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| <p style="text-align: center;">SOUTH DAKOTA</p>  <p style="text-align: center;">DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE</p> | | POLICY NUMBER | PAGE NUMBER |
| | | 200-01 | 1 OF 4 |
| | | DISTRIBUTION: | Public |
| | | SUBJECT: | Employee Recognition and Awards Program |
| RELATED STANDARDS: | None. | EFFECTIVE DATE: | June 01, 2024 |
| | | SUPERSESSION: | New Policy |
| DESCRIPTION: Personnel | REVIEW MONTH: May |  KELLIE WASKO SECRETARY OF CORRECTIONS | |

I. POLICY

It is the policy of the South Dakota Department of Corrections (DOC) to recognize employees who, by their actions and attitudes, exemplify exceptional job performance, organizational commitment, teamwork, and meritorious acts on or off duty.

II. PURPOSE

The purpose of this policy is to establish guidelines for the Employee Recognition and Awards Program.

III. DEFINITIONS

Line of Duty:

Any action that a Department of Corrections (DOC) employee is obligated or authorized by law, rule, policy, or written condition of employment service to perform, or for which the employee is compensated by the DOC.

IV. PROCEDURES

1. Employee Awards:

A. Employee of the Quarter:

1. To be eligible for a nomination, employee must be a current, full-time employee.
2. Nominations:
 - a. Nominations may be made by any employee.
 - b. Nominations must be made on the official nomination form (see attachment #1 - *Employee of the Quarter Nomination Form*).
 - c. Completed forms are submitted to the appropriate employee supervisor.
 - d. Nomination period will be on a fiscal year basis (e.g., 1st quarter July through September, etc.).
3. Selection:
 - a. Each facility/office leadership team will have the opportunity to vote for each nominated employee for the facility's/office's employee of the quarter.
4. Criteria:
 - a. An employee of the quarter is selected from the nominations received, using excellence within scope of their position as the criteria.
5. Description of Award:

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- a. A representative of the facility/office leadership team and the immediate supervisor of the employee to be honored will be present to honor the employee of the quarter.
- b. A plaque will be presented to the employee of the quarter by the facility/office leadership team.
- c. Where feasible, there will be a designated parking space for the current employee of the quarter.

B. Division Employee of the Year:

1. Criteria:
 - a. Division employees of the quarter for the current fiscal year will be eligible for this award.
 - b. Divisions may select a facility/office employee of the year without selecting a division employee of the quarter.
2. Selection:
 - a. Each division's nomination for employee of the year will be reviewed and selected by the Senior Management Team.
3. Description of Award:
 - a. A plaque and certificate for the division employee of the year will be presented by the division director or designee.
 - b. A plaque may be displayed in the facility/office showing all of the division employees of the year.
 - c. Where feasible, there will be a designated parking space for the current division employee of the year.

C. Agency Employee of the Year:

1. The agency employee of the year will be selected and approved by the Executive Team. Final selection will be reviewed by the secretary of corrections (SOC).
2. Selection Process:
 - a. The Executive Team will meet in August of each year to discuss and select the agency employee of the year.
3. Description of Award:
 - a. A plaque, provided by the SOC or designee, will be presented in addition to a letter from the SOC to the agency employee of the year.

2. Departmental Recognitions and Awards:

A. Recognitions and Awards administered by the Executive Team:

1. Fallen Officer Memorial.
2. Medal of Honor.
3. Medal of Merit.
4. Value of Life.
5. Team Excellence Award.
6. Correctional Excellence Award.

B. The Executive Team is responsible for administration of the departmental recognitions and awards as follows:

1. Review and evaluate each nomination based on information received.
2. Determine by majority vote the recognition and/or award to be presented (see attachment #4 – *Recognition and Award Checklist*).
3. Forward approved nominations to the SOC for final signature approval.
4. Forward copies of all approved *Recognition and Awards Nomination* forms (see attachment #2) to the employee's personnel file.

