assigned to the institution. (Note: lieutenants and captains are recognized under the Manager of the Year process.)</p> <p>Criteria: The employee displayed outstanding performance in the areas of dedication, innovation, integrity, leadership, mentoring, performance, professionalism, role modeling and teamwork.</p> <p>Limitations: One recipient per institution, per quarter.</p> <p>Award Type: Determined by superintendent or designee.</p> | <p>Selection and recognition is determined by 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> |
| C/O of the Year - Institution | Local | <p>Eligibility: The recipients of an institution's C/O of the Quarter award.</p> <p>Criteria: The employee displayed outstanding performance in the areas of dedication, innovation, integrity, leadership, mentoring, performance, professionalism, role modeling and teamwork.</p> <p>Limitations: One recipient per institution, per quarter.</p> <p>Award Type: 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 & 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> |

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| C/O of the Year - DOC | Statewide | <p>Eligibility: The recipients of an institution's C/O of the Year award.</p> <p>Criteria: The employee displayed outstanding performance in the areas of dedication, innovation, integrity, leadership, mentoring, performance, professionalism, role modeling and teamwork.</p> <p>Limitations: One recipient.</p> <p>Award Type: 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> |
| Director's Award | Statewide | <p>Eligibility: All Department of Corrections employees. All volunteers, contractors or citizens.</p> <p>Award Criteria: To qualify, the nominee must meet all of the following:</p> <ul style="list-style-type: none"> • 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. <p>Limitations: There is no limit to the number of Director's Awards that may be presented.</p> <p>Award Type: 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>Selection is determined by the Exec Team.</p> <p>Exec Team: Forward copy of nomination form to statewide chair.</p> <p>Recipient(s) will be honored at the Central Office annual awards ceremony.</p> |

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| Diversity & Inclusion Award | Local | <p>Mission: To increase diversity, cultural awareness and inclusiveness within the Department of Corrections.</p> <p>Eligibility: Any employee assigned to the facility or to Central Office.</p> <p>Award Criteria: To qualify, the nominee must meet all of the following:</p> <ul style="list-style-type: none"> ★ The employee(s) developed, implemented and participated in a Diversity & Inclusion program, project or initiative while still managing the normal workload. ★ The activity must be completed by the end of the award period. <p>Limitations: One award per each location. If there are no nominees, the award will not be given. An individual or team may receive one Diversity & Inclusion Award per activity, including one with multiple phases. However, this doesn't preclude another individual or team from receiving this award for a similar assignment or project at another location.</p> <p>Award Type: Determined by local awards committee.</p> | <p>Selection is determined by the local awards committee.</p> <p>Committee: Forward selection to dl Statewide Award Nominations. The recipient is considered, along with the other location recipients, for the DOC Diversity & Inclusion Award.</p> <p>Recognition occurs at facility's annual recognition event.</p> |
| DOC Diversity & Inclusion Award | Statewide | <p>Diversity and Inclusion Eligibility: All Department of Corrections employees. Completion of any of the activities listed below that are part of one's position description is not an adequate basis for this award.</p> <p>Mission: To increase diversity, cultural awareness and inclusiveness within the Oregon Department of Corrections.</p> <p>Award Criteria: To qualify, the nominee must meet all of the following:</p> <ul style="list-style-type: none"> • The employee(s) developed, implemented and participated in a Diversity & Inclusion program, project or initiative while still managing the normal workload. • The activity must be completed by the end of the award period. <p>Limitations: An individual or team may receive one Diversity & Inclusion Award per activity, including one with multiple phases. However, this doesn't preclude another individual or team from receiving this award for a similar assignment or project at another location.</p> <p>Award Type: A certificate signed by the Director and Deputy Director</p> | <p>Nominations are reviewed by the statewide awards committee. Eligible nominations are forwarded to the Exec Team for final approval.</p> <p>Recognition occurs at recipient's annual recognition event.</p> <p>Exec Team: Forward copy of nomination form to statewide chair.</p> |

