



DEPARTMENT OF CORRECTIONS
Employee Services



Title:	Recognition and Awards	DOC Policy: 20.5.4
Effective:	11/1/2025	Supersedes: 11/1/24
Applicability:	All Employees, Contractors, and Volunteers	
Directives Cross-Reference:	DAS State Policy 50.040.01 Employee Performance Recognition Program	
Attachments:	Attachment A – Statewide Awards Process and Timeline Attachment B – Description of Statewide Awards Attachment C – Leadership and Mentorship Guide Attachment D – Statewide Awards Best Practices	

I. PURPOSE

To recognize employees of the Department of Corrections for outstanding performance and to give recognition to contractors, volunteers, and citizens who have performed outstanding acts that greatly assisted the department. This policy establishes guidelines and criteria for these exemplary service awards.

II. DEFINITIONS

- A. Award Type: An award can be a bar, certificate, letter, medal, pin, plaque, or any other item presented as a form of recognition and honor. Bars and pins may be worn by the employee when working in an official capacity.
- B. Award Year: The calendar year January 1 to December 31. At annual ceremonies, recipients are honored for actions that occurred the previous calendar year. The date on the award will reflect the year for which the nomination is made. For example, the person selected from the 2024 nominees for the *Department of Corrections Employee of the Year* will be recognized in 2025 as the 2024 Department of Corrections Employee of the Year.
- C. Central Office: For purposes of this policy, this includes all Department of Corrections employees not assigned to or working in an institution or in Linn or Douglas counties.
- D. Ceremony Event Committee: This committee is comprised of a chairperson, co-chairperson, and committee members. The Ceremony Event Committee's primary function is to plan and execute agency's award ceremony that is held each calendar year.
- E. Citizen: Any individual who is not an employee, contractor, or volunteer of the Department of Corrections.
- F. Community Corrections Outstanding Service Award: This award honors individuals or teams—such as field office employees, contractors, elected officials, or citizens—who have demonstrated exceptional dedication and significantly contributed to the mission of community corrections, recognizes service that goes above and beyond normal duties, or enhances the effectiveness, integrity, or reach of community corrections efforts statewide.

- G. Contractor: Any person under contractual arrangement to provide services to the department; any person employed by private or public sector agencies who is serving under department sanctioned assignment to provide services or support to department programs.
- H. Corrections Week: The first full week (Sunday – Saturday) in May.
- I. Director’s Awards: These awards are discretionary honors granted by the Director and Deputy Director to recognize individuals or teams—including employees, contractors, volunteers, or citizens—whose exceptional contributions have brought distinction to the department or significantly advanced its mission, vision, and values. Director’s Awards reflect exemplary service that may not fall within standard nomination categories but is nonetheless deserving of agency-wide recognition.
- J. Division: A primary organizational component within the Department of Corrections having direct responsibility for a major program area. The department’s division are designated by the Director’s Office. For purposes of this policy, the Director’s Office is included as a division and has its own awards committee.
- K. Employee: Any person employed full-time, part-time, or by temporary appointment to provide services or support to the Department of Corrections.
- L. Local Awards: Awards presented at the work site.
- M. Statewide Awards Selection Committee: This committee is comprised of a chairperson, co-chairperson, and committee members. The committee’s primary function is to follow the timeline for the awards process and to select or identify the recipients who will be recognized at the ceremony. Referred to in this policy as Selection Committee.
- N. Statewide Nominated Awards: These awards are open to all Department of Corrections employees and recognize individual employees or teams who have demonstrated extraordinary contributions, bravery, innovation, service, or commitment while serving in an official capacity.
- O. Statewide of the Year Awards: These awards recognize one outstanding individual in each core role—Contractor, Correctional Officer, Employee, Manager, and Volunteer—whose performance exemplifies excellence in leadership, professionalism, integrity, and service.
- P. Volunteer: An approved person who donates time, knowledge, skills, and effort to enhance the mission, activities, and programs of the department. Volunteers serve at the pleasure of the department and are not considered employees.

III. POLICY

When an employee, contractor, volunteer, or citizen performs duties in a manner above and beyond the normal guidelines for the assigned position or in a manner consistent with department guidelines for a prescribed award, the employee, contractor, volunteer, or citizen may be nominated for a department award. Upon nomination, the circumstances surrounding exemplary performance will be reviewed to determine an appropriate award. Nothing in this policy is intended to limit management’s ability to provide spontaneous recognition or awards to employees within their work units as appropriate.

A. Nominations

1. Any employee, volunteer, or contractor may nominate anyone in any division or within the Director's Office for any award with a nomination process. The nomination is submitted according to the award process in Attachment B - Description of Statewide Awards, which also contains a summary of the criteria for each award and award type.
2. The nomination will include the following:
 - a. Recommended award;
 - b. First and last name of all nominees (one form should be used when more than one individual participated as long as each person listed meets the criteria);
 - c. Duty station of all nominees;
 - d. The date or timeframe of the incident or project;
 - e. Name and title of person submitting the nomination;
 - f. A summary of the actions taken that demonstrate how the nominee meets the award criteria. Include any other relevant details as specified on the nomination form and in the award description (see Attachment B - Description of Statewide Awards). Clearly explain each nominee's role in the achievement; and
3. A manager who is familiar with the event must review the nomination form for completeness and accuracy prior to submission of the form to the DOC Statewide Awards email (DOC.StatewideAwards@doc.oregon.gov).
4. Nominations must be submitted via e-mail to the Captain, Lieutenant, or manager indicated on the form.
5. Statewide awards nomination forms can be found on the U drive under General Information > Statewide Awards or upon request from the Selection Committee chairperson, co-chairperson, or committee member.

B. Awards Committees Duties and Responsibilities

Institution Awards are limited to employees, contractors, or volunteers assigned to a specific institution or division.

1. Institution Awards Committee
 - a. Institution awards committees are established at the direction of the superintendent or designee and will be composed of a greater number of represented employees than management service employees. The committees will follow the timeline on Attachment A – Statewide Awards Process and Timeline.
 - b. Each institution awards committee will establish a recognition process that includes, but is not limited to, quarterly and annual recognition. Institutions will hold annual awards presentations by Corrections Week following the award year.
 - c. Unless no nominees are received for a particular category, each institution will select one nominee per category:

- A. Contractor of the Year
 - B. Correctional Officer of the Year
 - C. Employee of the Year
 - D. Manager of the Year
 - E. Volunteer of the Year
- d. The superintendent, administrative executive support, and local awards committee is responsible for inviting recipients, and nominees when appropriate, to ceremonies or other recognition events. The committee coordinates travel arrangements as needed.
 - e. This policy does not limit an institution's ability to recognize employees at other times during the year or to present awards beyond those listed in this policy.
2. Division (including Director's Office) Awards Committees

Division Awards are limited to employees, contractors, or volunteers assigned to a specific institution or division.

- a. Division awards committees or recognition process are established by the division Assistant Director or designee. The process for recognition will adhere to the timeline on Attachment A - Statewide Awards Process and Timeline.
 - b. Unless there are no nominees for a category, divisions will select one of each:
 - A. Contractor of the Year
 - B. Employee of the Year
 - C. Manager of the Year
 - D. Volunteer of the Year
 - c. Divisions with annual award recipients will be recognized during the annual Statewide Awards Ceremony.
 - d. Each division must notify the Selection Committee chairperson and co-chairperson of their selected recipients following the timeline on Attachment A - Statewide Awards Process and Timeline.
 - e. Each division is responsible for notifying the appropriate institution awards committee or the recipient's supervisor when a division award is being presented, to ensure the recipient attends the Statewide Awards Ceremony.
 - f. This policy does not limit a division's ability to recognize employees at other times during the year or to present awards beyond those listed in this policy.
3. Statewide Awards Selection Committee

Statewide Awards may be awarded to any employee, contractor, volunteer, or citizen, regardless of their specific assignment.

- a. The Selection Committee is established at the discretion of the Assistant Director that oversees the awards process. The committee consists of a chairperson, co-chairperson, and at least one represented employee and one management service employee from each institution and division. The number of management service employees must be less than the number of represented employees.
- b. Statewide Awards Selection Committee Member Duration of Service
 - A. Chairperson: The committee chairperson may only hold the chairperson position for one year (see Attachment C - Leadership and Mentorship Guide). However, the Assistant Director responsible for the awards process may extend the chairperson's term beyond one year at their discretion, if necessary.
 - B. Co-chairperson: The committee co-chairperson may only hold the co-chairperson position for one year (see Attachment C - Leadership and Mentorship Guide). However, the Assistant Director responsible for the awards process may extend the co-chairperson's term beyond one year at their discretion, if necessary.
 - C. Committee Members: Selection Committee members are appointed at the discretion of the superintendent and division Assistant Directors. Committee members must be reappointed every three years. There is no limit to the number of times a committee member can be reappointed, and reappointment is at the discretion of the superintendent and division Assistant Directors.
- c. Statewide Awards Selection Committee Member Removal
 - A. Chairperson and Co-chairperson: The Assistant Director overseeing the awards process and the direct supervisor of the employee holding these positions may, at their discretion, dismiss the employee from these roles at any time.
 - B. Committee Members: The superintendent or direct supervisor of the appointed committee member may, at their discretion, dismiss the employee from the committee at any time.
- d. The Statewide Awards Selection Committee Meeting Schedule:

The Selection Committee will meet as required or at the discretion of the chairperson to conduct committee business and will follow the timeline in Attachment A - Statewide Awards Process and Timeline.
- e. The Selection Committee chairperson and co-chairperson are expected to uphold the standards and leadership responsibilities outlined in Attachment C - Leadership and Mentorship Guide.

