



WYOMING DEPARTMENT OF CORRECTIONS

Policy and Procedure #1.213 Employee Recognition Program

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Authority: Wyoming Statute(s): 25-1-104; 25-1-105 ACA Standard(s): None Noted	Effective Date: February 15, 2016 Revision/Review History: 08/01/15 03/01/14 02/01/13 01/15/12 04/01/10
Cross Reference of Policy: P&P #1.208, <i>Employee Leave</i>	Summary of Revision/Review: Revises existing policy pursuant to annual review.
Approved: R.O. Lampert Robert O. Lampert, Director	Supersedes Existing Policy : 2/10/16 Date

REFERENCE

1. ATTACHMENTS
 - A. WDOC Form #122: *Employee Recognition Nomination Form*
 - B. WDOC Form #122.1: *Employee of the Year Evaluation Board Nomination Form*
 - C. WDOC Form #123: *Evaluation Board Score Sheet*
 - D. WDOC Form #123.1: *Medal of Valor Nomination Form*
 - E. WDOC Form #123.2: *Trainer of the Year Nomination Form*
2. OTHER – None Noted



I. PURPOSE

- A. **Recognition of Staff Accomplishments and Contributions.** It is the philosophy of the Wyoming Department of Corrections to acknowledge and recognize staff, while encouraging career development and self-improvement efforts. The purpose of this policy is to establish a uniform set of guidelines and procedures for the establishment of a quarterly and annual employee recognition program to acknowledge staff accomplishments and contributions. This program shall recognize and reward outstanding staff achievement and contribution. The program is also intended to be a part of an expanded employee retention program within the Wyoming Department of Corrections (WDOC).

II. POLICY

- A. **General Policy.** In recognition of the WDOC philosophy that staff members are our most important assets, it is the policy of the WDOC that staff be recognized for their outstanding contributions and achievements.
1. WDOC's employee recognition program is intended to be a peer-based recognition system where an employee may be recognized by his/her peers, subordinates, or supervisors for his/her outstanding contributions to the department.
 2. Within WDOC core values, the department recognizes the importance of staff as a departmental strength and a major resource in achieving departmental objectives. The employee recognition program is intended to acknowledge superior contribution and achievement of staff in meeting the department's mission and vision. It is also intended to promote and encourage a positive climate wherein staff members feel appreciated for their service and affirmed in their employment with WDOC as a career of choice.
- B. **Encouraging Participation.** It is the policy of WDOC that supervisors and administrators actively work to ensure participation from subordinates in supporting the recognition awards program.
1. Wardens and Division Administrators are encouraged to establish and/or continue monthly employee recognition programs. Monthly recipients should also be considered for nomination for quarterly officer/employee recognition in the quarter during which they were selected as officer/employee of the month.



2. Supervisors are encouraged to willingly and enthusiastically identify employees for recognition of outstanding performance through the submission of WDOC Form #122, *Employee Recognition Nomination Form*. Supervisors play a vital role in recognizing outstanding staff.
 3. Wardens and Division Administrators are to ensure that at least one (1) employee from their nomination category is nominated for each award cycle by coordinating with supervisors and line staff to encourage the nomination of deserving candidates.
 4. Supervisors and Administrators are also encouraged to develop local procedures to honor award recipients in the presence of their peers.
- C. **Support for Nominees and Awardees.** It is the policy of the WDOC that Wardens and Administrators support the employee recognition program by making allowances for award recipients to travel and participate in annual recognition ceremonies and identified training and career development opportunities, provided that the departmental mission does not significantly suffer due to their absences and provided that funding is available for travel and/or conference participation.
1. Supervisors and Administrators are to encourage maximum participation by annual award recipients at the annual recognition ceremony, with the cost of attendance absorbed by WDOC, provided that funding is available.
 2. Supervisors and Administrators are to encourage maximum participation by annual award recipients at the annual Wyoming Criminal Justice Association conference as an additional training, career development and professional networking opportunity, with the cost of attendance absorbed by WDOC, provided that funding is available.

III. DEFINITIONS

- A. **Annual Recognition Ceremony:** An informal luncheon and recognition ceremony hosted in conjunction with Correctional Professional's Week.
- B. **Career Development Efforts/Self Improvement:** (*For this policy only.*) An individual who seeks opportunities for self-improvement through advanced education, training offered within the agency, participation in seminars and conferences when available, and volunteering for special projects (to include policy committees), focus groups, and program development committees. This individual takes initiative to improve skills and gain knowledge by actively pursuing continuing education opportunities.



