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Scott Crow, 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 procedure.

I. Annual Agency Recognition Event

- A. The chief administrator of Communications and Government Relations will coordinate the annual agency recognition event. The award period will encompass the current calendar year.
- B. The chief administrator of Communications and Government Relations 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 Personnel Administration 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 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 division staff member.

2. Confirmation Process

- a. The appropriate division staff member will present their respective nominations to senior staff, providing the details of the event, the work history and disciplinary record of the nominee and any other relevant information. Senior staff will confirm or reject the nomination.

- b. Upon completion of the confirmation process, the appropriate division staff member will inform the chief administrator of Communications and Government Relations of the results by utilization of the "Employee Award Nomination Form" ([Attachment A](#), attached).
- c. The appropriate division 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 division staff member.

2. Confirmation Process

- a. The appropriate division staff member will present their respective nominations to senior staff, providing the details of the event, the work history and disciplinary record of the nominee and any other relevant information. Senior staff will confirm or reject the nomination.
- b. Upon completion of the confirmation process, the appropriate division staff member will inform the chief administrator of Communications and Government Relations of the results by utilization of the "Employee Award Nomination Form" ([Attachment A](#), attached).
- c. The appropriate division 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 will have:

- a. Been employed by the agency for a minimum of one year at the time of nomination;
- b. Not received a rating below "Meets 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 beyond Letter of Reprimand 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 will 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 division administrator.
- c. Each division administrator will review the selections from their respective facilities/units and select an Employee of the Year for their division.
- d. Each division administrator will submit their selection to the chief administrator of Communications and Government Relations.
- e. The chief administrator of Communications and Government Relations will compile a ballot of all division Employees of the

Year for selection of the agency Employee of the Year by senior staff.

- (1) Each administrator 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 will 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 will have:

- a. Not received a rating below "Meets 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 beyond Letter of Reprimand 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. item 2. of this procedure.

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 will:

- 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 for the respective award;
- c. Not received a rating below "Meets Standards" on a performance appraisal with an end date that falls within the year coinciding with the award year;
- d. Have received no formal discipline during the two years prior to the award nomination date; and
- e. Have received no formal disciplinary action beyond Letter of Reprimand 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 will 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 administrator utilizing the "Employee Award Nomination Form" ([Attachment A](#), attached).
- d. Each division administrator 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 administrators 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 chief administrator of Communications and Government Relations.

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 will:

- 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 for the respective award;
- c. Not received a rating below “Meets Standards” on a performance appraisal with an end date that falls within the year coinciding with the award year;
- d. Have received no formal discipline during the two years prior to the award nomination date; and
- e. Received no formal disciplinary action beyond Letter of Reprimand 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 and Parole Officer or Probation and Parole Officer Supervisor for the Probation and Parole Officer of the Year or Probation and Parole Officer Supervisor of the Year, respectively, by completing the “Employee Award Nomination Form” ([Attachment A](#), attached) and submitting it to the regional administrator of Probation and Parole Services of the nominated officer/supervisor.
- b. Each regional administrator of Probation and Parole Services will review the nominations to confirm the nominee meets the award eligibility criteria specified. Each regional administrator of Probation and Parole Services will select a Probation and Parole Officer of the Year and Probation and Parole Officer Supervisor of the Year to represent their region.
- c. Each region will submit their selection for Probation and Parole Officer of the Year and Probation and Parole Officer Supervisor of the Year to the chief administrator of Community Corrections and Contract Services utilizing the “Employee Award Nomination Form” ([Attachment A](#), attached).
- d. The chief administrator of Community Corrections and Contract 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 chief administrator of Communications and Government Relations.
 - (1) The chief administrator of Community Corrections and Contract Services will then notify the regional

administrators of Probation and Parole Services of the outcome of the selection process.

- (2) The regional administrators of Probation and Parole Services 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 chief administrator of Community Corrections and Contract 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 award. 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 will:

- 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. Not received a rating below "Meets Standards" on a performance appraisal with an end date that falls within the year coinciding with the award year;
- d. Have received no formal discipline during the two years prior to the award nomination date; and
- e. Have received no formal disciplinary action beyond Letter of Reprimand 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 administrator of Programs will inform the chief administrator of

Communications and Government Relations of the results by utilization of the "Employee Award Nomination Form ([Attachment A](#), attached). The administrator of Programs 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 unit will be responsible for local recognition events during National Nurses Week.