- f. The Selection Committee roles, duties, and responsibilities are as outlined in Attachment D - Statewide Awards Best Practices.

4. Central Office Awards Ceremony Planning Committee

- a. The Selection Committee chairperson and co-chairperson oversee the Central Office Awards Ceremony Planning Committee.
- b. The Central Office Awards Ceremony Planning Committee is made up of a chairperson, co-chairperson, at least one representative from each Division Awards Committee, and one Office of Communications member who are responsible for writing the script and coordinating with presenters and other volunteers.
- c. The Central Office Awards Ceremony Planning Committee plans the Statewide Awards Annual Recognition Ceremony which includes, but is not limited to:
 - A. Selecting a theme
 - B. Planning the menu
 - C. Ordering the food
 - D. Scheduling the Honor Guard
 - E. Arranging for singers or musicians
 - F. Coordinating the photographer
 - G. Planning the ceremony flow
 - H. Set up and clean up

- 5. Executive Team: Executive Team roles and responsibilities are as outlined in Attachment D - Statewide Awards Best Practices.

C. Recipient Selection or Identification Process

1. Statewide Nominated Awards

Statewide Nominated Awards are determined based on submitted nominations, which are evaluated through a formal review process conducted by the Selection Committee. Final award decisions are made by the Executive Team.

- a. The Selection Committee reviews nomination forms for completeness and accuracy for the following awards:
 - A. Award of Merit
 - B. Award of Valor
 - C. Diversity, Equity, and Inclusion Award
 - D. Humanitarian Award
 - E. Outstanding Service Award
 - F. Outstanding Unit Award
 - G. Outstanding Volunteer Award

H. Sustainability

- b. Nomination recommendations shall be submitted to the Executive Team for final approval. During its review, the Executive Team may return a nomination for revision before rendering a decision.
- c. In accordance with the timeline outlined in Attachment A - Statewide Awards Process and Timeline, the Executive Team is responsible for selecting the final Statewide Award recipients and may add, modify, or rescind any award at its discretion.

2. Director's Awards

- a. Nominations for Director's Awards are sent directly to the Executive Team or to the DOC Statewide Awards email (DOC.StatewideAwards@doc.oregon.gov) for the following awards:
 - A. Director's Award
 - B. Outstanding Citizen Award
- b. In accordance with the timeline outlined in Attachment A - Statewide Awards Process and Timeline, the Director and Deputy Director are responsible for selecting the Director's Awards recipients.

3. Community Corrections Outstanding Service Award

- 4. In accordance with the timeline outlined in Attachment A - Statewide Awards Process and Timeline, the Assistant Director of Community Corrections is responsible for selecting the Community Corrections Outstanding Service Award recipient.

5. Statewide of the Year Awards

- a. Final recipients are selected from division and institution-level awardees and represent the highest standard of achievement across the Department of Corrections for that year.
- b. Each division and institution shall submit the final selections for Contractor, Correctional Officer, Employee, Manager, and Volunteer of the Year to the DOC Statewide Awards email (DOC.StatewideAwards@doc.oregon.gov).
- c. In accordance with the timeline outlined in Attachment A, the Executive Team is responsible for selecting recipients for the following Statewide of the Year Awards:
 - A. Statewide Contractor of the Year
 - B. Statewide Employee of the Year
 - C. Statewide Manager of the Year
 - D. Statewide Volunteer of the Year

- d. In accordance with the timeline outlined in Attachment A, the Assistant Director of Operations is responsible for selecting the Statewide Correctional Officer of the Year Award.

6. Other Awards

- a. Letters of Commendation may be awarded at any time to any employee, contractor, or volunteer who has performed in an outstanding or exceptional manner.
- b. Lifesaving Award:
 - A. May be awarded at the institution or division level to any Department of Corrections employee who, while performing their official duties, uses proper training and professional tactics to save or attempt to save another person's life.
 - i. All recipients are given a Lifesaving Bar and Letter of Commendation shortly after the lifesaving event occurs.
 - ii. Institution recipient(s) are presented a certificate signed by the Director and Deputy Director at their facility's annual recognition event.
 - iii. Division recipient(s) are presented a certificate signed by the Director and Deputy Director at the Statewide Awards Ceremony.
 - B. Doctors and nurses are eligible if the lifesaving event occurred outside the clinic or under special circumstances
- c. Years of Service:
 - A. Years of service are calculated based solely on consecutive years of employment with the Oregon Department of Corrections.
 - B. Service Pins for years of service may be awarded to any employee in recognition of their years of service, in 5-year increments (for example, 5, 10, 15 years, etc.).

7. Performance Review Process

a. Performance Review

Prior to final approval, all award nominations selected by the Executive Team are subject to a performance review conducted by the Office of the Inspector General and Employee Services.

- A. The performance review will evaluate whether the nominee is in good standing and free from any active or recent disciplinary actions that may conflict with the purpose and integrity of the award program. This includes, but is not limited to,

formal disciplinary actions, letters of reprimand, ongoing investigations, duty stationed at home, or placement on a work improvement plan.

- B. The performance review shall be completed within five business days of receipt of the request from the Selection Committee chairperson.

- b. Confidentiality and Communication of Performance Review Results

- A. Confidentiality of Review Details: Due to the confidential nature of personnel records, the results of the performance review shall be communicated directly and exclusively to the Assistant Director overseeing the Statewide Awards by the designated reviewers. The Selection Committee chairperson or any Selection Committee members shall not request, or be provided with, any specific details regarding the performance review findings.
- B. Reviewer Meeting: Upon completion of the performance review, the designated reviewers shall meet promptly with the Assistant Director overseeing the Statewide Awards to convey the results.
- C. Eligibility Notification: Following this meeting, the designated reviewers shall provide the Selection Committee chairperson with a list of nominees who are no longer eligible for the awards for which they were nominated.

- c. Final award decisions shall consider the outcome of the performance review. In cases where concerns are identified, the Executive Team, in consultation with the reviewing entities, may deny or defer the nomination.
- d. Recipients of Years of Service Awards are exempt from the performance review process, as these awards are based solely on tenure and not subject to discretionary evaluation.

- 8. Guest Attendance for Award Recipients

- a. Final recipients of the following awards who are attending the Statewide Awards Ceremony are permitted to bring one guest. For team awards, each attending team member is allowed one guest.
 - A. Award of Merit
 - B. Award of Valor
 - C. Diversity, Equity, and Inclusion Award
 - D. Humanitarian Award
 - E. Outstanding Service Award
 - F. Outstanding Unit Award
 - G. Outstanding Volunteer Award
 - H. Sustainability Award
 - I. Director's Award
 - J. Outstanding Citizen Award
 - K. Community Correction's Outstanding Service Award

- L. Statewide Contractor of the Year
- M. Statewide Correctional Officer of the Year
- N. Statewide Employee of the Year
- O. Statewide Manager of the Year
- P. Statewide Volunteer of the Year

b. Division Award recipients of the following awards who are attending the Statewide Awards Ceremony are permitted to bring one guest.

- A. Contractor of the Year
- B. Employee of the Year
- C. Manager of the Year
- D. Volunteer of the Year

D. Travel:

1. For Recipients who are Department of Corrections Employees, Contractors, or Volunteers

Travel expenses incurred by a recipient who is a department employee, contractor, or volunteer, in connection with attending any ceremony to receive an award within this policy, shall be the responsibility of the recipient's primary assigned work location (such as, an institution, DOC Headquarters, Central Distribution Center).

2. For Recipients who are Not Department of Corrections Employees, Contractors, or Volunteers

Travel expenses incurred by a recipient who is not a department employee, contractor, or volunteer, in connection with attending any ceremony to receive an award within this policy, shall be the responsibility of the location that nominated the recipient.

IV. IMPLEMENTATION

This policy shall be adopted immediately without further modification.

Certified:_____signature on file_____
Julie Vaughn, Rules Coordinator

Approved:_____signature on file_____
Michael Reese, Director

Statewide Awards Process and Timeline

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

Each year, the Selection Committee chairperson and co-chairperson review the timeline, add specific due dates, and make any necessary adjustments. The updated timeline is then forwarded to all awards committees. Institutions, divisions, and the Executive Team (ET) develop their own processes but must adhere to all statewide process deadlines.

Statewide Awards Email: DOC.StatewideAwards@doc.oregon.gov

June:

- Transition new chairperson and co-chairperson, if applicable.
- Review policy and attachments: update as needed.
- Update nomination forms and post in U drive.

