



**DEPARTMENT OF CORRECTIONS
Human Resources**



Title:	Recognition and Awards	DOC Policy: 20.5.4
Effective:	5/1/16	Supersedes: 2/1/09
Applicability: All Employees, Volunteers and Contractors		
Directives Cross-Reference: State Policy 50.035.01		
Attachments: Attachment A – Timeline - Awards Distribution Process Attachment B – Description of Awards		

I. PURPOSE

To recognize employees of the Department of Corrections for outstanding performance and to give recognition to contractors, citizens, and volunteers 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 Category: Institution and division awards are specific to and restricted to employees, contractors, and volunteers assigned within those parameters. Statewide awards encompass all employees, contractors, volunteers, and citizens.
- B. 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.
- C. Award Year: The calendar year January 1 – December 31. At annual ceremonies, recipients are honored for actions that occurred the previous calendar year. However, date on the awards will reflect the year the ceremony is held. For example, the person selected from the 2015 nominees for the *DOC Employee of the Year* will be known as the 2016 recipient.
- D. Central Office: For purposes of this policy, the term 'Central Office' encompasses all DOC staff not assigned to or working in an institution or in Linn or Douglas counties.
- E. Citizen: Any individual who is not an employee, contractor, or volunteer of the Department of Corrections.
- F. 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.
- G. Corrections Week: The first full week (Sunday – Saturday) in May.
- H. Division: A primary organizational component within the Department of Corrections having direct responsibility for a major program area. The department divisions 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.

- I. Employee: Any person employed full-time, part-time, or by temporary appointment to provide services or support to the Department of Corrections.
- J. Local Awards: Awards presented at the work site.
- K. Nomination Periods: Time frame during which nominations may be submitted. Periods vary based on when or where an award will be presented. See nomination forms for details.
- J. 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, citizen or volunteer 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, citizen, or volunteer may be nominated for a department award. Upon nomination, the circumstances surrounding meritorious or exemplary performance will be reviewed to determine an appropriate award. Nothing in the 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 to the appropriate awards committee.
2. The nomination will include the recommended award, the first and last name, rank, and duty station of the nominee(s), date of the incident or project, name and title of person submitting recommendation, a concise narrative of the action(s) that support(s) the criteria for the award and any other relevant information as outlined on the nomination form. Nomination forms for statewide awards require a manager familiar with the event to review the form for completeness and accuracy before forwarding to the statewide chair. One form should be used when more than one individual participated as long as each person listed meets the criteria. Each person's role should be clearly explained.
3. A summary of the criteria and nomination process for each award is described in Attachment B.
4. Nominations must be submitted electronically by e-mail to the contact person indicated on the form. Statewide nomination forms will be posted in the Awards folder on the U drive under General Information, and can be obtained from the statewide chair.

B. Awards Committees

1. Institution Awards Committees / Duties & Responsibilities

- a. Institution awards committees are established at the direction of the superintendent or designee and will be composed of a greater number of represented staff than management service staff. The committees will follow the timeline on Attachment A. Each 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.
- b. Unless there are no nominees for a category, institutions will select one Employee of the Year, one Manager of the Year, one Correctional Officer of the Year, and one Contractor of the Year.
- c. Lifesaving bars are presented at the local level shortly after the event.
- d. The committee is responsible for inviting recipients (and nominees when appropriate) to ceremonies or other recognition events. The committee coordinates travel arrangements as needed.
- e. Nothing in this policy is intended to restrict an institution's ability to recognize staff as appropriate throughout the year or to limit it to the awards listed in this policy.