The Health Services unit will select one nurse for the Nurse of the Year award. The chief Medical Officer 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 will:

- 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. Not received a rating below "Meets Standards" on a performance appraisal with an end date that falls within the year coinciding with the award year;
- d. Have received no formal discipline during the two years prior to the award nomination date; and
- e. Have received no formal disciplinary action beyond Letter of Reprimand 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 chief Medical Officer will inform the chief administrator of Communications and Government Relations of the results by utilization of the "Employee Award Nomination Form" ([Attachment A](#), attached). The chief Medical Officer 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 Services administrator will inform the chief administrator of Communications and Government Relations of the results by utilization of the "Employee Award Nomination Form" ([Attachment A](#), attached). The agency Chaplain and Volunteer Services administrator will ensure that all units and individuals nominated and/or selected are notified of the outcome of the selection process.

K. Life Saving Award

Each facility/unit may submit nominations for the Life Saving award.

The Life Saving award may be presented to an employee who saves the life of another while in the line of duty or outside their professional duties.

1. Nomination Process

- a. Any employee may nominate a fellow employee for the Life Saving 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 division staff member.

2. Confirmation Process

- a. The appropriate division staff member will present their respective nominations to senior staff, providing the details of the event, the work history and disciplinary record of the nominee and any other relevant information. Senior staff will confirm or reject the nomination.
- b. Upon completion of the confirmation process, the appropriate senior staff member will inform the chief administrator of Communications and Government Relations of the results by utilization of the "Employee Award Nomination Form" ([Attachment A](#), attached).

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

L. Agent and Agent Supervisor of the Year Award

The Office of the Inspector General will select one Agent of the Year and one Agent Supervisor of the Year. Resident Agent's in Charge will be responsible for Division recognition events.

The agency will select Agent of the Year and one Agent Supervisor of the Year. Recognition events will occur during National Police Week and during the annual agency recognition event.

1. Eligibility Criteria

In order for an Agent or Agent Supervisor to be eligible for nomination and selection, the Agent will:

- a. Be currently employed by the agency as an Agent I, II, or III (Agent of the Year) or as an Agent in Charge or Correctional Investigative Administrator (Agent Supervisor of the Year);
- b. Have completed a minimum of one year as an Agent or Agent Supervisor for the respective award;
- c. Not received a rating below "Meets Standards" on a performance appraisal with an end date that falls within the year coinciding with the award year;
- d. Have received no formal discipline during the two years prior to the award nomination date; and
- e. Received no formal disciplinary action beyond Letter of Reprimand 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 Agent or Agent Supervisor for the Agent of the Year or Agent Supervisor of the Year, respectively, by completing the "Employee Award Nomination Form" ([Attachment A](#), attached) and submitting it to the Resident Agent in Charge of the nominated Agent/Agent Supervisor.
- b. Each Resident Agent in Charge will review the nominations to confirm the nominee meets the award eligibility criteria specified. Each Resident Agent in Charge will select an Agent

of the Year and Agent Supervisor of the Year to represent their Division.

- c. Each Division will submit their selection for Agent of the Year and Agent Supervisor of the Year to the Inspector General & Deputy Inspector General utilizing "Employee Award Nomination Form" ([Attachment A](#), attached).

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 will 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 chief administrator of Communications and Government Relations for approval. Submissions may also be made directly to the Communications and Government Relations chief administrator. The chief administrator of Communications and Government Relations 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 P-110100 entitled "Uniform Personnel Standards"

OP-090211 entitled "Volunteer Services"

OP-110415 entitled "Progressive Disciplinary Procedures"

Personnel Administration Rule 260:25-23-3

57 O.S. § 528.4

74 O.S. § 4121

VIII. Action

Each facility/unit is responsible for developing local procedures.

The chief administrator of Communications and Government Relations is responsible for compliance with this procedure as well as the annual review and revisions.

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

This procedure is effective as indicated.

Replaced: OP-110221 entitled "Agency Recognition Program" dated September 8, 2021

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