



**DEPARTMENT OF CORRECTIONS**  
**Human Resources**



<b>Title:</b>	<b>Recognition and Awards</b>	<b>DOC Policy: 20.5.4</b>
<b>Effective:</b>	<b>11/1/24</b>	<b>Supersedes: 5/1/16</b>
<b>Applicability:</b>	<b>All Employees, Volunteers and Contractors</b>	
<b>Directives Cross-Reference:</b>	<b>State Policy 50.035.01</b>	
<b>Attachments:</b>	<b>Attachment A – Timeline - Awards Distribution Process</b> <b>Attachment B – Description of Awards</b>	

**I. PURPOSE**

To recognize employees of the Department of Corrections for outstanding performance and to give recognition to contractors, citizens, and volunteers who have performed outstanding acts that greatly assisted the department. This policy establishes guidelines and criteria for these exemplary service awards.

**II. DEFINITIONS**

- A. Award Category: Institution and division awards are specific to and restricted to employees, contractors, and volunteers assigned within those parameters. Statewide awards encompass all employees, contractors, volunteers, and citizens.
- B. Award Type: An award can be a bar, certificate, letter, medal, pin, plaque, or any other item presented as a form of recognition and honor. Bars and pins may be worn by the employee when working in an official capacity.
- C. Award Year: The calendar year January 1 – December 31. At annual ceremonies, recipients are honored for actions that occurred the previous calendar year. However, date on the awards will reflect the year the ceremony is held. For example, the person selected from the 2015 nominees for the *DOC Employee of the Year* will be known as the 2016 recipient.
- D. Central Office: For purposes of this policy, the term ‘Central Office’ encompasses all DOC staff not assigned to or working in an institution or in Linn or Douglas counties.
- E. Citizen: Any individual who is not an employee, contractor, or volunteer of the Department of Corrections.
- F. Contractor: Any person under contractual arrangement to provide services to the department; any person employed by private or public sector agencies who is serving under department sanctioned assignment to provide services or support to department programs.
- G. Corrections Week: The first full week (Sunday – Saturday) in May.
- H. Division: A primary organizational component within the Department of Corrections having direct responsibility for a major program area. The department divisions are designated by the Director’s Office. For purposes of this policy, the Director’s Office is included as a division and has its own awards committee.

- I. Employee: Any person employed full-time, part-time, or by temporary appointment to provide services or support to the Department of Corrections.
- J. Local Awards: Awards presented at the work site.
- K. Nomination Periods: Time frame during which nominations may be submitted. Periods vary based on when or where an award will be presented. See nomination forms for details.
- J. Volunteer: An approved person who donates time, knowledge, skills, and effort to enhance the mission, activities and programs of the department. Volunteers serve at the pleasure of the department and are not considered employees.

### **III. POLICY**

When an employee, contractor, citizen, or volunteer performs duties in a manner above and beyond the normal guidelines for the assigned position or in a manner consistent with department guidelines for a prescribed award, the employee, contractor, citizen, or volunteer may be nominated for a department award. Upon nomination, the circumstances surrounding meritorious or exemplary performance will be reviewed to determine an appropriate award. Nothing in the policy is intended to limit management's ability to provide spontaneous recognition or awards to employees within their work units as appropriate.

#### **A. Nominations**

1. Any employee, volunteer, or contractor may nominate anyone in any division or within the Director's Office for any award with a nomination process. The nomination is submitted to the appropriate awards committee.
2. The nomination will include the recommended award, the first and last name, rank, and duty station of the nominee(s), date of the incident or project, name and title of person submitting recommendation, a concise narrative of the action(s) that support(s) the criteria for the award and any other relevant information as outlined on the nomination form. Nomination forms for statewide awards require a manager familiar with the event to review the form for completeness and accuracy before forwarding to the statewide chair. One form should be used when more than one individual participated as long as each person listed meets the criteria. Each person's role should be clearly explained.
3. A summary of the criteria and nomination process for each award is described in Attachment B.
4. Nominations must be submitted electronically by e-mail to the contact person indicated on the form. Statewide nomination forms will be posted in the Awards folder on the U drive under General Information and can be obtained from the statewide chair.

