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| <b>Agency Recognition Program</b>   | <b>ACA Standards: None</b> |                          |                                   |
| <b>Joe M. Allbaugh, Director</b><br><b>Oklahoma Department of Corrections</b> |                            | <b>Signature on File</b> |                                   |

## **Agency Recognition Program**

Oklahoma Statute 57 O.S. § 528.4 directs the Oklahoma Department of Corrections (ODOC) to establish programs for on-the-job safety and performance recognition. This procedure establishes guidelines for recognizing employees and volunteers whose contributions, achievements, and distinguished service support the mission of the agency and/or promote job safety. Employees and volunteers will be recognized for outstanding performance, other work related contributions or service to the agency at both the agency and local levels.

### **I. Centralized Recognition Program/Events**

The chief administrator of Employee Services will coordinate centralized recognition events.

### **II. Annual Program Awards**

#### **A. Director’s Award of Excellence**

The director will, at his or her discretion, select recipients of the Director’s Award of Excellence. This award will be presented to either an individual or a group of individuals who have had a significant impact on corrections or have improved the quality of the criminal justice system. The award may be given to employees of the agency or individuals within the community.

The director will be solely responsible for the selection of recipients for this award.

B. Medal of Valor/Meritorious Service/Employee of the Year Awards

1. Medal of Valor

The Medal of Valor is a prestigious award presented to an employee(s) who performed an act of extraordinary bravery and exceptional valor while in the line of duty involving imminent personal threat to his or her life, with knowledge of the risk, above and beyond the call of duty.

Nominees must have received no formal discipline during the two years prior to the award date nor any formal discipline for an act of serious misconduct as defined in [OP-110415](#) entitled "Progressive Disciplinary Procedures" during their career with ODOC.

2. Meritorious Service Award

This award may be presented to employee(s) who performed an act of extraordinary bravery and exceptional valor outside of his or her professional duties, involving imminent personal threat without regards to his or her personal safety

Nominees must have received no formal discipline during the two years prior to the award date nor any formal discipline for an act of serious misconduct as defined in [OP-110415](#) entitled "Progressive Disciplinary Procedures" during their career with ODOC.

3. Employee of the Year

Each facility/district/unit head will select an Employee of the Year that meets the established criteria in Section II. B. item 3. of this procedure.

The Employee of the Year award is presented to an employee who demonstrates an attitude of ongoing commitment to the agency's mission and exceptional ability as demonstrated through quality of work, proficiency, initiative, dependability and creativity.

Only one employee will receive the Employee of the Year award for outstanding job performance, except in specific instances where a small work group of employees are working jointly on a major project that affects agency-wide operations or processes.

Employees of a small work group must meet the criteria listed below. In the event an employee does not meet the established

criteria, only those employees of the work group satisfying the criteria will be deemed eligible to receive the award.

a. Eligibility Criteria

In order to be eligible for this award, an employee must have:

- (1) Been employed by the agency for a minimum of two years at the time of nomination;
- (2) Received a rating of meets or exceeds standards on a performance appraisal with an end date that falls within the year coinciding with the award year and evaluates a minimum of nine months of performance during the award year; and
- (3) Received no formal discipline during the two years prior to the award date nor any formal discipline for an act of serious misconduct as defined in [OP-110415](#) entitled "Progressive Disciplinary Procedures" during their career with ODOC.

4. Nomination and Selection Process

- a. The award period will encompass the current calendar year. The chief administrator of Employee Services will be responsible for establishment of the time line for the award process. The facility/district/unit head will be responsible for notifying employees of the time periods for submission of nominations for all local awards.
- b. Any employee may nominate an employee for any of the awards listed in Section II. item B. by completing the "Employee Award Nomination Form" Attachment A (attached) and submitting the applicable form to the facility/district/unit head of the nominated employee.
- c. The facility/district/unit head will review the nominations received and select an Employee of the Year to represent the facility/district/unit.
  - (1) The facility/district/unit head will review the performance appraisals of nominees for employee of the year to ensure criteria established in Section II. B. item 3. are met.
  - (2) Additionally, the facility/district/unit head will select award recipients for any awards that are recognized

exclusively at the local level.

The selected nomination for Employee of the Year and all qualifying nominations for Meritorious Service/Medal of Valor awards will be submitted to the appropriate division head.