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| Employee of the Quarter – Institution | Local | <p>Eligibility: Any represented employee assigned to the institution. (Note: lieutenants and captains are recognized under the Manager of the Year process.)</p> <p>Criteria: The employee displayed outstanding performance in the areas of dedication, innovation, integrity, leadership, mentoring, performance, professionalism, role modeling and teamwork.</p> <p>Limitations: One recipient per institution, per quarter.</p> <p>Award Type: Determined by superintendent or designee.</p> | <p>Selection and recognition is determined by institution awards committee.</p> <p>Next Step: The recipient is considered, along with the other three Employees of the Quarter, for the institution’s Employee of the Year award.</p> |
| Employee of the Year - Institution | Local | <p>Eligibility: The recipients of an institution’s Employee of the Quarter award.</p> <p>Criteria: The employee displayed outstanding performance in the areas of dedication, innovation, integrity, leadership, mentoring, performance, professionalism, role modeling and teamwork.</p> <p>Limitations: One recipient per institution, per quarter.</p> <p>Award Type: 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>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)</p> |
| Employee of the Year - Division | Local | <p>Eligibility: 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>Criteria: The employee displayed outstanding performance in the areas of dedication, innovation, integrity, leadership, mentoring, performance, professionalism, role modeling and teamwork.</p> <p>Limitations: One recipient per division, unless otherwise designated by the division head.</p> <p>Award Type: 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>Committee: Forward copy of nomination form to statewide chair. The Exec Team will select one DOC Employee of the Year from the division recipients.</p> |

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| Employee of the Year - DOC | Statewide | <p>Eligibility: All Division Employees of the Year</p> <p>Criteria: The employee displayed outstanding performance in the areas of dedication, innovation, integrity, leadership, mentoring, performance, professionalism, role modeling and teamwork.</p> <p>Limitations: One recipient. In the event of a tie, the award may be given to both nominees.</p> <p>Award Type: A plaque and a certificate signed by the director and deputy director.</p> | <p>Selection is determined by the Exec Team.</p> <p>Exec Team: Forward copy of nomination form to statewide chair.</p> <p>Recognition occurs at recipient's annual recognition event.</p> |
| Humanitarian Award | Statewide | <p>Eligibility: All DOC employees. The employee was not acting or serving in an official capacity at the time of the event.</p> <p>Award Criteria: To qualify, the nominee(s) must meet the criteria in one of the following scenarios:</p> <ul style="list-style-type: none"> • The employee or team of employees distinguished themselves by directly performing an action that displayed exceptional bravery and/or heroism during a rescue effort, natural disaster or other life-threatening/catastrophic event. <p>OR</p> <ul style="list-style-type: none"> • The employee or team of employees distinguished themselves by volunteering in the community for a long period of time for one or more organizations or events or for a significant short term commitment during a natural disaster or other out-of-the-ordinary occurrence. <p>Limitations: An individual or team may receive one Humanitarian Award for community volunteerism throughout employment with DOC.</p> <p>Award Type: 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>Nominations are reviewed by the statewide awards committee. Eligible nominations are forwarded to the Exec Team for final approval.</p> <p>Exec Team: Report decision to statewide chair.</p> <p>Recognition occurs at recipient's annual recognition event.</p> |

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| Letters of Commendation | Local | <p>Information: 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 & included with statewide awards | <p>Eligibility: All DOC employees. Doctor and nurses are eligible if the event occurred outside the clinic or under special circumstances.</p> <p>Criteria :</p> <ul style="list-style-type: none"> • 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, does not meet the criteria. Exceptions may be made in very unique situations. <p>Limitations: 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>Award Type: 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>There is no nomination form. Selection may 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>Committee: Forward the full name, title and date of the event to dl Statewide Award Nominations.</p> <p>The statewide chair will provide lifesaving bars to awards committees upon request.</p> |