## **B. Awards Committees**

### **1. Institution Awards Committees Duties and Responsibilities**

- a. Institution awards committees are established at the direction of the superintendent or designee and will be composed of a greater number of represented staff than management service staff. The committees will follow the timeline on Attachment A. Each committee will establish a recognition process that includes, but is not limited to, quarterly and annual recognition. Institutions will hold annual awards presentations by Corrections Week following the award year.
- b. Unless there are no nominees for a category, institutions will select one Employee of the Year, one Manager of the Year, one Correctional Officer of the Year, and one Contractor of the Year.
- c. Lifesaving bars are presented at the local level shortly after the event.
- d. The committee is responsible for inviting recipients (and nominees when appropriate) to ceremonies or other recognition events. The committee coordinates travel arrangements as needed.
- e. Nothing in this policy is intended to restrict an institution's ability to recognize staff as appropriate throughout the year or to limit it to the awards listed in this policy.

### **2. Division and Director's Office Awards Committees Duties and Responsibilities**

- a. The division and Director's Office awards committees and/or recognition process is established by the division head or designee. The process for recognition will adhere to the timeline on Attachment A. Divisions with annual awards presentations will hold them by Corrections Week following the award year.
- b. Divisions may also select one Employee of the Year, one Manager of the Year and may select one Contractor of the Year. Divisions may split categories, if appropriate to the makeup of their division.
- c. The Operations Division will select one Correctional Officer of the Year, from the Institution Correctional Officers of the Year.
- d. The Community Corrections Division may select one or more Community Corrections Outstanding Service Award recipients by a process of their choosing.
- e. The committee is responsible for notifying the appropriate institution awards committee or Central Office supervisor when a division award is being presented, to ensure the recipient attends.

- f. Nothing in this policy is intended to restrict a division's ability to recognize staff as appropriate throughout the year or to limit it to the awards listed in this policy.

3. Statewide Awards Committee Duties and Responsibilities

- a. The Statewide Awards Committee is established at the discretion of the Director. The committee consists of a chairperson(s) and at least one represented staff and one management service staff from each institution and division. The number of management service staff must be less than the number of represented staff.
- b. The committee will meet as required or at the discretion of the chair(s) to conduct committee business and will follow the timeline on Attachment A.
- c. The committee:
  - 1) Develops the statewide awards timeline.
  - 2) Communicates with institution and division awards committees regarding the awards process.
  - 3) Designs the statewide awards plaques.
  - 4) Develops the statewide nomination award forms and makes modifications for clarification purposes.
  - 5) Solicits nominations.
  - 6) Establishes a tracking process for nominations.
  - 7) Reviews nominations to ensure award criteria are met.
  - 8) Meets to discuss these nominations and acts by majority vote of the members present to make recommendations to the Executive Team for final approval:
  - 9) Orders statewide awards.
    - Award of Valor
    - Award of Merit
    - Diversity, Equity, and Inclusion Award
    - Humanitarian Award
    - Career Service Award
    - Outstanding Service
    - Outstanding Unit
    - Outstanding Volunteer
    - Sustainability Award

- 10) Communicates with institution and division awards committees regarding the presentation process for statewide awards.
  - 11) Notifies the institution, division awards committee, or Central Office supervisor when a statewide award, a years-of-service certificate, or a lifesaving certificate is being presented to one of their staff.
  - 12) Prepares statewide award certificates for signature; distributes to presentation sites.
  - 13) Prepares lifesaving awards certificates for signature; distributes certificates; and orders pins and distributes to presentation sites.
  - 14) Prepares years-of-service certificates for signature (20 years, 25 years, 30 years, etc.); distributes to presentation sites.
  - 15) Contacts OCE to get names of the OCE Employee of the Year and OCE Manager of the Year and notifies them of presentation location; prepares certificates for signature.
  - 16) When a department-wide awards ceremony is held, the committee is responsible for all aspects of that ceremony.
- d. The committee chair oversees the Central Office Awards Ceremony Planning Committee. That committee is made up of at least one representative from each division's awards committee, one Office of Communication member to write the script and coordinate with presenters, and other volunteers. The committee plans the Central Office ceremony and Corrections Week lunch, which is held the week after Corrections Week. This includes, but is not limited to, setting a theme, planning the menu, ordering the food, scheduling the Honor Guard, arranging for singers or musicians, coordinating the photographer, planning the ceremony flow, extending invitations, and organizing set up and clean up.