C. Fallen Officer Memorial, Medal of Honor, Medal of Merit, Value of Life, Team Excellence, Correctional Excellence Awards:

1. Departmental recognition and award nominations must be prepared by the nominating person utilizing a Recognition and Awards Nomination form.

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2. All nominations must be signed by the nominating person and forwarded to the supervisor of the employee being nominated. The form will follow the chain of command to the division director of the employee receiving the nomination.
3. After approval, the supervisor or designee will forward the nomination to the Executive Team.
4. Nominations must clearly and thoroughly describe the actions that justify the recognition and/or award. When more than one employee is being nominated, the narrative portion of the form for Recognition and Awards Nomination, will specify the actions of each individual employee.
5. All nominations for departmental recognition and awards must be submitted to the Executive Team as soon as possible, not to exceed six (6) months following the event or circumstance.
6. The Executive Team will review each nomination and all aspects of the event or circumstance within thirty (30) days of receiving the nomination. They will discuss the proposed award and determine which award, if any, is the most appropriate for the event or circumstance.
7. Nominations must be approved by the SOC prior to the presentation of the award.

D. All awards, with the exception of the Fallen Officer Memorial, will consist of a plaque and a certificate.

E. Recognition and Award Descriptions:

1. Fallen Officer Memorial:
 - a. The Fallen Officer Memorial is to honor an employee who was killed in the line of duty.
 - b. Medal of Honor:
 - 1) The Medal of Honor is the department's highest recognition award, earned by employees distinguishing themselves through conspicuous bravery or heroism above and beyond the normal demands of correctional service. The employee displayed great courage in the face of immediate life-threatening peril and with full knowledge of the risk involved. The act should show professional judgment and not jeopardize operations or the lives of others.
 - c. Medal of Merit:
 - 1) Awarded to members who distinguish themselves by exceptional meritorious service through personal initiative, and tenacity such as:
 - a) Participation in a non-routine special assignment or operation requiring creativity, determination, and initiative in the performance of a difficult assignment.
 - b) The action performed had a significant impact and importance to the organization.
 - c) Development of a program or plan which contributes significantly to the department's goals and objectives.
 - d. Value of Life Award:
 - 1) Awarded for the use of life saving tactics in a professional manner to attempt to save the life of another person, while on or off duty.
 - e. Team Excellence Award:
 - 1) This award distinguishes multiple people, who worked together during a non-routine special project or situation, to enhance or promote the mission of the DOC.
 - 2) The event required exceptional teamwork and cooperation and exhibited exceptional non-routine service.
 - f. Correctional Excellence Award:
 - 1) Performance of duties which far exceeded requirements.
 - 2) Providing a substantial idea, policy, or procedure which changed or significantly enhanced operations.
 - 3) Employees that provide exemplary service to ensure successful offender reentry.

F. Department of Corrections Recognition Coin. Awarded to employees for the following:

1. Demonstrating outstanding attention to detail in the performance of their assigned duties.
2. Going above and beyond the requirement of their job assignment.
3. Continually displaying a positive attitude in their job assignment.
4. Promoting positive morale.
5. This award must be given by a person at the supervisory level.
6. The individual giving the recognition must complete a *Recognition Coin Award Nomination* (see attachment #3) and submit copies to:
 - a. Employee personnel file.

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- b. Employee's supervisor (if different from the awarding supervisor).
- c. Division or facility administrator.

G. Letter of Recognition: Awarded via the chain of command to an employee, who through alertness and attention to duty, performs their assigned function in a commendable manner.

1. The Letter of Recognition may be used to acknowledge commendable performance of an employee.
2. The Letter of Recognition should be prepared by the supervisor and/or division director or facility warden.

3. Promotion Recognitions:

A. The manager or supervisor of the employee will make arrangements for the employee to attend the appropriate announcement.

1. Upon verification of an employee's promotional status, the promoting employee will be presented with a letter/certificate of recognition by the division director or designee of location where they are promoting.
2. When applicable, the employee will be pinned with the rank insignia and be presented with the corresponding badge by the division director or designee.
3. Digital pictures of the event should be taken for the agency newsletter with copies of the pictures being presented or emailed to the employee.

