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Scott Crow, Interim Director Oklahoma Department of Corrections		Signature on File	

Agency Recognition Program

Oklahoma Statute 74 O.S. § 4121 allows the Oklahoma Department of Corrections (ODOC) to provide recognition awards for exceptional job performance and other significant contributions. This procedure establishes guidelines for recognizing employees and volunteers whose contributions, achievements, and distinguished service support the mission of the agency. Employees and volunteers will be recognized as outlined in this policy.

I. Annual Agency Recognition Event

- A. The director of Communications will coordinate the annual agency recognition event. The award period will encompass the current calendar year.
- B. The director of Communications will be responsible for establishment of the time line for the award nomination and selection process. The facility/unit head will be responsible for notifying employees of the time periods for submission of nominations for all annual program awards.
- C. 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.

II. Annual Program Awards

A. Director's Award of Excellence

The agency director will, at their 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 or volunteers of the agency.

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

B. Medal of Valor

Each facility/unit may submit nominations for the Medal of Valor award.

The Medal of Valor award may be presented to an employee 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.

1. Nomination Process

- a. Any employee may nominate a fellow employee for the Medal of Valor award by completing the "Employee Award Nomination Form", [Attachment A](#) (attached) and submitting it to the facility/unit head of the nominated employee.
- b. The facility/unit head will forward all nominations to the appropriate senior staff member.

2. Confirmation Process

- a. The appropriate senior staff member will present their respective nominations to executive staff, providing the details of the event, the work history and disciplinary record of the nominee and any other relevant information. Executive staff will confirm or reject the nomination.
- b. Upon completion of the confirmation process, the appropriate senior staff member will inform the director of

Communications of the results by utilization of [Attachment A](#) entitled "Employee Award Nomination Form."

- c. The appropriate senior staff member will inform the facility/unit head of the results of the confirmation process.

C. Award of Merit

Each facility/unit may submit nominations for the Award of Merit.

The Award of Merit may be presented to employee(s) who performed an act of extraordinary bravery and exceptional valor outside of their professional duties involving imminent personal threat to their life, with knowledge of the risk.

1. Nomination Process

- a. Any employee may nominate a fellow employee for the Award of Merit by completing the "Employee Award Nomination Form", [Attachment A](#) (attached) and submitting it to the facility/unit head of the nominated employee.
- b. The facility/unit head will forward all nominations to the appropriate senior staff member.

2. Confirmation Process

- a. The appropriate senior staff member will present their respective nominations to executive staff, providing the details of the event, the work history and disciplinary record of the nominee and any other relevant information. Executive staff will confirm or reject the nomination.
- b. Upon completion of the confirmation process, the appropriate senior staff member will inform the director of Communications of the results by utilization of [Attachment A](#), "Employee Award Nomination Form."
- c. The appropriate senior staff member will inform the facility/unit head of the results of the confirmation process.

D. Employee of the Year

Each facility/unit will nominate an employee for the Employee of the Year award based on the established criteria outlined in this section.

The Employee of the Year award is presented to an individual employee whose outstanding job performance 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.

1. Eligibility Criteria

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

- a. Been employed by the agency for a minimum of two years at the time of nomination;
- b. 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;
- c. Received no formal discipline during the two years prior to the award nomination date; and
- d. Received no formal disciplinary action as defined in [OP-110415](#) entitled "Progressive Disciplinary Procedures" during their career with ODOC.

2. Nomination and Selection Process

- a. Any employee may nominate a fellow employee for the Employee of the Year award by completing the "Employee Award Nomination Form" [Attachment A](#) (attached) and submitting it to the facility/unit head of the nominated employee.
- b. Each facility/unit head must review the nominations to confirm the nominee meets the award eligibility criteria specified. Each facility/unit head will select an Employee of the Year and submit the selection to their regional/division director.
- c. Each regional/division director will review the selections from their respective facilities/units and select an Employee of the Year for their division/region.
- d. Each regional/division director will submit their selection to the director of Communications.
- e. The director of Communications will compile a ballot of all regional/division Employees of the Year for selection of the agency Employee of the Year by executive staff.
 - (1) Each director will then notify their respective facility/division/unit heads of the outcome of the selection process.

- (2) The facility/unit head will be responsible for the timely notification of the individuals nominated and/or selected.