2. Division and Director's Office Awards Committees / Duties and Responsibilities

- a. The division and Director's Office awards committees and/or recognition process is established by the division head or designee. The process for recognition will adhere to the time line on Attachment A. Divisions with annual awards presentations will hold them by Corrections Week following the award year.
- b. Divisions may also select one Employee of the Year, one Manager of the Year and may select one Contractor of the Year. Divisions may split categories, if appropriate to the makeup of their division.
- c. The Operations Division will select one Correctional Officer of the Year, from the Institution Correctional Officers of the Year.
- d. The Community Corrections Division may select one or more Community Corrections Outstanding Service Award recipients by a process of their choosing.
- e. The committee is responsible for notifying the appropriate institution awards committee or Central Office supervisor when a division award is being presented, to ensure the recipient attends.

- f. Nothing in this policy is intended to restrict a division's ability to recognize staff as appropriate throughout the year or to limit it to the awards listed in this policy.
3. Statewide Awards Committee / Duties and Responsibilities
- a. The Statewide Awards Committee is established at the discretion of the Director. The committee consists of a chairperson(s) and at least one represented staff and one management service staff from each institution and division. The number of management service staff must be less than the number of represented staff.
- b. The committee will meet as required or at the discretion of the chair(s) to conduct committee business and will follow the time line on Attachment A.
- c. The committee:
- 1) Develops the statewide awards time line.
 - 2) Communicates with institution and division awards committees regarding the awards process.
 - 3) Designs the statewide awards plaques.
 - 4) Develops the statewide nomination award forms and makes modifications for clarification purposes.
 - 5) Solicits nominations.
 - 6) Establishes a tracking process for nominations.
 - 7) Reviews nominations to ensure award criteria are met.
 - 8) Meets to discuss these nominations and takes action by majority vote of the members present to make recommendations to Policy Group for final approval:
 - 9) Orders statewide awards.
 - Award of Valor
 - Award of Merit
 - Diversity & Inclusion Award
 - Humanitarian Award
 - Meritorious Service Award
 - Outstanding Service
 - Outstanding Unit
 - Sustainability Award
 - 10) Communicates with institution and division awards committees regarding the presentation process for statewide awards.

- 11) Notifies the institution, division awards committee, or Central Office supervisor when a statewide award, a years-of-service certificate, or a lifesaving certificate is being presented to one of their staff.
 - 12) Prepares statewide award certificates for signature; distributes to presentation sites.
 - 13) Prepares lifesaving awards certificates for signature; distributes certificates; and orders pins and distributes to presentation sites.
 - 14) Prepares 20, 25, 30, etc. years-of-service certificates for signature; distributes to presentation sites.
 - 15) Contacts OCE to get names of the OCE Employee of the Year and OCE Manager of the Year, and notifies them of presentation location; prepares certificates for signature.
 - 16) When a department-wide awards ceremony is held, the committee is responsible for all aspects of that ceremony.
- d. The committee chair oversees the Central Office Awards Ceremony Planning Committee. That committee is made up of at least one representative from each division's awards committee, one Office of Communication member to write the script and coordinate with presenters, and other volunteers. The committee plans the Central Office ceremony and Corrections Week lunch, which is held the week after Corrections Week. This includes, but is not limited to, setting a theme, planning the menu, ordering the food, scheduling the Honor Guard, arranging for singers and/or musicians, coordinating the photographer, planning the ceremony flow, extending invitations, and set up/clean up.
5. Policy Group / Duties and Responsibilities
- a. Reviews the Statewide Awards Committee's recommendations and approves or denies the awards listed in 3.c.8, according to the time line on Attachment A.
 - b. According to the time line on Attachment A, selects the:
 - DOC Employee of the Year
 - DOC Manager of the Year
 - Max Williams Award
 - Director's Award
 - DOC Contractor of the Year
 - Outstanding Citizen
 - Outstanding Volunteer
 - c. May add, modify or remove an award at any time.
6. Travel

- a. Any travel costs incurred by a recipient to receive an award will be covered by the recipient's unit.

IV. IMPLEMENTATION

This policy shall be adopted immediately without further modification.

Certified: signature on file
Birdie Worley, Rules Coordinator

Approved: signature on file
Kim Brockamp, Deputy Director