July:

- Director's Office provides the Selection Committee chairperson and co-chairperson with the Executive Team's availability dates.
- Institutions and divisions submit their designated award contact person(s) to the Selection Committee chairperson and co-chairperson.
- Establish the official timeline for the upcoming awards year.

August:

- Schedule monthly Selection Committee meetings (September – March).
- Schedule annual Selection Committee meeting.
- Schedule meetings with institutions and divisions (September – October).

September:

- Distribute an all-staff email announcing the tentative date for the Statewide Awards Ceremony and the official opening date for award nominations.

October:

- Notify institution and divisions of employees with upcoming 20+ years of service.
- Send all-staff email reminding employees of the tentative ceremony date and the nomination period.

November:

- Open Statewide Nominated Awards on first business day in November.
- Send all-staff email announcing the opening of Statewide Nominated Awards.
- Meet with SRCI OCE sign shop to design or update award plaques, if applicable.

December:

- Send all-staff email reminder that nominations are open, including the nomination closing date.

January:

- Open division nominations.
- Close Statewide Nominated Awards.
- Institutions and divisions submit Lifesaving Award recipient list to DOC Statewide Awards email.

February:

- The Selection Committee meets (typically the first Tuesday in February) reviews Statewide Nominated Awards nominations.
- The Selection Committee chairperson and co-chairperson send nomination recommendations to ET for review and final selections.
 - ET provides a list of final selections to the Selection Committee chairperson and co-chairperson by the end of February.
- Send the estimated quantity of plaques for each type of award to SRCI OCE Sign Shop.
- Deadline for the following is the **last business day in February**:
 - Institutions submit their selections to the DOC Statewide Awards email:
 - Institution **Correctional Officer of the Year**
 - Institution **Contractor of the Year**
 - Institution **Employee of the Year**
 - Institution **Manager of the Year**
 - Institution **Volunteer of the Year**
 - Divisions submit their selections to the Statewide Awards email:
 - Division **Contractor of the Year** (if applicable)
 - Division **Employee of the Year**
 - Division **Manager of the Year**
 - Division **Volunteer of the Year** (if applicable)
 - OCE submit their selections to the DOC Statewide Awards email:
 - **Contractor of the Year** (if applicable)
 - **Employee of the Year**
 - **Manager of the Year**
 - **Volunteer of the Year** (if applicable)

March:

- The Executive Team makes final selections for Statewide "of the Year" recipients.
 - The Operations Assistant Director chooses the Correctional Officer of the Year.
- Ceremony Event Committee chairperson and Selection Committee chairperson meet to discuss ceremony logistics.
- Professional Standards Unit and HR review award recipients.
- Community Corrections Outstanding Service Award recipient(s) submitted to the DOC Statewide Awards email by the Assistant Director of Community Corrections.
- The Director and Deputy Director select:
 - Director's Award
 - Outstanding Citizen Award
- Institution and division committees or designee review list of selections and make corrections to spelling, titles, etc.
- Order plaques and print certificates (including Lifesaving Award and Years of Service certificates).

April:

- Notify superintendents and management of award recipient(s) by the first full week in April.
- Director and Deputy Director sign certificates.
- Check in with the designated person regarding Years of Service recipients.
- Prepare the script for the ceremony by April 15th.
- ET and Office of Communications review and finalize script.
- Institutions and divisions must provide a confirmed list of attendees by the end of the second full week in April.
- Certificates and Lifesaving Award pins for recipients not attending in person must be mailed to award locations by the end of the second-to-last week in April.

May:

- Organize all certificates and plaques (Suggestion: Organize by presentation order and then by last name).
- Institutions and divisions hold annual recognition events by Corrections Week.
- Central Office holds its annual ceremony the week after Corrections Week.



Description of Statewide Awards

Statewide Awards Program Attachment B

The Statewide Awards Program is an integral part of the Oregon Department of Corrections (ODOC), celebrating the dedication and achievements of employees across the department. Recognizing excellence requires strong leadership, strategic planning, and collaboration, all of which are central to the role of the Selection Committee chair and co-chair.

This guide outlines the leadership responsibilities, mentorship process, and best practices that ensure the awards program remains effective, inclusive, and impactful year after year. Through teamwork, integrity, and visionary leadership, the chair and co-chair play a key role in fostering a culture of recognition and appreciation that aligns with ODOC's values.

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Statewide Nominated Awards

Award	Details	Award Type, Selection, & Recognition Process
Award of Merit	<p>Eligibility: All Department of Corrections employees serving in an official capacity.</p> <p>Criteria: To qualify, the nominee must meet <u>all</u> the following criteria:</p> <ul style="list-style-type: none"> An employee or group of employees distinguished themselves by directly performing an action that displayed outstanding bravery or heroism, meeting some of the criteria for the <i>Award of Valor</i>. See that nomination form for details. The actions were above and beyond the normal scope of duty. The employee or group of employees did not cause the event. <p><i>Award nomination MUST include which qualifications they meet from the Award of Valor criteria and how the nominee(s) meet the criteria.</i></p> <p>Limitations: There is no limit to the number of Awards of Merit which may be presented.</p> <p>If there are no appropriate nominees, the award will not be given.</p>	<p>Award: Plaque</p> <p>Certificate signed by the Director and Deputy Director.</p> <p>**If a group is awarded, the group receives a plaque to display at the worksite and each member receives a certificate.</p> <p>Nominations are reviewed by the Selection Committee.</p> <p>Eligible nominations are forwarded to the Executive Team for final voting.</p> <p>Executive Team: Report decision to Selection Committee chair.</p> <p>Recognition occurs at the Statewide Awards Ceremony.</p>
Award of Valor	<p>Eligibility: All Department of Corrections employees serving in an official capacity.</p> <p><i>This is the department's highest award and is given to Department of Corrections employees who distinguish themselves by directly performing an action that displays exceptional bravery or heroism.</i></p> <p>Criteria: To qualify, the nominee must meet <u>all</u> the following:</p> <ul style="list-style-type: none"> Distinguished themselves by directly performing an action that displayed exceptional bravery or heroism. The employee was aware of imminent threat to their own personal safety. The situation demanded immediate action. The possibility was present for serious injury or death to employees, adults in custody (AICs), or members of the public. OR the employee received a life-threatening injury that was not the result of their 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>Award nomination MUST address each qualification listed above and describe how the nominee(s) meet each of them.</p> <p>Note: 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.</p> <p>Limitations: There is no limit to the number of Awards of Valor which may be presented.</p> <p>If there are no appropriate nominees, the award will not be given.</p>	<p>Award: Plaque</p> <p>A Bar</p> <p>Certificate signed by the Director and Deputy Director</p> <p>**Unlike other awards, if this is a group award, each member receives a personalized plaque.</p> <p>Nominations are reviewed by the Selection Committee.</p> <p>Eligible nominations are forwarded to the Executive Team for final voting.</p> <p>Executive Team: Report decision to Selection Committee chair.</p> <p>Recognition occurs at the Statewide Awards Ceremony.</p>

STATEWIDE AWARDS

Award	Details	Award Type, Selection, & Recognition Process
Diversity, Equity, & Inclusion Award	<p>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>Criteria: To qualify, the nominee must meet <u>all</u> the following:</p> <ul style="list-style-type: none"> • The employee(s) developed, implemented, and participated in a Diversity, Equity, and Inclusion program, project or initiative while still managing the normal workload. • Nomination MUST clearly state how it aligns with promoting Diversity, Equity, and Inclusion. • Nomination must include the start and end date of the program, project, or initiative. If it is ongoing, that must be indicated in the nomination. • The activity or implementation must be completed by the end of the award period (January 1 – December 31). <p>Limitations: There is no limit to the number of Diversity, Equity, and Inclusion Awards that may be presented.</p> <p>The award may be received one time during a person's career with ODOC.</p>	<p>Award: Plaque</p> <p>Certificate signed by the Director and Deputy Director.</p> <p>Nominations are reviewed by the Selection Committee.</p> <p>Eligible nominations are forwarded to the Executive Team for final voting.</p> <p>Executive Team: Report decision to Selection Committee chair.</p> <p>Recognition occurs at the Statewide Awards Ceremony.</p>
Humanitarian Award	<p>Eligibility: All Department of Corrections employees. The employee was not acting or serving in an official capacity at the time of the event.</p> <p>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 group of employees distinguished themselves by directly performing an action that displayed exceptional bravery or heroism during a rescue effort, natural disaster, or other life-threatening or catastrophic event. OR • The employee or group 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 employee or group of employees may receive one Humanitarian Award for community volunteerism throughout employment with ODOC.</p>	<p>Award: Plaque</p> <p>Certificate signed by the Director and Deputy Director</p> <p><i>**If a group is awarded, the group receives a plaque to display at the worksite and each member receives a certificate.</i></p> <p>Nominations are reviewed by the Statewide Awards Nomination Committee.</p> <p>Eligible nominations are forwarded to the Executive Team for final voting.</p> <p>Executive Team: Report decision to Selection Committee chair.</p> <p>Recognition occurs at the Statewide Awards Ceremony.</p>