5. Executive Team Duties and Responsibilities

- a. Reviews the Statewide Awards Committee's recommendations and approves or denies the awards listed in 3.c.8, according to the timeline on Attachment A.
- b. According to the timeline on Attachment A, selects the:
  - DOC Employee of the Year
  - DOC Manager of the Year
  - Max Williams Award
  - Director's Award
  - DOC Contractor of the Year
  - Outstanding Citizen
  - Outstanding Volunteer
- c. May add, modify, or remove an award at any time.

6. Travel

- a. Any travel costs incurred by a recipient to receive an award will be covered by the recipient's unit.

**IV. IMPLEMENTATION**

This policy shall be adopted immediately without further modification.

Certified: \_\_\_\_\_ signature on file \_\_\_\_\_

Julie Vaughn, Rules Coordinator

Approved: \_\_\_\_\_ signature on file \_\_\_\_\_

Heidi Steward, Deputy Director

## Statewide Awards Process and Time Line

*(This does not include the tasks that would be part of a department-wide ceremony)*

Each year the Statewide Awards Committee chair will review the time line, add specific due dates and make any necessary adjustments. The timeline will be forwarded to all awards committees. Institutions, divisions and the Policy Group develop their own processes, but need to follow all statewide process deadlines.

September:

- Statewide meetings are scheduled
- Nomination forms are reviewed and updated

October:

- Statewide nominations open

November:

- Awards are designed

January:

- Central Office nominations open
- Institutions provide selections to appropriate division chairs (use department org chart as reference):
  1. Institution C/O of the Year
  2. Institution Contractor of the Year
  3. Institution Employee of the Year
  4. Institution Manager of the Year
- Central Office nominations close
- Statewide nominations close

February:

- Divisions provide selections to statewide chair to forward to Policy Group:
  1. DOC C/O of the Year
  2. Division Contractor of the Year
  3. Division Employee of the Year
  4. Division Manager of the Year
  5. Community Corrections Outstanding Service
- Institutions provide list of previous year's Lifesaving Award recipients to statewide chair
- Lifesaving certificates are printed.
- Statewide Awards Committee meets to review nominations.
- Recommendations are forwarded to Policy Group for final approval.

March:

- Policy Group selects statewide awards recipients and forwards names and nomination forms to statewide chair.
- HR and SIU review list of selections.
- Institution and division committees review list of selections and make corrections to spelling, titles, etc.
- Statewide awards are ordered. Statewide awards and years of service certificates are printed.
- OCE submits Employee of the Year and Manager of the Year selections to statewide chair.
- OCE certificates are printed.

May:

- Institutions and divisions hold annual recognition events by Corrections Week.
- Central Office holds annual ceremony the week after Corrections Week.

**STATEWIDE AWARDS – POLICY 20.5.4 ATTACHMENT B**

**Award Valor**

<b>Description</b> (See Nomination Form for Details)	<b>Selection / Recognition Process</b> Follows Timeline on Attachment A
<p><b>Eligibility:</b> All Department of Corrections employees serving in an official capacity.</p> <p><b>Information:</b> This is the department’s highest award and is given to Department of Corrections employees who distinguish themselves by directly performing an action that displays exceptional bravery or heroism.</p> <p><b>Award Criteria:</b> To qualify, the nominee must meet <b>all</b> the following:</p> <ul style="list-style-type: none"> <li>• Distinguished themselves by directly performing an action that displayed exceptional bravery or heroism.</li> <li>• The employee was aware of imminent threat to their own personal safety.</li> <li>• The situation demanded immediate action.</li> <li>• The possibility was present for serious injury or death to employees, adults in custody, or members of the public.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <p>The employee received a life-threatening injury that was not the result of their own actions.</p> <ul style="list-style-type: none"> <li>• The act demonstrated sound judgment.</li> <li>• The act did not jeopardize department operations or the lives of others.</li> <li>• The employee’s actions went far above and beyond the normal scope of duty.</li> <li>• The employee did not cause the incident.</li> <li>• Award nomination <b>MUST</b> include each qualification listed and how the nominee(s) meet each of them.</li> </ul> <p style="text-align: center;"><i>Note: An employee who meets some, but not all, of these requirements may be eligible for the Award of Merit. See that nomination form for details.</i></p> <p><b>Limitations:</b> There is no limit to the number of Awards of Valor which may be presented. If there are no appropriate nominees, the award will not be given.</p> <p><b>Award Type:</b> A medal, a bar, and a certificate signed by the Director and Deputy Director.</p>	<p>Nominations are reviewed by the statewide awards committee. Eligible nominations are forwarded to the Exec Team for final voting.</p> <p>Exec Team: Report decision to statewide chair.</p> <p>Recognition occurs at the Statewide Awards Ceremony.</p>