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|---|-------|--|--|
| Manager of the Quarter – Institution | Local | <p>Eligibility: Any management-service employee assigned to the institution. (Note: lieutenants and captains are included in this process.)</p> <p>Criteria: The manager displayed outstanding performance in the areas of dedication, innovation, integrity, leadership, mentoring, performance, professionalism, role modeling and teamwork.</p> <p>Limitations: One recipient per institution, per quarter. If there are no nominees, the award will not be given.</p> <p>Award Type: Determined by superintendent or designee.</p> | <p>Selection and recognition is determined by institution awards committee.</p> <p>Next Step: The recipient is considered, along with the other three Managers of the Quarter, for the institution’s Manager of the Year award.</p> |
| Manager of the Year – Institution | Local | <p>Eligibility: The recipients of an institution’s Manager of the Quarter award.</p> <p>Criteria: The manager displayed outstanding performance in the areas of dedication, innovation, integrity, leadership, mentoring, performance, professionalism, role modeling and teamwork.</p> <p>Limitations: One recipient per institution, per quarter. If there are no nominees, the award will not be given.</p> <p>Award Type: Determined by superintendent or designee.</p> | <p>Selection is determined by institution awards committee.</p> <p>Recognition occurs at recipient’s annual recognition event.</p> <p>Committee: 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> |
| Manager of the Year - Division | Local | <p>Eligibility: 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>Criteria: The manager displayed outstanding performance in the areas of dedication, innovation, integrity, leadership, mentoring, performance, professionalism, role modeling and teamwork.</p> <p>Limitations: One recipient per division, unless otherwise designated by the division head.</p> <p>Award Type: 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>Committee: Forward copy of nomination form to statewide chair. The Exec Team will select one DOC Manager of the Year from the division recipients.</p> |

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| Manager of the Year - DOC | Statewide | <p>Eligibility: All Division Managers of the Year</p> <p>Criteria: The manager displayed outstanding performance in the areas of dedication, innovation, integrity, leadership, mentoring, performance, professionalism, role modeling and teamwork.</p> <p>Limitations: One recipient. In the event of a tie, the award may be given to both nominees.</p> <p>Award Type: A plaque and a certificate signed by the director and deputy director.</p> | <p>Selection is determined by the Exec Team</p> <p>Exec Team: Forward copy of nomination form to statewide chair.</p> <p>Recipient to be honored at facility's annual recognition event.</p> |
| Max Williams Award | Statewide | <p>Eligibility: All Department of Corrections employees, contractors and community partners.</p> <p>Information: 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>Limitations: One recipient per year. If there is not an appropriate candidate, the award will not be given.</p> <p>Award Criteria: To qualify, the nominee must meet <u>all</u> of the following:</p> <ul style="list-style-type: none"> • Exceptional service in an employee's regular work assignment. • Outstanding leadership qualities in areas of mentorship and team building. • Personal and professional integrity. <p>Award Type: 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>Selection is determined by the Exec Team.</p> <p>Exec Team: Forward copy of nomination form to statewide chair.</p> <p>Recipient will be honored at the Central Office Awards Ceremony</p> |

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| Meritorious Service Award – Name changed to <u>Career Service Award</u> | | | |
| Outstanding Citizen | Statewide | <p>Eligibility/Criteria: Any citizen or team of citizens, who have worked diligently and capably on behalf of the Department of Corrections, in support of our mission, vision and values.</p> <p>Limitations:</p> <ul style="list-style-type: none"> • There is no limit to the number of Outstanding Citizen awards that may be presented. • Individuals or teams may receive the Outstanding Citizen award one time per project or event, including those with multiple phases. <p>Award Type: 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 the Exec Team.</p> <p>Recipient will be honored at the location where he/she has provided support.</p> <p>Exec Team: Forward copy of nomination form to statewide chair.</p> |

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| Outstanding Service | Statewide | <p>Eligibility: All Department of Corrections employees serving in an official capacity. Excelling in tasks outlined in one’s position description is not an adequate basis for this award.</p> <p>Award Criteria: To qualify, the nominee must meet all 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"> • An employee or team of employees displayed an uncommon commitment to the profession or to the community by participating in and completing a unique or difficult special assignment or project requiring all of the following: <ul style="list-style-type: none"> - thoroughness - conscientiousness - determination - resourcefulness • The special assignment or project must be completed by the end of the award period. <p>Limitations:</p> <ul style="list-style-type: none"> • There is no limit to the number of Outstanding Service Awards that may be presented. • An individual or team may receive one Outstanding Service award per assignment or project. This includes assignments or projects with multiple phases. However, this doesn’t preclude another individual or team from receiving this award for a similar assignment or project at another location. <p><i>Note: Non-DOC Community Corrections field office employees are recognized under the Community Corrections Outstanding Service award process. Contact the Community Corrections Division for details.</i></p> <p>Award Type: 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>Nominations are reviewed by the statewide awards committee. Eligible nominations are forwarded to the Exec Team for final approval.</p> <p>Exec Team: Report decision to statewide chair.</p> <p>Recognition occurs at recipient’s annual recognition event.</p> |