- C. Central Office Employees:** *(For this policy only.)* Includes all staff and management personnel working at the Central Office in Cheyenne and those staff and management personnel working outside of Cheyenne, but administratively assigned to the Central Office (*i.e.*, Central Services Division staff, Training Academy staff, Facilities Management staff and Safety Officers not assigned to an institution, Field Services Division staff not assigned to a District Office, Field Services Training staff, Interstate Compact staff, Transition and Re-Entry staff, Prison Division staff not assigned to a correctional facility, Investigations Unit staff, and staff directly supervised by the Director or Deputy Director).
- D. Community/Organization/Agency/Facility Involvement:** *(For this policy only.)* Is a member of, or contributes time and resources to volunteer with organizations outside of the community and participates in community activities. Participation in and coordination or sponsorship of facility and/or agency events and activities.
- E. Exemplary Employee:** An employee whose performance is commendable and worthy of imitation and serves as an example. Performance clearly above and beyond the requisite requirements of the position.
- F. Evaluation Boards:** *(For this policy only.)* Boards established in accordance with this policy for the selection of officer/employee of the quarter and/or officer/employee of the year.
- G. Field Service Employees:** *(For this policy only.)* Includes probation and parole agents, support staff, AOAA staff, and management personnel assigned to Field Services offices in each of the Districts throughout the State.
- H. Institutional Employees:** *(For this policy only.)* Includes uniformed correctional officer series staff, other non-uniformed correctional support staff, and management personnel assigned to each WDOC-operated correctional institution.
- I. Leadership Skills:** *(For this policy only.)* An individual that influences others by providing purpose, direction, and motivation, while operating to accomplish the Mission of the WDOC. The individual upholds promises and delivers on commitments made to others; he/she holds themselves and others accountable for achieving established performance expectations. Mentors new staff and assists veteran staff during periods of staff shortage and/or high caseloads. Shows an ability to influence, motivate, and direct others; he/she is viewed as a leader and sought out by others when a supervisor is unavailable.
- J. Medal of Valor Award (Heroism/Bravery):** *(For this policy only.)* A prestigious award presented to a person or persons, if any, who, during the 12-



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month period prior to each annual employee recognition ceremony, performed an act of extraordinary bravery and exceptional valor while in the line of duty, involving imminent personal threat to their life, with knowledge of the risk, above and beyond the call of duty, or who demonstrated exemplary judgment and outstanding bravery or courage by voluntarily risking life or limb to prevent injury and/or loss of life to another person in the community.

- K. Officer/Employee of the Quarter:** An individual selected for recognition by his/her peers in accordance with policy.
- L. Officer/Employee of the Year:** An individual selected from among all Officer/Employee of the Quarter recipients for additional recognition in accordance with policy.
- M. Supervisor:** *(For this policy only.)* An individual who completes a performance evaluation for one or more employees.
- N. Role Model:** *(For this policy only.)* An individual that performs his/her job duties in a manner which upholds the Mission and Vision and the core values of the WDOC. This person works with and helps others to accomplish goals and shows willingness to participate, cooperate, motivate, encourage, and collaborate with other individuals as well as displaying and promoting high standards of ethical conduct and behavior consistent with the agency's core values and mission. This person exhibits superlative professional character and role models excellence in an effort to inspire and motivate others to a higher level of performance.
- O. Trainer of the Year:** A person selected by the WDOC training advisory committee from all active WDOC full-time trainers, part-time volunteer trainers, and field training officers, who have completed all requirements to be a certified trainer including train the trainer training, and who delivered in excess of ten (10) hours of pre-service, in-service, TOT, T4C, NRCT/PPCT, regional, FTO, and/or on-boarding training to WDOC employees during April 1 to March 31 of the previous award year, to represent the agency as trainer of the year at the Annual Recognition Ceremony.
- P. WCJA Conference:** The annual training conference hosted by the Wyoming Criminal Justice Association.
- Q. WDOC Officer/Employee of the Year:** An individual selected from among all Officer/Employee of the Year recipients for additional recognition in accordance with policy.