E. Team Excellence Award

Each facility/unit head may select a group of individuals based on the established criteria outlined in this section.

The Team Excellence Award is presented to a group of employees who demonstrate an attitude of ongoing commitment to the agency's mission and exceptional ability as demonstrated through quality of work, proficiency, initiative, dependability and creativity.

This award is designated for a work group of employees that have worked jointly on a major project that affects agency-wide operations or processes.

Employees of a 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.

1. Eligibility Criteria

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

- a. 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; a contributing member of the work group who has not received a performance appraisal due to length of service may be included with facility head approval;
- b. Received no formal discipline during the two years prior to the award nomination date; and
- c. Received no formal disciplinary action as defined in [OP-110415](#) entitled "Progressive Disciplinary Procedures" during their career with ODOC.

2. Nomination and Selection Process

If nominations are made, the selection for Team Excellence Award will follow the process outlined in Section II. D. 2.

F. Correctional Officer and 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 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 agency recognition 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. 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;
- d. Received no formal discipline during the two years prior to the award nomination date; and
- e. Received no formal disciplinary action as defined in [OP-110415](#) entitled "Progressive Disciplinary Procedures" during their career with ODOC.

2. Nomination and Selection Process

- a. Any employee may nominate an officer for "Correctional Officer of the Year" or "Correctional Officer Supervisor of the Year", as applicable, by completing the "Employee Award Nomination Form" [Attachment A](#) (attached) and submitting it to the facility/unit head of the nominated officer.
- b. Each facility/unit head must review the nominations to confirm the nominee meets the award eligibility criteria specified. Each facility/unit head will select a Correctional

Officer of the Year and Correctional Officer Supervisor of the Year to represent the facility/unit.

- c. Facility/unit heads will submit their selections for Correctional Officer of the Year and Correctional Officer Supervisor of the Year to their respective division/regional director utilizing [Attachment A](#), "Employee Award Nomination Form."
- d. Each regional/division director will review the selections from their respective facilities/units and select a Correctional Officer of the Year and Correctional Officer Supervisor of the Year for their division/region.
- e. A committee of all directors with supervision of Correctional Officers within their purview will review the divisional finalists for Correctional Officer of the Year and Correctional Officer Supervisor of the Year and will select an agency Correctional Officer of the Year and Correctional Officer Supervisor of the Year. The results will be forwarded to the director of Communications.

G. Probation and Parole Officer and Probation and Parole Officer Supervisor of the Year Award

Each region of probation and Parole Services will select one Probation and Parole Officer of the Year and one Probation and Parole Officer Supervisor of the Year. The division and regions will be responsible for regional recognition events.

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

1. Eligibility Criteria

In order for a Probation and Parole Officer or Probation and Parole Officer Supervisor 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 (Probation and Parole Officer of the Year) or as a Probation and Parole Officer IV (Probation and Parole Officer Supervisor of the Year);
- b. Have completed a minimum of one year as a Probation and Parole Officer, or as a Probation and Parole Officer Supervisor;

- c. 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;
- d. Received no formal discipline during the two years prior to the award nomination date; and
- e. Received no formal disciplinary action as defined in [OP-110415](#) entitled "Progressive Disciplinary Procedures" during their career with ODOC.

2. Nomination and Selection Process

- a. Any employee may nominate a Probation Officer or Probation Officer Supervisor for the Probation Officer of the Year or Probation Officer Supervisor of the Year, respectively, by completing the "Employee Award Nomination Form" [Attachment A](#) (attached) and submitting it to the deputy director of the nominated officer/supervisor.
- b. Each deputy director must review the nominations to confirm the nominee meets the award eligibility criteria specified. Each deputy director will select a Probation and Parole Officer of the Year and Probation and Parole Officer Supervisor of the Year to represent the regions.
- c. Each region will submit their selection for Probation and Parole Officer the Year and Probation and Parole Officer Supervisor of the Year to the director of Probation and Parole Services utilizing [Attachment A](#) entitled "Employee Award Nomination Form."
- d. The director of Probation and Parole Services will form a committee to select the agency Probation and Parole Officer of the Year and Probation and Parole Officer Supervisor of the Year. The results will be forwarded to the director of Communications.
 - (1) The director of Probation and Parole Services will then notify the deputy directors of the outcome of the selection process.
 - (2) The deputy director will be responsible for the timely notification of the individuals nominated and/or selected.