### Award of Merit

Description (See Nomination Form for Details)	Selection / Recognition Process Follows Timeline on Attachment A
<p><b>Eligibility:</b> All Department of Corrections employees serving in an official capacity.</p> <p><b>Award Criteria:</b> To qualify, the nominee must meet <b>all</b> the following:</p> <ul style="list-style-type: none"> <li>• An employee or team of employees distinguished themselves by directly performing an action that displayed outstanding bravery or heroism, meeting some of the criteria for the Award of Valor. See that nomination form for details.</li> <li>• The actions were above and beyond the normal scope of duty.</li> <li>• The employee or team did not cause the event.</li> <li>• Award nomination <b>MUST</b> include which qualifications they meet from the Award of Valor criteria and how the nominee(s) meet them.</li> </ul> <p><b>Limitations:</b> There is no limit to the number of Awards of Merit which may be presented. If there are no appropriate nominees, the award will not be given.</p> <p><b>Award Type:</b> A plaque and a certificate signed by the Director and Deputy Director. If a team is awarded, the team receives a plaque to display at the worksite and each member receives a certificate.</p>	<p>Nominations are reviewed by the statewide awards committee. Eligible nominations are forwarded to the Exec Team for final voting.</p> <p>Exec Team: Report decision to statewide chair.</p> <p>Recognition occurs at the Statewide Awards Ceremony.</p>

### Career Service Award

*(Formerly Meritorious Service Award)*

Description (See Nomination Form for Details)	Selection / Recognition Process Follows Timeline on Attachment A
<p><b>Eligibility:</b> All Department of Corrections employees.</p> <p><b>Award Criteria:</b> To qualify, the nominee must meet the following:</p> <ul style="list-style-type: none"> <li>• The employee distinguished themselves over a period of 20+ years (minimum) by exceptional performance and dedication to the department.</li> <li>• Nomination must include three examples or projects that the individual worked on over the course of their career that was above and beyond their day-to-day workload.</li> </ul> <p><b>Limitations:</b></p> <ul style="list-style-type: none"> <li>• There is no limit to the number of Career Service Awards that may be presented.</li> <li>• The award may be received one time during a person’s career with the Department of Corrections.</li> </ul> <p><b>Award Type:</b> A plaque and a certificate signed by the Director and Deputy Director.</p>	<p>Nominations are reviewed by the statewide awards committee. Eligible nominations are forwarded to the Exec Team for final voting.</p> <p>Exec Team: Report decision to statewide chair.</p> <p>Recognition occurs at the Statewide Awards Ceremony.</p>

### Diversity, Equity, and Inclusion Award

Description (See Nomination Form for Details)	Selection / Recognition Process Follows Timeline on Attachment A
<p><b>Eligibility:</b> All Department of Corrections employees. Completion of any of the activities listed below that are part of one’s position description is not an adequate basis for this award.</p> <p><b>Mission:</b> To increase diversity, cultural awareness, and inclusiveness within the Oregon Department of Corrections</p> <p><b>Award Criteria:</b> To qualify, the nominee must meet <b>all</b> the following:</p> <ul style="list-style-type: none"> <li>• The employee(s) developed, implemented, and participated in a Diversity and Inclusion program, project, or initiative while still managing the normal workload.</li> <li>• Nomination <b>MUST</b> clearly state how it aligns with promoting Diversity, Equity and Inclusion.</li> <li>• Nomination must include the start and end date of the program, project, or initiative. If it is ongoing, that must be indicated in the nomination.</li> <li>• The activity or implementation must be completed by the end of the award period (January 1 – December 31).</li> </ul> <p><b>Limitations:</b> An individual or team may receive one DEI Award per activity, including one with multiple phases. However, this doesn’t preclude another individual or team from receiving this award for a similar assignment or project at another location.</p> <p><b>Award Type:</b> A plaque and a certificate signed by the Director and Deputy Director. If a team is awarded, the team receives a plaque to display at the worksite and each member receives a certificate.</p>	<p>Nominations are reviewed by the statewide awards committee. Eligible nominations are forwarded to the Exec Team for final voting.</p> <p>Exec Team: Report decision to statewide chair.</p> <p>Recognition occurs at the Statewide Awards Ceremony.</p>