- d. The division heads will review all nominations received from their facilities/districts/units and select an Employee of the Year for their division. All Medal of Valor and Meritorious Service award nominees that meet the established criteria will be submitted with the selected Employee of the Year to the chief administrator of Employee Services.
  - (1) The division head will review the performance appraisals of nominees for Employee of the Year to ensure criteria established in Section II. B. item 3. are met.
  - (2) The division head will notify the facility/district/unit head of the outcome of the selection process.
- e. The chief administrator of Employee Services will submit the nominations for Employee of the Year, Medal of Valor, and Meritorious Service award nominees to senior staff members to determine the agency's Employee of the Year and confirm the Medal of Valor and Meritorious Service award selections.
- f. Following approval of the director and senior staff, the chief administrator of Employee Services will provide informational material to affected employees as needed.

C. Correctional Officer/Correctional Officer Supervisor of the Year Awards

Each affected facility/unit will develop local procedures to select and award one Correctional Officer of the Year and one Correctional Officer Supervisor of the Year. Facilities/units will be responsible for local recognition events during National Correctional Officer Week. The "Employee Award Nomination Form" (Attachment A) will be utilized to submit nominations as developed in local procedures.

The agency will select one Correctional Officer of the Year and one Correctional Officer Supervisor of the Year. Recognition events will be held during National Correctional Officer Week and during the annual awards event.

1. Eligibility Criteria

In order for a correctional officer or correctional officer supervisor to be eligible for nomination and selection, the officer must:

- a. Be currently employed by the agency as a Correctional Security Officer II, III, or IV (Correctional Officer of the Year) or as a Correctional Security Manager I or II or Chief of Security (Correctional Officer Supervisor of the Year);
- b. Have completed a minimum of one year as a Correctional Security Officer or Correctional Security Officer Supervisor;
- c. Have a performance appraisal on file with an end date which falls within the award year with an overall rating of “meets” or exceeds standards and that evaluates performance for a minimum of nine months during the award year; and
- d. Not have had any formal disciplinary action on file issued during the two years prior to the award date or had any prior disciplinary action taken for serious misconduct as identified in [OP-110415](#) entitled “Progressive Disciplinary Procedures” during their ODOC career.

## 2. Nomination and Selection Process

- a. The award period will encompass the current calendar year. The chief administrator of Employee Services will be responsible for establishment of the time line for the award process.
- b. Facility/district/unit heads will review nominees and select a Correctional Officer and Correctional Officer Supervisor of the Year to represent the facility/district/unit.

The facility/district/unit head will review the performance appraisals of nominees to ensure criteria established in Section II. C. item 1. are met.

- c. Facility/district/unit heads will submit their selections for Correctional Officer and Correctional Officer Supervisor of the Year to their appropriate division manager.
  - (1) The division manager will review the performance appraisals of nominees to ensure criteria established in Section II. C. item 1. are met.
  - (2) Each division manager will select and submit their divisional finalists for Correctional Officer and Correctional Officer Supervisor of the Year to the chief administrator of Employee Services.

- (3) The division manager will notify the facility/district/unit head of the outcome of the selection process.
- d. The chief administrator of Employee Services will submit each division manager's selection for Correctional Officer and Correctional Officer Supervisor of the Year to senior staff members to determine the agency's selection for the awards.
- e. Following approval of the director and senior staff, the chief administrator of Employee Services will provide informational material to affected employees as needed.

D. Probation and Parole Officer of the Year Award

Each district will select one Probation and Parole Officer for the Probation and Parole Officer of the Year. The division and districts will be responsible for district recognition events.

The agency will select one Probation and Parole Officer of the Year. Recognition events will occur during Probation, Parole and Community Supervision Week and during the annual awards event.

1. Eligibility Criteria

In order for a Probation and Parole Officer to be eligible for nomination and selection, the officer must:

- a. Be currently employed by the agency as a Probation and Parole Officer I, II, or III;
- b. Have completed a minimum of one year as a Probation and Parole Officer;
- c. Have a performance appraisal on file with an end date which falls within the year coinciding with the award year with an overall rating of "meets" or "exceeds" standards and that evaluates performance for a minimum of nine months; and
- d. Not have had any formal disciplinary action on file issued during the two years prior to the award date nor any formal disciplinary action for serious misconduct as identified in [OP-110415](#) entitled "Progressive Disciplinary Procedures" during their career with ODOC.

2. Nomination and Selection Process

- a. The chief administrator of Employee Services will distribute nomination forms and establish time frames for submissions.