IV. PROCEDURE



- A. **Nomination Categories.** WDOC will have up to thirteen (13) staff per quarter recognized as officer/employee of the quarter, from among the following categories.
1. **Institutional Employees.** Wyoming Honor Conservation Camp (WHCC); Wyoming Honor Farm (WHF); Wyoming Medium Correctional Institution (WMCI); Wyoming State Penitentiary (WSP) and Wyoming Women's Center (WWC) may recognize:
 - i. One (1) recipient per quarter from each institution as Officer of the Quarter (*i.e.*, Correctional Officer through Sergeant).
 - ii. One (1) recipient per quarter from each institution as Employee of the Quarter (*i.e.*, all other institutional staff and supervisors).
 2. **Central Office Employees**
 - i. One (1) recipient per quarter for Employee of the Quarter.
 3. **Field Service Employees**
 - i. One (1) recipient per quarter from the Northern Region for Employee of the Quarter.
 - ii. One (1) recipient per quarter from the Southern Region for Employee of the Quarter.
- B. **Nomination Procedures for Officer and/or Employee of the Quarter:** Staff wishing to nominate an employee for award shall complete WDOC Form #122, *Employee Recognition Nomination Form*, and turn the form into the nominee's supervisor. WDOC Form #122 will be available at each WDOC correctional facility, district office, and Central Office, as well as via the department intranet site. The forms will be readily available to enhance participation in the program.
1. Any WDOC employee may nominate any other WDOC employee who made a significant contribution to the work of their team and/or the agency during the previous quarter for quarterly awards.
 2. A nominating employee does not have to verify the eligibility criteria of the person he/she is nominating. The nominee's supervisor shall be responsible for reviewing eligibility of those nominated.



3. An employee may be nominated in any quarter, even if he/she was previously nominated and/or recognized in another quarter during the same awards year.
4. The nominating individual will be responsible for notifying the nominee’s immediate supervisor of the nomination by presenting WDOC Form #122, *Employee Recognition Nomination Form*, to the nominee’s supervisor.
5. The nominee’s supervisor has the responsibility of verifying eligibility and submitting the completed nomination to the Evaluation Board chairperson using WDOC Form #122, *Employee Recognition Nomination Form*.
 - i. No nominee will be considered for an award without the written endorsement from the supervisor.
 - ii. Nominations should address:
 - a. Leadership and/or outstanding job performance in primary duties, worth forty percent (40%) of evaluation score;
 - b. Role modeling efforts and other achievements, worth forty percent (40%) of evaluation score.
 - c. Self-improvement and/or career-development efforts, worth fifteen percent (15%) of evaluation score;
 - d. Employee/organization/community involvement, worth five percent (5%) of evaluation score;-
 - iii. Supervisors as well as Human Resources will ensure that the nominees meet the eligibility criteria specified in this policy.
6. Nomination submissions may be made at any point during the quarter and forwarded to the appropriate Evaluation Board Chairperson according to Table 1: Quarterly Deadlines.

Table 1: Quarterly Deadlines

Quarter	Date Nominations Are Due to the Evaluation Board Chairperson	Date by Which Evaluation Committee Must Choose Award Recipient(s)
1st Quarter Apr 1- Jun 30	June 15 th	June 30 th
2 nd Quarter Jul 1 – Sep 30	September 15 th	September 30 th
3 rd Quarter Oct 1 – Dec 31	December 15 th	December 31 st



4 th Quarter Jan 1 – Mar 31	March 15th	March 31 st
Annual Award	No separate nomination required. Each Board will review all of the quarterly award recipients from that nomination category, which were received during the previous year, and choose one of those quarterly recipients as that Evaluation Board’s nominee for officer and/or employee of the year. This selection shall be made following completion of selection of 4 th quarter recipient.	Each Board is to forward that Board’s nomination for officer and/or employee of the year, as selected from that Board’s previous quarterly award recipients for the year, to Central Office human resource manager no later than April 7 th . Final selection of Officer of the Year and Employee of the Year shall be made by the Director’s Evaluation Committee.

C. Officer/Employee of the Quarter Eligibility

1. Officer/Employee of the Quarter eligibility will be determined by the nominee’s supervisor as well as Human Resources.