STATEWIDE AWARDS

Award	Details	Award Type, Selection, & Recognition Process
Outstanding Service Award	<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>Criteria: To qualify, the nominee(s) must meet all the following criteria, and the event must have occurred while the employee or group of employees were serving in an official capacity:</p> <p>An employee or group 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 the following:</p> <ul style="list-style-type: none"> • thoroughness • conscientiousness • determination • resourcefulness <p>If the special assignment was an implementation of a program or project and the implementation has been completed but the program is ongoing, the nomination must clearly state that.</p> <p>The special assignment or project must be completed or fully implemented by the end of the award period (January 1 – December 31).</p> <p>Note: <i>The Outstanding Service Award is used to recognize an employee or a group of employees that joined together to work on a unique or difficult special assignment or project. The Outstanding Unit Award is used to recognize an entire group or unit (for example, Employee Relations Unit or DRCI Food Services).</i></p> <p><i>Non-ODOC 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>Limitations: There is no limit to the number of Outstanding Service Awards that may be presented.</p> <p>An employee or group of employees may receive one Outstanding Service award per assignment or project.</p> <p>This includes assignments or projects with multiple phases.</p> <p>However, this does not preclude another employee or group of employees from receiving this award for a similar assignment or project at another location.</p>	<p>Award: Plaque</p> <p>Certificate signed by the Director and Deputy Director</p> <p><i>**If a group is awarded, the group receives a plaque to display at the worksite and each member receives a certificate.</i></p> <p>Nominations are reviewed by the Selection Committee.</p> <p>Eligible nominations are forwarded to the Executive Team for final voting.</p> <p>Executive Team: Report decision to Selection Committee chair.</p> <p>Recognition occurs at the Statewide Awards Ceremony.</p>

STATEWIDE AWARDS

Award	Details	Award Type, Selection, & Recognition Process
Outstanding Unit Award	<p>Eligibility: All Department of Corrections designated units. Generally, these are distinct work units (Food Services, Physical Plant, etc.) at one facility or in Central Administration. Contact the DOC Statewide Awards email (DOC.StatewideAwards@doc.oregon.gov) if you have questions.</p> <p>Criteria: To qualify, majority of employees in the unit must have participated. The nominees met one or more of the following in a way that exemplified the department's mission, vision, and values:</p> <p>The unit participated in a unique project or met significant challenges that took a considerable amount of time while still managing the normal workload.</p> <p>The unit developed and implemented a program or procedure that resulted in improved processes.</p> <p>If the special assignment was an implementation of a program or project and the implementation has been completed but the program is ongoing, the nomination must clearly state that.</p> <p>The qualifying event(s) must be completed by the end of the award period (January 1 – December 31).</p> <p>Note: <i>The Outstanding Unit Award is used to recognize an entire unit (for example, Employee Relations Unit or DRCL Food Services). The Outstanding Service Award is used to recognize a unit that joined together to work on a unique or difficult special assignment or project.</i></p> <p>Limitations: There is no limit to the number of Outstanding Unit Awards that may be presented.</p> <p>A unit may receive one Outstanding Unit Award per project, program, or procedure, including those with multiple phases. However, this does not preclude another unit from receiving this award for a similar project, program, or procedure at another location.</p>	<p>Award: Plaque</p> <p>Certificate signed by the Director and Deputy Director</p> <p><i>**The unit receives a plaque to display at the worksite and each member receives a certificate.</i></p> <p>Nominations are reviewed by the Selection Committee.</p> <p>Eligible nominations are forwarded to the Executive Team for final voting.</p> <p>Executive Team: Report decision to Selection Committee chair.</p> <p>Recognition occurs at the Statewide Awards Ceremony.</p>
Outstanding Volunteer Award	<p>Eligibility: Any volunteer or group 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>Note: <i>Outstanding Volunteer Award recipients will be included in the selection pool along with Division Volunteer of the Year and Institution Volunteer of the Year recipients. The Executive Team (ET) will review this pool to determine the Statewide Volunteer of the Year recipient.</i></p> <p>Limitations: There is no limit to the number of Outstanding Volunteer awards that may be presented.</p> <p>A volunteer or group of volunteers 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>	<p>Award: Plaque</p> <p>Certificate signed by the Director and Deputy Director</p> <p><i>**If a group is awarded, the group receives a plaque to display at the worksite and each member receives a certificate.</i></p> <p>Nominations are reviewed by the Selection Committee.</p> <p>Eligible nominations are forwarded to the Executive Team for final voting.</p> <p>Executive Team: Report decision to Selection Committee chair.</p> <p>Recognition occurs at the Statewide Awards Ceremony.</p>

STATEWIDE AWARDS

Award	Details	Award Type, Selection, & Recognition Process
Sustainability Award	<p>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: ODOC 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 employees and adults in custody.</p> <p>Criteria: To qualify, an employee or group of employees must meet the following:</p> <p>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:</p> <p>Improving sustainable operations.</p> <p>Following sustainable construction, maintenance and/or energy conservation practices.</p> <p>Saving the department money by using Environmentally Preferred Purchasing (EPP) and Contracts & Purchasing approved environmental products and services.</p> <p>Educating and training employees and adults in custody.</p> <p>Documenting energy savings and updating facility procedures to reflect sustainable practices.</p> <p>The qualifying actions must be completed by the end of the award period (January 1 – December 31).</p> <p>Limitations: 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.</p> <p>An employee or group of employees may receive one Sustainability Award per completed program or practice, including those with multiple phases.</p>	<p>Award: Plaque</p> <p>Certificate signed by the Director and Deputy Director</p> <p><i>**If a group is awarded, the group receives a plaque to display at the worksite and each member receives a certificate.</i></p> <p>Nominations are reviewed by the Selection Committee.</p> <p>Eligible nominations are forwarded to the Executive Team for final voting.</p> <p>Executive Team: Report decision to Selection Committee chair.</p> <p>Recognition occurs at the Statewide Awards Ceremony.</p>

STATEWIDE AWARDS

Directors Awards

Award	Eligibility	Criteria	Limitations	Award Type	Selection & Recognition Process Follows Timeline on Attachment A
Director's Award	All Department of Corrections employees. All volunteers, contractors, or citizens.	To qualify, the nominee must meet <u>all</u> the following: The candidate's accomplishments or service has brought honor or distinction to the Department of Corrections, or the candidate has fostered understanding of the department's mission, vision, and values in the candidate's work assignment or in the community.	There is no limit to the number of Director's Awards that may be presented.	Award: Plaque Certificate signed by the Director and Deputy Director <i>**If a group is awarded, the group receives a plaque to display at the worksite and each member receives a certificate.</i>	Selection is determined by the Director and Deputy Director. Executive Team: Forward copy of nomination form to Selection Committee chair. Recipient(s) will be honored at the Statewide Awards Ceremony.
Outstanding Citizen Award	Any citizen or group of citizens, who have worked diligently and capably on behalf of the Department of Corrections, in support of our mission, vision and values.		There is no limit to the number of Outstanding Citizen awards that may be presented. Individuals or groups may receive the Outstanding Citizen award one time per project or event, including those with multiple phases.	Award: Plaque Certificate signed by the Director and Deputy Director <i>**If a group is awarded, the group receives a plaque to display at the worksite and each member receives a certificate.</i>	Selection is determined by the Director and Deputy Director. Executive Team: Forward copy of nomination form to Selection Committee chair. Recipient(s) will be honored at the location where their support was provided.

Community Corrections

Award	Eligibility	Criteria	Limitations	Award Type	Selection & Recognition Process Follows Timeline on Attachment A
Community Corrections (CC) Outstanding Service Award	CC field office employees, contractors, elected officials, citizens, or groups of such individuals. CC Division employees are recognized under the department's award processes.	The individual or group 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.	There is no limit to the number of Community Corrections Outstanding Service awards that may be presented.	Award: Plaque Certificate signed by the Director, Deputy Director, and Community Corrections Assistant Director	Selection is determined by the Community Corrections Assistant Director. CC Assistant Director: Forward copy of nomination form to Selection Committee chair. Recipient(s) will be honored at the Statewide Awards Ceremony.

