



DEPARTMENT OF CORRECTIONS
Human Resources



Title:	Recognition and Awards	DOC Policy: 20.5.4
Effective:	2/1/09	Supersedes: 6/12/02
Applicability:	All Employees, Volunteers and Contractors	
Directives Cross-Reference: State Policy 50.035.01		
Attachments: Attachment A – Timeline of Awards Attachment B – Awards Overview Attachment C – Awards – Descriptions		

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 Year: The calendar year January 1 – December 31. At annual ceremonies, recipients are honored for actions that occurred the previous calendar year. However, the awards will reflect the year the ceremony is held. For example, the person selected from nominees in 2007 for the *DOC Employee of the Year* will be the *2008 DOC Employee of the Year*.
- B. Bars: Pins that represent awards and which may worn by the employee while working in an official capacity.
- C. Citizen: Any individual who is not an employee, contractor or volunteer of the Department of Corrections.
- D. 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.
- E. Corrections Week: The first full week (Sunday – Saturday) in May.
- F. Division: A primary organizational component within the Department of Corrections having direct responsibility for a major program area. The Department divisions are Human Resources, General Services, Operations, Public Services, and Transitional Services or as otherwise designated by the Director's Office.
- G. Employee: Any person employed full-time, part-time, or by temporary appointment to provide services or support to the Department of Corrections.
- H. Local awards: Awards presented at the work site.

- I. Nomination Periods: Time during which nominations may be submitted. Periods vary based on when an award will be presented. See award descriptions 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 name, rank and duty station of the nominee(s), the action for which the award is recommended, 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. One form should be used for a team, or for a group involved in an incident, 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 Attachments B and C.
- 4. Nominations must be submitted electronically by e-mail to the contact person indicated on the form. Statewide nomination forms will be in the Awards folder on the U drive under General Information, and are also available 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 institution awards committee may establish a process that includes, but is not limited to, quarterly and annual recognition. Institutions with annual awards presentations will hold them by January 31 following the award year.
 - b. When an **Employee**, **Manager** and/or **Contractor of the Quarter** are chosen, he/she will receive a certificate signed by the superintendent.

- c. Each institution will select one **Correctional Officer of the Year**. He/she will receive a plaque and a certificate signed by the superintendent. The committee will submit the name to the chair of the Operations Division Awards Committee.
- c. Institutions may also select one **Employee**, one **Manager** and one **Contractor of the Year**. The recipients will receive a plaque and a certificate signed by the superintendent. The committee will submit those names to the appropriate division/Director's Office awards committee(s).
- d. **Lifesaving Awards** are presented at the local level and recipients are recognized at the annual statewide ceremony. The recipient will receive a bar and a letter of commendation signed by the superintendent and/or functional unit manager at a local presentation. Names of **Lifesaving Award** recipients, if any, are forwarded to the Statewide Awards Committee Chair where recipients will receive a certificate signed by the director and deputy director at the annual statewide ceremony.
- 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 director, deputy director or a division's assistant director. The process for recognition will adhere to the timeline on Attachment A. Divisions and/or the Director's Office with annual awards presentations will hold them by March 20 following the award year.
- b. Each division and/or Director's Office may select one **Manager of the Year**, one **Employee of the Year** and one **Contractor of the Year**. The recipients will be recognized at the division/Director's Office level. Those names will be submitted to the Statewide Awards Committee Chair.
- c. The Operations Division will select one **Correctional Officer of the Year**, from the **Institution Correctional Officers of the Year**, and forward that name, via the Statewide Awards Committee Chair, to the Policy Group for final approval.
- d. The Transitional Services Division may select one or more **Community Corrections Outstanding Service Award** recipients by a process of their choosing, and will forward the name(s), via the **Statewide Awards Committee Chair**, to the Policy Group for final approval.
- e. Nothing in this policy is intended to restrict a division's or the Director's Office'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 division.
- b. The committee will meet as required or at the discretion of the chair(s) to conduct committee business and will follow the timeline on Attachment A.
- c. The committee plans the annual statewide ceremony. This includes, but is not limited to: soliciting nominations for statewide awards, selecting the location, establishing a theme, communicating with staff and institution/division/Director's Office awards committees, designing and ordering awards, coordinating photos and refreshments, contacting nominees and recipients and their supervisors, selecting the presenters, overseeing the rehearsal and writing the script. The annual statewide ceremony will be held the week following Corrections Week. In odd numbered years, the ceremony will be held in Salem; in even numbered years, at a location near an institution outside the Salem area.
- d. The chair or designee:
 - (1) Reviews all nominations (reports, photographs, video films, verbal statements, and any other information requested and deemed relevant by the committee) to ensure statewide award criteria is met.
 - (2) May recommend an award more appropriate than the nominator has specified, based on the criteria for the award and other findings, or may return it to the institution or division level to process.
 - (3) Forwards nominations to the *Selection Committee*.

4. Statewide Selection Committee / Duties and Responsibilities

The Statewide Awards Committee Chair oversees the statewide selection committee, which is to be composed of a greater number of represented staff than management staff. The recommendations of the selection committee are forwarded to the Policy Group for final approval. The Policy Group may consult an HR representative and/or an SIU representative for input.

5. Selection Process

- a. The selection committee reviews all nominations and takes action by majority vote of the members present to make recommendations to the Policy Group for the following statewide awards:
 - Award of Valor
 - Contractor of the Year
 - Employee of the Year
 - Humanitarian Award
 - Manager of the Year
 - Meritorious Service
 - Outstanding Service

- b. The Policy Group will also make the final decision for:
 - Community Corrections Outstanding Service
 - C/O of the Year
- c. The Director and Deputy Director select the recipients for:
 - The Amos Reed Award
 - Director's Awards
 - Outstanding Citizen
 - Outstanding Volunteer
- d. Oregon Correctional Enterprises selects the recipient for:
 - OCE Employee of the Year
- e. A judge or group of judges outside the Department will select recipients for:
 - The Sustainability Award
- f. In the event of a tie, and only one award can be presented, the Policy Group will make the final decision.
- g. Names of the finalists are forwarded to the Statewide Awards Committee for recognition at the annual ceremony per the timeline on Attachment A.

C. Changes

Awards may be modified or removed and new awards may be added at any time at the direction of the Policy Group.

IV. IMPLEMENTATION

This policy shall be adopted immediately without further modification.

Approved: Signature on File
Mitch Morrow, Deputy Director