2. All WDOC employees who have been assigned to the nominating institution, office, or division for at least six (6) consecutive months prior to nomination and who are not on probationary status are eligible to be nominated in the appropriate category for outstanding Officer/Employee of the Quarter, except:
 - i. Personnel convicted by a court or who are under investigation for an infraction of the law (excluding minor traffic violations) during the period of consideration;
 - ii. Personnel who have received any administrative disciplinary action from WDOC or another State agency (other than a documented verbal counseling) during the quarter in which they are nominated;
 - iii. Personnel failing to satisfactorily progress in their assigned position as evidenced by placement on a Performance Improvement Plan during the period of consideration; or
 - iv. Personnel failing to achieve or maintain certification from Peace Officer Standards and Training (P.O.S.T.) as required by statute.

3. Personnel working at a WDOC facility who are not State of Wyoming and WDOC employees (*i.e.*, contractors, interns, consultants, volunteers, other agency personnel, *etc.*) are not eligible to be nominated as Officer/Employee of the Quarter.



D. Officer/Employee of the Year Eligibility:

1. The pool of candidates for the yearly award recipients at the local level will be comprised of the quarterly award recipients for each of the nomination categories listed in this policy.
2. Separate nominations will not be requested, nor accepted, for Officer/Employee of the Year awards.

E. Evaluation Boards. Evaluation Boards shall be established in accordance with the following guidelines for each nomination category. Each correctional facility shall establish its own Evaluation Board for the selection of institutional employee award recipients from that facility. Each Field Services region shall develop its own Evaluation Board for the selection of field services employee award recipients. The Central Office shall develop an Evaluation Board for the selection of Central Office employee award recipients.

1. General Requirements

- i. Each Evaluation Board will meet at a site to be determined by the Chairperson based upon a location most accessible to the majority of the nominees, or will meet via audio conference or video conference upon direction of the Chairperson.
- ii. Membership of each Evaluation Board shall be consistent with the guidelines established by this policy. The chairperson shall select three (3) Board members to serve an annual term prior to the end of the first quarter as identified in Table 1 above. The recipient of the previous quarter's award will also be a member for the following quarter.
- iii. In the absence of any Evaluation Board member, the Chairperson may appoint a representative from non-management staff to participate in the evaluation process in lieu of the absent Board member.
- iv. No Evaluation Board member shall be a nominee under consideration by the Board. In the event that a Board member is nominated for consideration for an award, he/she shall be replaced by another staff person appointed by the chairperson.
- v. The Evaluation Board will convene each quarter to evaluate the nominees by the dates outlined in Table 1 above.



vi. Nominations which arrive after the cut-off dates specified will not be considered by the Evaluation Board.

2. **Institutional Evaluation Boards.** Each institutional Evaluation Boards will be comprised of:

- i. The warden or acting warden of that institution, who will serve as chairperson, but will not vote except in cases of a tied evaluation score;
- ii. The business manager or human resources manager;
- iii. A program manager, unit manager, or department manager;
- iv. A senior uniformed officer of the rank of Lieutenant or higher; and
- v. The recipient(s) of the previous quarter's award.

3. **Field Services Evaluation Board.** Each Field Services Evaluation Board will be comprised of:

- i. A field services deputy administrator, who will serve as chairperson, but not vote except in cases of a tied evaluation score;
- ii. A field services district supervisor;
- iii. An ISP or traditional probation/parole agent;
- iv. A field services support staff member; and
- v. The recipient of the previous quarter's award.

4. **Cheyenne Central Office Evaluation Board.** The Cheyenne Central Office Evaluation Board will be comprised of:

- i. Either the Central Services Division Administrator, the Field Services Division Administrator, or the Prison Division Administrator, who shall serve as the chairperson, but will not vote except in cases of a tied evaluation score;
 - a. *Note:* The chairmanship of this Board shall rotate each year between the division administrators.
- ii. A program manager from a division other than the one represented by the chairperson;



- iii. A staff member from within the Director's Office/administration;
- iv. A support staff member assigned to work in the Central Office;
and
- v. The recipient of the previous quarter's award.

F. Quarterly Award Evaluation Criteria. Evaluation Board members will be responsible for ensuring that Evaluation Boards are conducted in a fair, objective, and professional manner, consistent with WDOC policies, State Personnel Rules, and other laws or regulations that require equitable treatment of employees.

- 1. At a minimum, Board members will evaluate nominees based upon the strength of the documentation contained with the WDOC Form #122, *Employee Recognition Nomination Form*.
- 2. The Board chairperson shall ensure all Board members receive copies of each nomination form received at least one (1) day prior to the evaluation date for planning and scoring purposes.
- 3. The Board will compile their results using *WDOC Form #123, Evaluation Board Score Sheet*.
- 4. The Board chairperson shall provide feedback to supervisors on the quality and content of the information contained in the nomination forms following completion of the selection process.