STATEWIDE AWARDS

Statewide of the Year Awards

Award	Eligibility	Criteria	Limitations	Award Type	Selection & Recognition Process Follows Timeline on Attachment A
Statewide Contractor of the Year	All division contractors.	The contractor or group of contractors performed outstanding acts that greatly assisted the department	One recipient. If there are no nominees, the award will not be given. A contractor may receive the award one time during the individual's contract with ODOC.	Award: Plaque Certificate signed by the Director and Deputy Director	Selection is determined the by Executive Team. Executive Team: Report decision to Selection Committee chair. Recognition occurs at the Statewide Awards Ceremony.
Statewide Correctional Officer of the Year	The recipients of an institution's Correctional Officer of the Year award.	The employee displayed outstanding performance in the areas of dedication, innovation, integrity, leadership, mentoring, performance, professionalism, role modeling and groupwork.	One recipient.	Award: Plaque Certificate signed by the Director and Deputy Director	Selection is determined by the Assistant Director for Operations Division's. Assistant Director: Forward the name to the Selection Committee chair. Recognition occurs at the Statewide Awards Ceremony.
Statewide Employee of the Year	All division employees.	The employee displayed outstanding performance in the areas of dedication, innovation, integrity, leadership, mentoring, performance, professionalism, role modeling and groupwork.	One recipient. In the event of a tie, the award may be given to both nominees.	Award: Plaque Certificate signed by the Director and Deputy Director	Selection is determined by the Executive Team. Executive Team: Report decision to Selection Committee chair. Recognition occurs at the Statewide Awards Ceremony.
Statewide Manager of the Year	All division managers.	The manager displayed outstanding performance in the areas of dedication, innovation, integrity, leadership, mentoring, performance, professionalism, role modeling and groupwork.	One recipient. In the event of a tie, the award may be given to both nominees.	Award: Plaque Certificate signed by the Director and Deputy Director	Selection is determined by the Executive Team Executive Team: Report decision to Selection Committee chair. Recognition occurs at the Statewide Awards Ceremony.
Statewide Volunteer of the Year	Any volunteer or group 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. <i>Note: Statewide Volunteer of the Year recipient is chosen from a pool of Outstanding Volunteer Award recipient(s) and Division and Institution Volunteer of the Year recipients. The Executive Team (ET) will review this pool to determine the Statewide Volunteer of the Year recipient.</i>		One recipient. If there are no nominees, the award will not be given.	Award: Plaque Certificate signed by the Director and Deputy Director	Selection is determined by the Executive Team Executive Team: Report decision to Selection Committee chair. Recognition occurs at the Statewide Awards Ceremony.

STATEWIDE AWARDS

Division Awards

Award	Eligibility	Criteria	Limitations	Award Type	Selection & Recognition Process Follows Timeline on Attachment A
Contractor of the Year	All institution Contractors of the Year and any contractor working at a Central Office facility.	The contractor or group of contractors performed outstanding acts that greatly assisted the department.	One recipient per division. If there are no nominees, the award will not be given.	Award: Plaque Each division's Contractor of the Year also receives a certificate signed by the Director and Deputy Director at the facility's annual recognition event.	Selection is determined by the institution awards committee. Recognition occurs at the recipient's facility during the annual recognition event. Committee: Forward names and nomination forms to the Selection Committee chairperson. The nominee is considered along with other institutional and divisional Contractors of the Year for the Statewide Contractor of the Year Award.
Employee of the Year	Within the division's parameters, any Institution Employees of the Year and all represented Central Office employees. (Use department's organization chart as reference.)	The employee displayed outstanding performance in the areas of dedication, innovation, integrity, leadership, mentoring, performance, professionalism, role modeling and groupwork.	One recipient per division, unless otherwise designated by the division head.	Award: Plaque Each division's Employee of the Year also receives a certificate signed by the Director and Deputy Director at the facility's annual recognition event.	Selection is determined by the institution awards committee. Recognition occurs at the recipient's facility during the annual recognition event. Committee: Forward names and nomination forms to the Selection Committee chairperson. The nominee is considered along with other institutional and divisional Employees of the Year for the Statewide Employee of the Year Award.
Manager of the Year	Within the division's parameters, any Institution Manager of the Year, and all management Central Office employees. (Use department's organization chart as reference.)	The manager displayed outstanding performance in the areas of dedication, innovation, integrity, leadership, mentoring, performance, professionalism, role modeling and groupwork.	One recipient per division, unless otherwise designated by the division head.	Award: Plaque Each division's Manager of the Year also receives a certificate signed by the Director and Deputy Director at the facility's annual recognition event.	Selection is determined by the institution awards committee. Recognition occurs at the recipient's facility during the annual recognition event. Committee: Forward names and nomination forms to the Selection Committee chairperson. The nominee is considered along with other institutional and divisional Managers of the Year for the Statewide Manager of the Year Award.

STATEWIDE AWARDS

Institution Awards

Award	Eligibility	Criteria	Limitations	Award Type	Selection & Recognition Process Follows Timeline on Attachment A
Contractor of the Year	Any contractor working at the institution.	The contractor or group of contractors performed outstanding acts that greatly assisted the department.	One recipient per institution. If there are no nominees, the award will not be given.	Determined by superintendent or designee.	<p>Selection is determined by the institution awards committee.</p> <p>Recognition occurs at the recipient's facility during the annual recognition event.</p> <p>Committee: Forward names and nomination forms to the Selection Committee chairperson. The nominee is considered along with other institutional and divisional Contractors of the Year for the Statewide Contractor of the Year.</p>
Correctional Officer of the Quarter	Any officer, corporal and sergeant assigned to the institution. (Note: lieutenants and captains are recognized under the Manager of the Year process.)	The employee displayed outstanding performance in the areas of dedication, innovation, integrity, leadership, mentoring, performance, professionalism, role modeling and groupwork.	One recipient per institution, per quarter.	Determined by superintendent or designee.	<p>Selection is determined by the institution awards committee.</p> <p>Recognition occurs at the recipient's facility during the annual recognition event.</p> <p>Committee: Forward the names to the Selection Committee chairperson.</p>
Correctional Officer of the Year	The recipients of an institution's Correctional Officer of the Quarter award.	The employee displayed outstanding performance in the areas of dedication, innovation, integrity, leadership, mentoring, performance, professionalism, role modeling and groupwork.	One recipient per institution, per year.	<p>Determined by superintendent or designee.</p> <p>Each institution's Correctional Officer of the Year also receives a certificate signed by the Director and Deputy Director at the facility's annual recognition event.</p>	<p>Selection is determined by the institution awards committee.</p> <p>Recognition occurs at the recipient's facility during the annual recognition event.</p> <p>Committee: Forward names and nomination forms to the Operations Division Awards Committee chairperson.</p> <p>The nominee is considered along with other institutional Correctional Officers of the Year for the ODOC Correctional Officer of the Year Award.</p>

STATEWIDE AWARDS

Institution Awards (cont.)

Award	Eligibility	Criteria	Limitations	Award Type	Selection & Recognition Process Follows Timeline on Attachment A
Employee of the Quarter	Any institution employee. (Note: lieutenants and captains are recognized under the Manager of the Year process.)	The employee displayed outstanding performance in the areas of dedication, innovation, integrity, leadership, mentoring, performance, professionalism, role modeling and groupwork.	One recipient per institution, per quarter.	Determined by superintendent or designee.	Selection and recognition are determined by the institution awards committee. Next Step The nominee is considered along with the other three Employees of the Quarter for the institution's Employee of the Year Award.
Employee of the Year	The recipients of an institution's Employee of the Quarter award.	The employee displayed outstanding performance in the areas of dedication, innovation, integrity, leadership, mentoring, performance, professionalism, role modeling and groupwork.	One recipient per institution, per year.	Determined by superintendent or designee. Each institution's Employee of the Year also receives a certificate signed by the Director and Deputy Director at the facility's annual recognition event.	Selection is determined by the institution awards committee. Recognition occurs at the recipient's facility during the annual recognition event. Committee: Forward names and nomination forms to the Selection Committee chairperson. The nominee is considered along with other institutional and divisional Employees of the Year for the Statewide Employee of the Year Award.
Manager of the Quarter	Any management-service employee assigned to the institution. (Note: lieutenants and captains are included in this process.)	The manager displayed outstanding performance in the areas of dedication, innovation, integrity, leadership, mentoring, performance, professionalism, role modeling and groupwork.	One recipient per institution, per quarter. If there are no nominees, the award will not be given.	Determined by superintendent or designee.	Selection and recognition are determined by institution awards committee. Next Step: The nominee is considered along with the other three Managers of the Quarter for the institution's Manager of the Year Award.
Manager of the Year	The recipients of an institution's Manager of the Quarter award.	The manager displayed outstanding performance in the areas of dedication, innovation, integrity, leadership, mentoring, performance, professionalism, role modeling and groupwork.	One recipient per institution, per year. If there are no nominees, the award will not be given.	Determined by superintendent or designee. Each institution's Manager of the Year also receives a certificate signed by the Director and Deputy Director at the facility's annual recognition event.	Selection is determined by the institution awards committee. Recognition occurs at the recipient's facility during the annual recognition event. Committee: Forward names and nomination forms to the Selection Committee chairperson. The nominee is considered along with other institutional and divisional Managers of the Year for the Statewide Manager of the Year Award.