4. Retirement Recognition:

A. Employees who are retiring from state service will receive recognition for their contribution(s) as determined by the division director or designee and within procurement guidelines.

B. The employee will advise their supervisor at least sixty (60) days in advance of impending retirement.

C. The supervisor will initiate requests for retirement letters from the SOC's office for the retiring employee.

V. RESPONSIBILITY

The deputy secretary of Corrections is responsible for the annual review and maintenance of this policy.

VI. AUTHORITY

None.

VII. HISTORY

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ATTACHMENTS *(*Indicates document opens externally)*

1. Employee of the Quarter Nomination Form*
2. Recognition and Awards Nomination*
3. Recognition Coin Award Nomination*
4. Recognition and Award Checklist*
5. DOC Policy Implementation / Adjustments

Employee of the Quarter Nomination Form

I, _____ nominate _____
for Employee of the Quarter.

Please be specific in describing why you nominated this person for Employee of the Quarter:

Signature of Submitter

Date

Distribution: **Public**

Recognition and Awards Nomination

Name of Candidate:

Candidate ID Number:

Facility or Office:

Work Unit:

| | |
|--|-------|
| Nominator (Print): | Date: |
| Immediate Supervisor Print Name: | |
| Immediate Supervisor Approval Signature: | |
| Warden (if applicable) or Director Print Name: | |
| Warden (if applicable) or Director Approval Signature: | |

NOMINATED FOR:

(Check only one, please)

| AWARD | NOMINATION |
|---|------------|
| Department of Corrections Fallen Officer Memorial | |
| Department of Corrections Medal of Honor | |
| Department of Corrections Medal of Merit | |
| Department of Corrections Value of Life | |
| Department of Corrections Team Excellence Award | |
| Department of Corrections Correctional Excellence Award | |

State why your nominee should be selected for this Departmental award:

Review Date:

Approved: _____

Denied: _____

Comments:

 Director:

 Date

Agency Recognition Coin Award

| | |
|--|--|
| Name of Employee Nominated: | |
| Employee ID Number: | |
| Work Unit: | |
| Facility or Office: | |
| Immediate Supervisor: | |
| Name of Employee Making Nomination: | |
| Date Coin Was Awarded | |

State why this employee should be awarded a DOC Recognition Coin:

Signature of Nominating Employee

Date

Print name of Nominating Employee

Copies to:

- 1) Employee personnel file.
- 2) Employee's supervisor (if different from the awarding supervisor).
- 3) Division or facility administrator.

Recognition and Award Checklist

Medal of Honor:

- ___ “Must distinguish themselves conspicuously by gallantry and intrepidity at the risk of their lives above and beyond the call of duty.”
- ___ “The individual must clearly render him/herself conspicuous above his/her comrades by an act so outstanding that it clearly distinguishes his/her gallantry beyond the call of duty from lesser forms of bravery.”
- ___ “The type of deed which, if not done, would not subject him/herself to any justified criticism.”
- ___ “Must be no margin of doubt or possibility of error in awarding this honor.”

Medal of Merit:

- ___ “Non-routine special assignment or operation requiring creativity, determination, and initiative in the performance of a difficult assignment”, and/or
- ___ “Action had a significant impact and importance to the organization”, and/or
- ___ “Individual developed a program, a process or plan which contributes significantly to DOC goals and objectives.”
- ___ “Individual provided the Department with a Program, process, device, or idea that is adopted by the Department as part of the organizations’ operations.”

Value of Life:

- ___ “Use of life saving tactics in a professional manner to attempt to save the life of another person, while on or off duty.”

Team Excellence:

- ___ “Multiple people who worked together during a non-routine special project or situation, worked together to enhance or promote the mission of DOC.”
- ___ “Event required exceptional teamwork and cooperation and exhibited exceptional non-routine service.”

Correctional Excellence:

- ___ “Performance of duties far exceeded accepted requirements.”
- ___ “Providing a substantial idea, policy or procedure which changed or significantly enhanced operations.”
- ___ “DOC employees that provide exemplary service to ensure successful offender reentry.”