3. Scotia Knouff Line Officer of the Year Award

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

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

H. Teacher of the Year Award

The Program Services Unit will develop local procedures to select and award one Teacher of the Year. Program Services will be responsible for local recognition events during National Teacher Appreciation Week.

The agency will recognize the selected Teacher of the Year during the annual agency recognition event.

1. Eligibility Criteria

In order for a Teacher to be eligible for nomination and selection, the teacher must:

- a. Be currently employed by the agency as a Teacher I or II;
- b. Have completed a minimum of one year as a Teacher;
- c. 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;
- d. Received no formal discipline during the two years prior to the award nomination date; and
- e. Received no formal disciplinary action as defined in [OP-110415](#) entitled "Progressive Disciplinary Procedures" during their career with ODOC.

2. Nomination and Selection Process

Upon completion of the nomination and selection process, the director of Program Services will inform the director of Communications of the results by utilization of [Attachment A](#) "Employee Award Nomination Form." The director of Program Services will ensure that all units and individuals nominated and/or selected are notified of the outcome of the selection process.

I. Nurse of the Year Award

The Health Services unit will develop local procedures to select and award one Nurse of the Year. Health Services will be responsible for local recognition events during National Nurses Week.

Health Services will select one nurse for the Nurse of the Year. The director of Health Services will be responsible for local recognition events.

The agency will recognize the selected Nurse of the Year during the annual agency recognition event.

1. Eligibility Criteria

In order for a nurse to be eligible for nomination and selection, the nurse must:

- a. Be currently employed by the agency as an LPN I or II or an RN I, II, or III;
- b. Have completed a minimum of one year as a nurse;
- c. 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;
- d. Received no formal discipline during the two years prior to the award nomination date; and
- e. Received no formal disciplinary action as defined in [OP-110415](#) entitled "Progressive Disciplinary Procedures" during their career with ODOC.

2. Nomination and Selection Process

Upon completion of the nomination and selection process, the director of Health Services will inform the director of Communications of the results by utilization of [Attachment A](#) "Employee Award Nomination Form." The director of Health Services will ensure that all units and individuals nominated and/or selected are notified of the outcome of the selection process.

J. 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." Upon completion of the nomination and selection process, the Agency Chaplain and Volunteer Coordinator will inform the director of Communications of the results by utilization of [Attachment A](#) entitled "Employee Award Nomination Form." The agency Chaplain and Volunteer Coordinator will ensure that all units and individuals nominated and/or selected are notified of the outcome of the selection process.

III. 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

Division/facility/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.

IV. ARROW Award

Any employee may nominate an agency employee for this award. There is no deadline for submission. These awards will be given out at any time throughout the year as staff members are nominated and approved.

Recipients must have demonstrated outstanding service or performance that is meaningful and significantly exceeds established standards. The ARROW Award recognizes work of an ODOC employee that is **Admirable, Reliable, Resourceful, Outstanding, and Worthy** of this acknowledgement.

The nominating employee may complete the form entitled "Oklahoma Department of Corrections ARROW Award Nomination Form" ([Attachment B](#), attached) and submit it to the nominee's supervisor who may then submit it to the director of Communications for approval. Submissions may also be made directly to the communications director. The director of Communications or a designee will review nominations and approve/deny as appropriate.

Recipients will receive a written commendation signed by the agency director.

V. Additional Local Awards

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

VI. 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 Central Human Resources Unit will notify divisions/facilities/units of eligible employees and provide the longevity recognition awards to be presented. The facility/unit will determine in what manner awards will be presented.

VII. 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

VIII. Action

Each facility/unit is responsible for developing local procedures.

The director of Communications is responsible for compliance with this procedure.

The director of Communications is responsible for the annual review and revision.

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

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-110221 entitled "Agency Recognition Program" dated July 25, 2018

Deleted: Revision-01 dated March 7, 2019

Distribution: Policy and Operations Manual
Agency Website

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A	“Employee Award Nomination Form“	Attached
Attachment B	“Oklahoma Department of Corrections ARROW Award Nomination Form”	Attached