STATEWIDE AWARDS

Other Awards

Award	Eligibility	Criteria	Limitations	Award Type	Selection & Recognition Process Follows Timeline on Attachment A
Letters of Commendation		Letters of Commendation may be awarded at any time to any employee, contractor or volunteer who has performed in an outstanding or exceptional manner.	N/A	The letter is signed by the division or functional unit manager.	The Letter of Commendation is presented to recipient at the work site.
Lifesaving Award	All Department of Corrections employees. Doctors and nurses are eligible if the event occurred outside the clinic or under special circumstances.	<p>While serving in an official capacity with the Department of Corrections, an employee used proper training and professional tactics to save or attempt to save another person's life.</p> <p>The employee demonstrated exceptional judgment and was aware of the seriousness of the situation.</p> <p>Events leading to the necessity for lifesaving action were not caused by the employee.</p> <p>The employee must have participated in a hands-on manner.</p> <p>Assisting from the sidelines, such as making the 911 call, clearing the area, or riding in the ambulance, does not meet the criteria. <i>Exceptions may be made in unique situations.</i></p>	<p>There is no limit to the number of lifesaving awards that may be presented.</p> <p>An employee may receive multiple lifesaving awards for different events, in a calendar year.</p>	<p>Award: Lifesaving Bar</p> <p>Letter of Commendation</p> <p>Certificate signed by the Director and Deputy Director</p>	<p>There is no nomination form.</p> <p>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 with a Letter of Commendation at the worksite shortly after the lifesaving event and with a signed certificate at their facility's annual recognition event (for institution recipient's) or at the Statewide Awards Ceremony (for division recipients).</p> <p>Committee: Forward the full name, title, and date of the lifesaving event to the DOC Statewide Awards email DOC.StatewideAwards@doc.oregon.gov.</p> <p>The Selection Committee chairperson will provide Lifesaving Bars to awards committees upon request.</p>

STATEWIDE AWARDS

Other Awards (cont.)

Service Pins <i>(Years of Service)</i>	All employees are recognized for their years of service in 5-year increments (5, 10, 15, 20, 25, etc.)	Unlike most awards, Years of Service recognition is for the current year.	N/A	Award: Pin 20+ Years: Certificate signed by the Director and Deputy Director	<p>The Assistant Director for Employee Services Office provides service pins to the employee's supervisor or designee in January of each year and provides the list to the Selection Committee chairperson.</p> <p>Presentation of the pin will be made by the supervisor at the employee's work site on or near the employee's agency service date.</p> <p>Recipient(s) will be honored at their worksite's annual recognition event.</p> <p>Central Office employees will be honored at the annual Statewide Awards Ceremony.</p>
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Leadership and Mentorship Guide

Statewide Awards Program Attachment C

The act of recognizing excellence is more than a ceremony—it is a commitment to valuing the people who serve with integrity, resilience, and dedication. At its heart, the Statewide Awards Program reflects the Oregon Department of Corrections’ belief that meaningful recognition strengthens our culture, reinforces our values, and inspires continued service.

The role of the Selection Committee chairperson and co-chairperson is not just administrative—it is leadership in action. These individuals help shape how we honor success, tell the stories that matter, and ensure that every nomination reflects fairness, respect, and the diverse strengths of our workforce. Their work guides the spirit of the program, ensuring it remains a celebration rooted in purpose and people.

This guide supports that leadership by outlining responsibilities, mentorship, and best practices that sustain an awards program worthy of those it recognizes.

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Introduction

The Statewide Awards Program plays a vital role in recognizing excellence within the Oregon Department of Corrections (ODOC), reflecting the ODOC Leadership Philosophy of vision, integrity, interdependence, passion, innovation, and adaptability. The chairperson and co-chairperson of the Statewide Awards Selection Committee lead this initiative, ensuring a transparent, well-organized, and equitable selection process that highlights staff contributions across the department.

Beyond overseeing the awards process, the chairperson and co-chairperson roles serve as leadership development opportunities. These positions require strategic planning, decision-making, stakeholder engagement and mentorship, making them valuable experiences for individuals looking to grow as leaders within ODOC. This guide outlines the leadership expectations, mentorship process, and best practices to ensure the program remains effective.

Section 1: Visionary Leadership in the Statewide Awards Program

A strong awards program requires forward-thinking leadership that continuously improves and refines the process. The chairperson and co-chairperson must embrace visionary leadership, ensuring the Statewide Awards Program evolves each year to remain efficient, inclusive, and impactful.

Key aspects of visionary leadership within this role include:

- Evaluating and refining the nomination and selection process annually to drive innovation and improve efficiency.
- Engaging institutions and divisions to foster collaboration and encourage participation.
- Ensuring inclusivity by removing barriers to participation and maintaining fairness.
- Leveraging technology and best practices to streamline and enhance the awards process.
- Adapting to challenges by navigating obstacles, ensuring deadlines are met, and inspiring committee members to remain committed to the process.
- Understand and review these recommendations so as to set an example for other committee members and foster future leadership.

Visionary leadership ensures the program remains dynamic, continuously evolving to improve fairness, accessibility, and overall impact. By maintaining integrity, consistency, and confidentiality, the chairperson and co-chairperson reinforce a culture of recognition and appreciation within ODOC.

Section 2: Leadership Responsibilities of the Chairperson and Co-chairperson

The chairperson and co-chairperson are responsible for leading and managing every aspect of the Statewide Awards Process. This requires organization, teamwork, and the ability to communicate effectively with executive leadership, divisions, and institutions.

Key Leadership Responsibilities:

- Oversee the Statewide Awards selection process from start to finish.
- Manage and facilitate committee meetings, ensuring discussions stay on track.
- Coordinate with the Executive Team (ET), institutions, and divisions to ensure a fair and organized process.
- Train and mentor the co-chairperson, preparing them to step into the chairperson role.
- Ensure transparency, professionalism, and consistency in all awards-related decisions.

By stepping into these roles, individuals gain leadership experience in project management, strategic planning, and stakeholder collaboration, all of which align with ODOC's core leadership values.

Section 3: Building a Strong and Collaborative Committee

A successful awards program depends on a committee that works well together, values diverse perspectives, and upholds professionalism. The chairperson and co-chairperson play a critical role in fostering an inclusive, respectful, and goal-oriented team environment where collaboration, integrity, and adaptability are at the core of every decision.

Strategies for Creating a Cohesive Committee

- Encourage open communication, ensuring all voices are heard and valued.
- Define clear roles and expectations for committee members to maintain structure.
- Facilitate productive meetings that stay focused and organized.
- Promote respect and professionalism, ensuring discussions remain constructive.
- Recognize contributions of committee members to maintain engagement.
- Inspire greatness by reinforcing the importance of recognizing the outstanding achievements of ODOC staff.

A well-organized and collaborative team strengthens the awards process by ensuring consistency, efficiency, and fairness in selecting and honoring deserving staff.

Section 4: Chairperson Mentorship and Leadership Development

A key responsibility of the chairperson is to mentor and prepare the co-chairperson to transition into the leadership role. This structured transition ensures continuity, consistency, and development of future leaders within the Statewide Awards Selection Committee.

Structured Mentorship Phases

The mentorship process should follow a structured, phased approach to gradually prepare the co-chairperson for full leadership responsibilities.

Phase 1: Onboarding and Learning (June – August)

- The outgoing chairperson provides an overview of the awards process.
- The co-chairperson attends meetings as an observer to understand the decision-making process.
- The chairperson introduces the co-chairperson to key stakeholders, including institutions, divisions, and the Executive Team (ET).

Phase 2: Active Engagement (September – December)

- The co-chairperson starts leading small parts of meetings and discussions.
- The chairperson assigns tasks, such as reviewing nominations and managing communications.
- The chairperson provides feedback and guidance, building confidence in leadership skills.

Phase 3: Transition to Leadership (January – May)

- The co-chairperson takes on full responsibility for leading meetings and managing awards.
- The chairperson steps back but remains available for support.
- The transition is finalized, with the co-chairperson fully prepared to step into the chairperson role in June.

This structured approach ensures the co-chairperson is equipped with the skills, experience, and confidence needed to successfully lead the committee.

Key Mentorship Responsibilities of the Chairperson:

- Providing Tools and Resources – Sharing checklists, tracking systems, templates, and past documentation to ensure the co-chairperson is fully equipped to take on the role.
- Making Key Introductions – Connecting the co-chairperson with institution and division awards contacts, the Executive Team (ET), and other stakeholders involved in the process.
- Sharing the Workload – Gradually involving the co-chairperson in leading meetings, reviewing nominations, and overseeing administrative tasks to build experience.
- Demonstrating Decision-Making – Modeling fair and strategic decision-making during committee meetings and discussions with the Executive Team.
- Encouraging Leadership Growth – Providing opportunities for the co-chairperson to lead discussions, make recommendations, and contribute to process improvements.

By mentoring the co-chairperson, the chairperson reinforces key leadership principles such as vision, integrity, collaboration, and adaptability. This ensures that when the co-chairperson assumes the role of chairperson the following year, they are fully prepared to lead the committee with confidence and uphold the values of ODOC.

Section 5: Leadership Growth and Reflection

As part of their leadership development, chairpersons and co-chairperson should take time to reflect on their growth and identify areas for improvement. Below is a Leadership Reflection Checklist to encourage self-assessment:

Leadership Reflection Checklist:

- Have I effectively communicated with committee members and stakeholders?
- How have I improved in facilitating discussions and leading meetings?
- What challenges have I encountered, and how did I handle them?
- How have I mentored my co-chairperson to ensure a smooth transition?
- What leadership skills have I strengthened in this role?