G. Officer/Employee of the Year Evaluation Criteria

- 1. Each Evaluation Board will select yearly award recipients at the local level for Officer/Employee of the Year. Yearly award recipients from each category will be chosen in the same manner as quarterly award recipients, except the only candidates considered for Officer/Employee of the Year shall be those selected as quarterly award recipients chosen by that Evaluation Board during the previous year.
- 2. The Evaluation Board's annual award recipients shall be chosen by the same Evaluation Board members who participated in the selection of the fourth quarter's award winner.
 - i. The selection for the annual award recipients shall commence immediately following completion of selection of the fourth quarter's recipient(s).



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1. Recipients of the quarterly awards will be notified by a member of the Evaluation Board within one (1) week of final selection.
 2. Board members will also coordinate with the recipients' supervisors to ensure awards are distributed to person(s) selected in the presence of their peers, whenever possible.
 3. Personal contact will be made by the Evaluation Board member designated by the chairperson with those non-selected, congratulating them on their efforts and contributions.
 4. All quarterly award nominees will receive a letter acknowledging their nomination prepared by the Board chairperson and signed by the appropriate division administrator.
 5. Recipients of the annual awards will be announced in the presence of their peers and their families during the annual awards and recognition ceremony celebrated during Wyoming Correctional Professionals Week in May in Cheyenne.
- I. Awards for Officer/Employee of the Quarter.** Officer/Employee of the Quarter winners will receive the following items in recognition of their achievement.
1. Eight (8) hours of paid personal leave awarded by the Director in accordance with WDOC Policy and Procedure #1.208, *Employee Leave*.
 2. A certificate, framed or suitable for framing, provided by the Central Office and signed by the Director, Board chairperson, and appropriate division administrator.
 3. A framed 8x10 photo for prominent display in the facility/office area of the recipient.
 4. A news release issued by a WDOC field public information officer to the employee's community of residence and the community in which the institution or office is located, if different, and published in the WDOC monthly newsletter.
 5. A commemorative ink pen which will be centrally purchased and provided to each administrator for distribution.
- J. Awards for Officer/Employee of the Year.** Officer/Employee of the Year winners will receive the following items in recognition of their achievement:



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1. Facilitated training, career development and professional networking opportunity. Paid registration, travel, per diem, and paid time for attendance for all scheduled training days/sessions at the annual WCJA conference.
 2. A signed certificate provided by the Central Office, framed and presented by the WDOC Director and/or Governor.
 3. An 8x10 framed photo of the employee taken with the Governor and/or Director to be displayed in the lobby of the WDOC Central Office, with an additional 8x10 framed photo for prominent display in the facility/office area of the recipient.
 4. A news release and photo issued by the WDOC public information officer to the appropriate communities and published in the WDOC monthly newsletter.
 5. A commemorative lapel pin that may be worn at work, which will be purchased by the Director and awarded by the WDOC Director and/or Governor.
- K. Awards for WDOC Officer/Employee of the Year.** WDOC's Officer and Employee of the Year will receive the following items in recognition of their achievement:
1. Facilitated training, career development and professional networking opportunity. Paid registration, travel, per diem and paid time to attend the American Correctional Association's Congress of Corrections in the fiscal year immediately following selection.
 2. A signed certificate provided by the Central Office, framed and presented by the WDOC Director and/or Governor.
 3. An appropriately inscribed plaque or award purchased by the Director and presented by the WDOC Director and/or Governor.
 4. An 8x10 framed photo of the employee taken with the Governor and/or Director to be displayed in the lobby of the WDOC Central Office, with an additional 8x10 framed photo for prominent display in the facility/office area of the recipient.
 5. A news release and photo issued by the WDOC public information officer to the appropriate communities and published in the WDOC monthly newsletter.