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| Outstanding Unit | Statewide | <p>Eligibility: All Department of Corrections designated units. Generally these are individual work units (Food Services, Physical Plant, etc.) at one facility or in Central Administration. Contact dl Statewide Award Nominations if you have questions.</p> <p>Award Criteria: To qualify, the majority of the staff in the unit participated. The nominees met one or more of the following in a way that exemplified the department’s mission, vision and values:</p> <ul style="list-style-type: none"> • The unit participated in a unique project or met significant challenges that took a considerable amount of time while still managing the normal workload. • The unit developed and implemented a program or procedure that resulted in improved processes. • The qualifying event(s) must be completed by the end of the award period. <p>Limitations:</p> <ul style="list-style-type: none"> • There is no limit to the number of Outstanding Unit Awards that may be presented. • An individual or team may receive one Outstanding Unit Award per project, program or procedure, including those with multiple phases. However, this doesn’t preclude another unit from receiving this award for a similar project, program or procedure at another location. <p>Award Type: 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>Nominations are reviewed by the statewide awards committee. Eligible nominations are forwarded to the Exec Team for final approval.</p> <p>Exec Team: Report decision to statewide chair.</p> <p>Recognition occurs at recipient’s annual recognition event.</p> |

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| Outstanding Volunteer | Statewide | <p>Eligibility/Criteria: Any volunteer or team of volunteers who has worked diligently and capably on behalf of the Department of Corrections, providing or facilitating services or programs within an institution or facility.</p> <p>Limitations:</p> <ul style="list-style-type: none"> • There is no limit to the number of Outstanding Volunteer awards that may be presented. • An individual or team may receive the Outstanding Volunteer award one time for a project or event, even if these span more than one year or have multiple phases. <p>Award Type: 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 the Exec Team.</p> <p>Exec Team: Forward copy of nomination form to statewide chair.</p> <p>Recipient will be honored at the location where he/she has provided support.</p> |
| Service Pins (for years of service) | Local | <p>Information: Unlike most awards, Years of Service recognition is for the <u>current</u> year.</p> <p>Eligibility: All staff are recognized for their years of service in 5-year increments (5, 10, 15, 20, 25, etc.)</p> <p>Award Type: 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> |

| Award | Type | Description (see nomination form for details) | Selection/Recognition Process (follows timeline on Attachment A) |
|-----------------------------|-----------|---|---|
| Sustainability Award | Statewide | <p>Sustainability Award Eligibility: All Department of Corrections employees. Excelling in tasks outlined in one's position description is not an adequate basis for this award.</p> <p>Mission: DOC is committed to the sustainability and stewardship of our natural resources and environment.</p> <p>Definition: 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>Award Criteria: To qualify, an individual or team must meet the following:</p> <ul style="list-style-type: none"> • Successfully implemented or made improvements to a sustainability program or practice in the department, greatly enhancing effectiveness and efficiency. The program may include, but is not limited to: <ul style="list-style-type: none"> - Improving sustainable operations. - Following sustainable construction, maintenance and/or energy conservation practices. - Saving the department money by using Environmentally Preferred Purchasing (EPP) and Contracts & Purchasing approved environmental products and services. - Educating and training staff and adults-in-custody. - Documenting energy savings and updating facility procedures to reflect sustainable practices. <p>Limitations:</p> <ul style="list-style-type: none"> • There is no limit to the number of Sustainability Awards that may be presented. If there are no appropriate candidates, the award will not be given. • An individual or team may receive one Sustainability Award per completed program or practice, including those with multiple phases. <p>Award Type: A certificate signed by the director and deputy director.</p> | <p>Nominations are reviewed by the statewide awards committee. Eligible nominations are forwarded to the Exec Team for final approval.</p> <p>Exec Team: Report decision to statewide chair.</p> <p>Recognition occurs at recipient's annual recognition event.</p> |