By reflecting on their leadership experience, chairpersons and co-chairpersons can continuously improve and apply these skills to future leadership opportunities within ODOC.

Conclusion

The chairperson and co-chairperson roles in the Statewide Awards Program are more than administrative—they are opportunities for impactful leadership that promote strategic planning, stakeholder engagement, and team development. These roles help shape a culture where excellence is recognized and celebrated across all levels of the Oregon Department of Corrections.

By embracing visionary leadership, fostering collaboration, and mentoring future leaders, the Statewide Awards Selection Committee plays a key role in sustaining ODOC's values and commitment to recognition.

This guide serves as a living resource—intended not only to support continuity and consistency, but also to evolve alongside the program. The chairperson and co-chairperson are encouraged to review this document annually, assessing its relevance and adjusting to ensure alignment with current best practices and the needs of the department. Through intentional leadership and continuous improvement, the Statewide Awards Program can remain organized, fair, and impactful year after year.



Statewide Awards Best Practices

Statewide Awards Program Attachment D

This guide serves as a comprehensive resource for the Statewide Awards Program, which honors exceptional contributions from employees, contractors, volunteers, and citizens across the Oregon Department of Corrections (ODOC). It provides clear guidance for the Statewide Awards Selection Committee, outlining their roles in managing nominations, coordinating with institutions and divisions, and ensuring a fair and transparent process.

Additionally, this document highlights the expectations and responsibilities of the Executive Team in reviewing and approving nominations, fostering an organized and values-driven approach to recognizing outstanding achievements. By adhering to these practices, all stakeholders contribute to a meaningful and equitable awards process that upholds ODOC's commitment to excellence.

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Section 1: Statewide Awards Program Overview

The Statewide Awards Program aims to honor outstanding performance across the Oregon Department of Corrections (ODOC) through a transparent, organized, and fair selection process. Managed by the Statewide Awards Selection Committee, the program emphasizes strategic planning, collaboration, and adherence to deadlines to ensure deserving individuals are recognized meaningfully.

Section 2: Key Program Objectives

The Statewide Awards Program is guided by the following objectives, rooted in the Department of Corrections' commitment to excellence and recognition:

- **Foster a Culture of Recognition**
 - Recognize the exceptional contributions of employees, contractors, volunteers, and citizens who go above and beyond their normal duties.
- **Promote Fairness and Equity**
 - Ensure that all nominations and awards are handled with transparency, impartiality, and alignment with the department's established guidelines.
- **Encourage Nominations Across All Divisions**
 - Facilitate inclusive participation by inviting nominations from employees, volunteers, and contractors, ensuring that outstanding service in all areas of the department is acknowledged.
- **Enhance Morale and Engagement**
 - Strengthen employee and volunteer motivation by spotlighting their extraordinary achievements and reinforcing their value to the organization.
- **Support a Consistent and Clear Process**
 - Provide a structured and standardized framework for nominations, reviews, and selections to uphold the integrity of the awards process.
- **Honor Lifesaving Acts and Years of Service**
 - Recognize significant milestones and lifesaving efforts, reflecting the department's deep appreciation for the dedication and impact of its workforce.
- **Inspire Excellence**
 - Set a standard of exemplary performance that motivates individuals and teams to strive for success in alignment with the Department of Corrections' values.

By aligning the awards process with these objectives, the program ensures meaningful recognition for outstanding service, contributing to a positive and productive organizational culture.

Section 3: Nomination Categories and Criteria

The Statewide Awards Selection Committee plays a key role in supporting various awards presented at the Annual Statewide Awards Ceremony. These awards include, but are not limited to, those listed below. For comprehensive details and specific criteria for each award, please refer to Attachment B: Statewide Awards Process and Details.

Statewide Nominated Awards

- Award of Merit
- Award of Valor
- Diversity, Equity, and Inclusion Award
- Humanitarian Award
- Outstanding Service Award
- Outstanding Unit Award
- Outstanding Volunteer Award
- Sustainability Award

Division ‘of the Year’ Awards

- Division Contractor of the Year
- Division Employee of the Year
- Division Manager of the Year
- Division Volunteer of the Year

Statewide ‘of the Year’ Awards

- Statewide Correctional Officer of the Year
- Statewide Contractor of the Year
- Statewide Employee of the Year
- Statewide Manager of the Year
- Statewide Volunteer of the Year

Director’s Awards

- Director’s Award
- Outstanding Citizen Award

Other Awards Recognized at the Statewide Awards Ceremony

- Community Corrections Outstanding Service Award
- Central Office (Division) Lifesaving Award
- Central Office (Division) Years of Service

Section 4: Committee Roles, Duties, and Responsibilities

Committee Meetings and Communication

- Meetings are scheduled as needed or at the discretion of the chairperson and co-chairperson, following the timeline in Attachment A.
- Regular communication with institution and division awards committees or designees ensures a seamless process.
- Responsibilities include notifying supervisors about award presentations, providing ceremony details, and coordinating the statewide awards presentation.

Nominations Process

- Actively solicit and encourage nominations from institutions and divisions to recognize exceptional contributions.
- Develop and revise statewide nomination forms for clarity.
- Review all nominations for completeness and accuracy.

Collaboration and Professionalism

- Work collaboratively, respecting the diverse expertise of committee members.
- Foster an inclusive, constructive, and professional environment where feedback and new ideas are welcomed.

Integrity and Fairness

- Ensure transparency and consistency throughout the awards process.
- Review nominations objectively and impartially, maintaining confidentiality in discussions and final decisions.

Confidentiality and Decision Making

- All discussions and final decisions are confidential — outcomes should not be shared outside the committee.
- Confidentiality ensures that recipients are surprised, and nominees are not aware if they were considered but not selected.
- The committee may request additional information about a nomination but be aware of time constraints.
- If minor information is needed, an email may be sent for committee input.
- The Executive Team makes the final decision on award recipients.
- The chairperson or a small workgroup may make minor wording or formatting corrections, but new award categories require Executive Team approval.

Section 5: Annual Statewide Awards Selection Committee Meeting

The annual Statewide Awards Selection Committee meeting is a crucial step in the statewide nominated awards process, where committee members gather in person to review and vote on nominations. Recommendations from the committee are sent to the Executive Team for final approval. This meeting, typically held in early February, is scheduled well in advance, and requires participation. The meeting follows structured discussions led by the chairperson and co-chairperson, ensuring fairness, confidentiality, and adherence to selection criteria. While consensus is preferred, majority rule applies when needed.

Meeting Logistics and Attendance:

- Held in person once a year, typically in early February (approved by the Director's Office).
- Scheduled by the Statewide Awards chairperson, with invitations sent typically in June.
- Institutions can select representatives and limit the number of attendees, but cannot deny attendance arbitrarily.
- Travel and per diem costs are covered by the sending facility.
- Must be held at a location without rental or usage fees.
- Scheduled to take place from approximately 8 a.m. to 4 p.m., with a working lunch (which may be provided with approval from the Director's Office).
- Exempt from travel restrictions—such restrictions cannot be used as a reason to deny attendance.

Committee Responsibilities and Process:

- Before the meeting, members review nominations to ensure forms are properly completed.
- The chairperson and co-chairperson facilitate discussions, keeping conversations focused while ensuring all voices are heard.
- Members cannot use rank, position, or years of service to sway decisions.
- Consensus is preferred, but majority rule applies when needed.
- The chairperson does not have final decision-making authority.
- If no consensus is reached, the decision should be considered a "no" and not brought forward for further consideration.
- Nominations may be moved between categories if they meet the appropriate criteria—decisions should focus on the event rather than the nominee's character or work ethic, unless explicitly part of the criteria.

Section 6: Evaluation Rubric

Criteria	Description	Score (1 = Low; 5 = High)	Guidelines for Scoring
Alignment with Award Criteria	Does the nomination clearly demonstrate how the nominee's actions meet the specific award's purpose and criteria?	1 – 5	5: Thorough explanation directly linked to the award criteria; 3: Partial link to criteria, some ambiguity; 1: Minimal or no connection to criteria.
Beyond Normal Scope of Duty	Does the nomination describe actions or achievement that significantly exceed the nominee's regular responsibilities?	1 – 5	5: Exceptional contributions well beyond normal duties. 3: Somewhat exceeds expected duties. 1: Within normal job responsibilities
Impact of Contribution	How significant was the nominee's contribution to their team, institution, division, or ODOC as a whole?	1 - 5	5: Clear and measurable positive impact with broad influence. 3: Moderate positive impact with localized benefits. 1: Minimal or unclear impact.
Quality of Nomination Form	Is the nomination form clear, complete, and well-prepared, with all necessary details provided?	1 – 5	5: Clear, concise, and complete nomination form. 3: Some missing details or lack of clarity. 1: Poorly written or incomplete submission.