6. A commemorative lapel pin that may be worn at work, which will be purchased by the Director and awarded by the WDOC Director and/or Governor.
 7. Additional recognition as determined by the Director.
- L. Medal of Valor (Heroism/Bravery).** All WDOC staff may recommend any WDOC employee who meets the criterion (*see definition*) for this award. This award will only be given for cause and will not be considered an annual award to be given each and every year. The following procedure shall be followed in order to recommend an individual for this award:
1. Staff shall complete WDOC form #123.1, *Medal of Valor Nomination*, and submit completed form to his/her direct supervisor.
 2. The supervisor will submit the form to the Warden/Administrator, who will then determine if the recommendation should proceed to the Director. If approved for Director's consideration the Warden/Administrator shall submit the signed form to the Director.
 3. The recipient of the award is chosen by the Director as deemed appropriate. The *Medal of Valor Award* recipient will receive the following items in recognition of their achievement:
 - i. Facilitated training and professional networking opportunity. Paid registration, travel, per diem, and paid time for attendance for all scheduled training days/sessions at the annual WCJA conference.
 - ii. A signed certificate provided by the Central Office, framed and presented by the WDOC Director and/or Governor.
 - iii. An 8x10 framed photo of the employee taken with the Governor and/or Director to be displayed in the lobby of the WDOC Central Office, with an additional 8x10 framed photo for prominent display in the facility/office area of the recipient.
 - iv. A news release and photo issued by the WDOC public information officer to the appropriate communities and published in the WDOC monthly newsletter.
 - v. Recognition at the annual awards ceremony.
 - vi. Nomination by the Director for national recognition by the American Correctional Association.



- vii. A commemorative lapel pin that may be worn at work, which will be purchased by the Director and awarded by the WDOC Director and/or Governor.

M. Trainer of the Year Eligibility and Selection:

1. Any active WDOC full-time trainer, part-time volunteer trainer, or field training officer, who has completed all requirements to be a certified trainer including train the trainer training, and who delivered ten (10) hours or more of pre-service, in-service, TOT, T4C, NRCT/PPCT, regional, FTO, and/or on-boarding training to WDOC employees during April 1 to March 31 of the previous award year may be nominated by any WDOC employee, collateral trainer, or supervisor to be recognized by WDOC as Trainer of the Year.
2. The WDOC Training Advisory Committee will meet during the month of March to select a Trainer of the Year from all nominees received. Selection will be based on assessment by the training advisory committee of the nominees': subject matter expertise; demonstrated teaching skill; maintenance of training standards; communication and execution of the Department's mission and vision; ongoing professional/training development; and overall commitment to the high quality effective training of WDOC employees. Preference will be given to those employees who deliver training to other employees on a volunteer basis and in addition to their normally assigned work duties.
3. The WDOC Training Advisory Committee shall notify the Director of their selection for Trainer of the Year no later than April 1.
4. The Trainer of the Year will be invited to the Annual Recognition Ceremony and shall also receive the following:
 - i. Facilitated training, career development and professional networking opportunity. Paid registration, travel, per diem, and paid time for attendance for all scheduled training days/sessions at the annual International Association of Correctional Training Personnel (IACTP) or National Association of Field Training Officers (NAFTO) training conference. The participant will be required to deliver information received during the conference to other trainers during the subsequent WDOC trainer's conference, if one is scheduled.
 - ii. A signed certificate provided by the Central Office, framed and presented by the WDOC Director and/or Governor.



- iii. An 8x10 framed photo of the employee taken with the Governor and/or Director to be displayed in the lobby of the WDOC Central Office, with an additional 8x10 framed photo for prominent display in the facility/office area of the recipient.
- iv. A news release and photo issued by the WDOC public information officer to the appropriate communities and published in the WDOC monthly newsletter.
- v. A commemorative lapel pin that may be worn at work, which will be purchased by the Director and awarded by the WDOC Director and/or Governor.

V. TRAINING POINTS

- A. What is the role of supervisors and administrators in the Employee Recognition Program?
- B. Who can nominate a person for Officer/Employee of the Quarter?
- C. Are probationary employees and employees of contracted services providers eligible for this Employee Recognition Program?
- D. Which employees are eligible for Officer/Employee of the Year consideration?
- E. Will WDOC pay the costs of an award recipient to attend the recognition ceremony?
- F. How will Officer/Employee of the Quarter and Officer/Employee of the Year recipients be recognized?
- G. Is the Medal of Valor an annual award?
- H. What is the minimum number of hours of pre-service, in-service, TOT, T4C, NRCT/PPCT, regional, FTO, and/or on-boarding training that any qualified active WDOC full-time trainer, part-time volunteer trainer, or field training officer, must provide in the training year to be considered for the Trainer of the Year award?