- b. Each district will establish procedures for the selection of a district Probation and Parole Officer of the Year. The "Employee Award Nomination Form" (Attachment A) will be utilized to submit nominations as developed in local procedures.
- c. Each district will submit their finalists for Probation and Parole Officer the Year to the administrator of Probation and Parole. The administrator of Probation and Parole will ensure the finalists meet criteria established in Section II. D. item 1. of this procedure and forward them to the chief administrator of Employee Services.
- d. The chief administrator of Employee Services will submit the nominations to senior staff members to determine the agency's selection.
- e. Following approval of the director and senior staff, the chief administrator of Employee Services will provide informational material to affected employees as needed.

3. Scotia Knouff Line Officer of the Year Award

The recipient will also be nominated for the Scotia Knouff Line Officer of the Year Award sponsored by the American Probation and Parole Association (APPA).

The administrator of Probation and Parole will forward the agency nomination to the APPA.

III. Additional Local Awards

Each facility/district/unit may develop local procedures to establish awards for their location including, but not limited to, the following:

A. Safety Award

This award may be presented to any individual employee or to members of a work unit whose efforts resulted in a verifiable reduction in the frequency or criticality of injuries or illnesses in the workplace, for exceptional or improved safety records, or for any other significant contributions to the achievement of safety related goals.

B. Other

Each facility/district/unit head may establish additional work related awards and awards criteria as outlined in their local procedures.

IV. Volunteer of the Year and Volunteer Organization of the Year

The Volunteer of the Year and Volunteer Organization of the Year awards will recognize the service and accomplishments of an individual volunteer and a volunteer organization for the past year. The nomination and selection process for both of these awards will be in accordance with [OP-090211](#) entitled "Volunteer Services."

V. Awards Funding

Oklahoma Statute 74 § 4121 and Merit Rule 260:25-23-3 authorize the use of available monies in the agency's operating funds for awards which recognize outstanding performance or other significant contributions to the agency, and for ceremonies, banquets, or receptions where awards are presented. The cost of recognition awards may not exceed \$150.00 for each recognized employee each fiscal year when utilizing agency operating funds.

VI. Public Service Recognition Week/State Employee Recognition Day

The State of Oklahoma recognizes National Public Service Recognition Week through proclamations of employee appreciation from the Governor and Quality Oklahoma Team Day sponsored by the Human Capital Management Division (HCM).

Division/facility/district/unit heads may provide appropriate appreciation activities in celebration of employees' accomplishments and contributions during the annual Public Service Recognition Week and State Employee Recognition Day as proclaimed by the Governor.

VII. Quality Oklahoma Team Day

Quality Oklahoma Team Day recognizes outstanding teamwork. The agency and its divisions, facilities, districts and unit heads will encourage and sponsor teams to work on cooperative and innovative projects whose purposes include improved customer service and satisfaction, decreased costs, generation of income, enhanced employee morale, more efficient resource management or partnerships with others.

The chief administrator of Employee Services will provide information regarding submission instructions and time frames for agency team nominations. Applications must be approved by the appropriate administrator/manager prior to on-line submission. A copy of the submitted material will be forwarded to the chief administrator of Employee Services for record keeping purposes and recognition by the agency.

VIII. Longevity Awards

Longevity awards will be presented to employees with 5, 10, 15, 20, 25, 30, 35, 40, 45 and 50 years of service with the State of Oklahoma.

The Employee Services Unit will notify divisions/facilities/districts/units of eligible employees and provide the longevity recognition awards to be presented. The facility/district/unit will determine in what manner awards will be presented.

IX. References

Policy Statement No. P-110100 entitled "Uniform Personnel Standards"

OP-090211 entitled "Volunteer Services"

OP-110415 entitled "Progressive Disciplinary Procedures"

57 O.S. § 528.4

74 O.S. § 4121

Merit Rule 260:25-23-3

X. Action

Each facility/district/unit is responsible for developing local procedures.

The appropriate division manager/division head is responsible for compliance with this procedure.

The chief administrator of Employee Services is responsible for the annual review and revision.

Any exceptions to this procedure will require prior written approval from the director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-110221 entitled "Agency Recognition Program" dated May 20, 2015

Distribution: Policy and Operations Manual  
Agency Website

| <u>Attachments</u>           | <u>Title</u>                     | <u>Location</u> |
|------------------------------|----------------------------------|-----------------|
| <a href="#">Attachment A</a> | "Employee Award Nomination Form" | Attached        |