Scoring Guide

- 16–20 Points: Exemplary nomination, strongly recommended for approval.
- 11–15 Points: Solid nomination, recommended for consideration with possible follow-up for clarification.
- 6–10 Points: Adequate nomination, but significant improvements or additional information needed.
- 1–5 Points: Does not meet the basic requirements for the award.

How to Use This Rubric

- Pre-Meeting Review: Each committee member reviews the nominations independently using the rubric.
- Discussion During Meetings: Members share their scores and discuss discrepancies to ensure fairness and consistency.
- Final Approval: Use the scores to guide the decision-making process, prioritizing top-scoring nominations while maintaining consensus.

Section 7: Executive Team Roles and Responsibilities

The Executive Team plays a crucial role in the final selection of statewide award recipients. Their involvement ensures that the most deserving individuals and groups are recognized for their outstanding contributions. Below are the specific expectations for the Executive Team during the awards selection process.

Review and Final Selection Responsibilities:

1. Attend the Executive Team meeting(s) in February, where the chairperson and co-chairperson present award nominations.
2. Review recommended nominations forwarded by the Selection Committee.
3. Make final recipient selections for Statewide Nominated Awards, including:
 - a. Award of Merit
 - b. Award of Valor
 - c. Diversity, Equity, and Inclusion Award
 - d. Humanitarian Award
 - e. Outstanding Service Award
 - f. Outstanding Unit Award
 - g. Outstanding Volunteer Award
4. Review and make final selections for Statewide of the Year Awards, which may occur during the same or a subsequent ET meeting:
 - a. Statewide Contractor of the Year
 - b. Statewide Employee of the Year
 - c. Statewide Manager of the Year
 - d. Statewide Volunteer of the Year
5. The Operations Assistant Director will select the Statewide Correctional Officer of the Year.
6. The Community Corrections Assistant Director will select the Community Corrections Outstanding Service Award recipient(s).

Decision-Making and Performance Review Process:

- Evaluate nominations brought forward by the Selection Committee considering their concerns, questions, and comments.
- Ensure all award recipients align with the department's mission and values.
- After final selections, the chairperson and co-chairperson send the list of recipients to the Professional Standards Unit and HR for a performance review.
- Upon receiving performance review results, designated Executive Team members conduct a final review before awards are confirmed.

Additional Expectations:

- Maintain confidentiality throughout the process to ensure fairness and prevent premature disclosure of award recipients.
- Be prepared to provide input and make timely decisions to keep the awards timeline on track.
- Collaborate with the chairperson and co-chairperson, as needed, to address any outstanding concerns or clarifications regarding nominations, as well as to determine which Executive Team members will present awards at the annual ceremony.

Section 8: Director and Deputy Director Responsibilities

The Director and Deputy Director are actively involved in all steps of the awards selection process that require Executive Team participation. In addition to these responsibilities, they play a key role in the final review and approval of specific awards, ensuring a thorough and fair selection process.

Final Review and Decision-Making:

- After the Executive Team meeting, the chairperson and co-chairperson meet with the Director and Deputy Director to review nominations for the following awards:
 - Director's Awards
 - Outstanding Citizen Awards
- Approximately one week prior (but no later than one week) before this meeting, the chairperson sends all nominations for the above awards to the Executive Assistant for the Director's Office to allow time for review.
- During the meeting, the Director and Deputy Director make the final recipient selections for these awards.

Certificate Signing Process:

- After the Professional Standards Unit and HR completes their review, certificates are ordered (or printed) for all award recipients across every award category.
- Once received, the chairperson delivers the certificates to the Director's Office for the Director and Deputy Director to sign each award before distribution.

Section 9: Training and Resources

To ensure a successful and consistent awards process, various resources are available to support all stakeholders. These resources are organized within the U Drive and provide critical information for employees, the Statewide Awards Selection Committee, and Executive Team members.

Resource Directories

1. U:\General Information\Statewide Awards
 - a. Access: Available to all employees.
 - b. Contents:
 - A. Nomination forms for employees to complete and submit.
 - B. Information on award categories, criteria, and the nomination process.
 - C. Historical records of award recipients by year.
 - D. Recognition and Awards Policy 20.5.4 and attachments
 - c. Purpose: To provide general guidance and access to key documents for submitting nominations.
 - d. Utilization: Employees - Use the general folder to obtain nomination forms, learn about award categories, and understand the nomination process.
2. U:\General Information\Statewide Awards-Committee
 - a. Access: Restricted to Statewide Awards Selection Committee members, including the Executive Team.
 - b. Contents:
 - A. Current year nominations.
 - B. Information on awards committees and their responsibilities.
 - C. Previous years' nomination forms for reference.
 - D. The official statewide awards timeline.
 - c. Purpose: To support committee members in managing, reviewing, and tracking nominations while coordinating effectively with other committees.
 - d. Utilization: Committee Members - Reference the committee folder for current nomination data, timelines, and previous records to guide discussions and decisions.
3. U:\General Information\Statewide Awards-Confidential
 - a. Access: Restricted to the Chairperson, co-chairperson, and Executive Team members.
 - b. Contents:
 - A. Confidential records from current and previous years.
 - B. Templates and policy documents, including revisions.
 - C. Other sensitive information accessible only to essential personnel.
 - c. Purpose: To ensure secure handling of confidential data and maintain the integrity of the awards process.
 - d. Utilization: Leadership - Access the confidential folder for secure documents and policy updates to manage the awards process at the highest level of accuracy and integrity.

Section 10: Ceremony Coordination Guidelines

While the Ceremony Event Committee is fully responsible for planning and managing all aspects of the awards ceremony, maintaining regular communication with the Ceremony Event Committee chairperson and co-chairperson is critical for successful coordination. The following guidelines ensure seamless collaboration and alignment:

1. Regular Communication
 - a. Schedule consistent check-ins with the Ceremony Event Committee chairperson and co-chairperson to discuss ceremony-related updates and timelines.
 - b. Ensure that scheduling details, award presentations, and any required preparations are clearly communicated and aligned.
2. Coordination on Final Details
 - a. Provide the Ceremony Event Committee with the finalized list of award recipients, ensuring all required information is accurate and complete.
 - b. Collaborate on logistical needs, such as the availability of plaques, certificates, or other award materials.
 - c. Confirm that all statewide award recipients are properly included in the ceremony program.
3. Supporting a Well-Organized Event
 - a. Address any concerns or questions from the Ceremony Event Committee promptly.
 - b. Help as needed for preparations related to the awards presentation, ensuring all details align with the awards process timeline.

Section 11: Post-Award Review

The post-award review is a critical step in ensuring the continuous improvement of the Statewide Awards Program. This process allows the Statewide Awards Selection Committee and other stakeholders to evaluate the effectiveness of the awards process, identify successes, and address any challenges.

1. Purpose of Post-Award Review
 - a. To collect feedback from all participants, including committee members, nominators, recipients, and attendees.
 - b. To assess whether the program achieved its objectives, such as fairness, efficiency, and meaningful recognition.
 - c. To establish actionable recommendations for enhancing future awards cycles.
2. Key Activities in the Review Process
 - a. Collect feedback by distributing surveys or feedback forms to:
 - A. Committee members, to gather insights on the nomination, review, and selection processes.
 - B. Nominators, to understand their experience with submitting nominations.
 - C. Award recipients and ceremony attendees, to evaluate the impact of the awards and the quality of the ceremony.
 - b. Conduct debrief meetings with committee members and other stakeholders to discuss observations and suggestions.
 - c. Encourage open and constructive feedback while maintaining confidentiality where necessary.
3. Analyzing Feedback
 - a. Identify common themes and trends in the feedback received.
 - b. Evaluate whether timelines, communication, and resources were adequate to support the program's success.
 - c. Assess how well the program adhered to its values, including transparency, equity, and recognition of outstanding contributions.
4. Documenting Outcomes
 - a. Summarize key findings from surveys and debrief meetings in a review report.
 - b. Highlight successful elements of the process and areas that need improvement.
 - c. Include specific recommendations for refining the nomination process, committee operations, evaluation methods, and ceremony planning.
5. Developing an Improvement Plan
 - a. Use the review findings to update the Statewide Awards timeline, nomination forms, and evaluation rubric as needed.
 - b. Share the improvement plan with the Executive Team and other relevant stakeholders for input and approval.
 - c. Set clear goals and assign responsibilities for implementing changes before the next awards cycle.

6. Suggested Questions for Feedback

a. For Committee Members:

- A. Were the nomination and review processes clear and efficient?
- B. Did you feel the evaluation rubric and selection process were fair and effective?
- C. What improvements would you suggest for future cycles?

b. For Nominators:

- A. Was the nomination process straightforward and accessible?
- B. Did you receive adequate support and communication regarding your submission?
- C. What challenges did you encounter during the process?

c. For Award Recipients and Attendees:

- A. Did the awards process and ceremony feel meaningful and impactful?
- B. Were you satisfied with the recognition provided for your contributions?
- C. What suggestions do you have for enhancing the ceremony experience?