### Outstanding Volunteer Award

Description (See Nomination Form for Details)	Selection / Recognition Process Follows Timeline on Attachment A
<p><b>Eligibility/Criteria:</b> Any volunteer or team of volunteers who has worked diligently and capably on behalf of the Department of Corrections providing or facilitating services or programs within an institution or facility.</p> <p><b>Limitations:</b></p> <ul style="list-style-type: none"> <li>• There is no limit to the number of Outstanding Volunteer Awards that may be presented.</li> <li>• An individual or team may receive the Outstanding Volunteer Award one time for a project or event, even if these span more than one year or have multiple phases.</li> </ul> <p><b>Award Type:</b> A plaque and a certificate signed by the Director and Deputy Director. If a team is awarded, the team receives a plaque to display at the worksite and each member receives a certificate.</p>	<p>Nominations are reviewed by the statewide awards committee. Eligible nominations are forwarded to the Exec Team for final voting.</p> <p>Exec Team: Report decision to statewide chair.</p> <p>Recognition occurs at the Statewide Awards Ceremony.</p> <p><i>Note: The Statewide Volunteer of the Year awardee will be selected from the Outstanding Volunteer Award recipients.</i></p>

### Humanitarian Award

<p align="center"><b>Description</b> (See Nomination Form for Details)</p>	<p align="center"><b>Selection / Recognition Process</b> Follows Timeline on Attachment A</p>
<p><b>Eligibility:</b> All Department of Corrections employees. The employee was not acting or serving in an official capacity at the time of the event.</p> <p><b>Award Criteria:</b> To qualify, the nominee(s) must meet the criteria in one of the following scenarios:</p> <ul style="list-style-type: none"> <li>• The employee or team of employees distinguished themselves by directly performing an action that displayed exceptional bravery or heroism during a rescue effort, natural disaster, or other life-threatening or catastrophic event.</li> </ul> <p align="center"><b>OR</b></p> <ul style="list-style-type: none"> <li>• The employee or team of employees distinguished themselves by volunteering in the community for a long period of time for one or more organizations or events <b>or</b> for a significant short-term commitment during a natural disaster or other out-of-the-ordinary occurrence.</li> </ul> <p><b>Limitations:</b> An individual or team may receive one Humanitarian Award for community volunteerism throughout employment with the Department of Corrections.</p> <p><b>Award Type:</b> A plaque and a certificate signed by the Director and Deputy Director. If a team is awarded, the team receives a plaque to display at the worksite and each member receives a certificate.</p>	<p>Nominations are reviewed by the statewide awards committee. Eligible nominations are forwarded to the Exec Team for final voting.</p> <p>Exec Team: Report decision to statewide chair.</p> <p>Recognition occurs at the Statewide Awards Ceremony.</p>

### Outstanding Service Award

Description (See Nomination Form for Details)	Selection / Recognition Process Follows Timeline on Attachment A
<p><b>Eligibility:</b> All Department of Corrections employees serving in an official capacity. Excelling in tasks outlined in one’s position description is not an adequate basis for this award.</p> <p><b>Award Criteria:</b> To qualify, the nominee(s) must meet all of the following and the event must have occurred while the employee or group of employees were serving in an official capacity:</p> <ul style="list-style-type: none"> <li>• An employee or team of employees displayed an uncommon commitment to the profession or to the community by participating in and completing a unique or difficult special assignment or project requiring all the following:                             <ul style="list-style-type: none"> <li>- thoroughness</li> <li>- conscientiousness</li> <li>- determination</li> <li>- resourcefulness</li> </ul> </li> <li>• If the special assignment was an implementation of a program or project and the implementation has been completed but the program is ongoing, the nomination must clearly state that.</li> <li>• The special assignment or project must be completed or fully implemented by the end of the award period (January 1 – December 31).</li> </ul> <p><i>Note(s): The Outstanding Service Award is used to recognize an individual employee or a group of employees that joined together to work on a unique or difficult special assignment or project. The Outstanding Unit Award is used to recognize an entire team or unit (for example, Employee Relations Unit or DRCI Food Services).</i></p> <p><i>Non-Department of Corrections Community Corrections field office employees are recognized under the Community Corrections Outstanding Service award process. Contact the Community Corrections Division for details.</i></p> <p><b>Limitations:</b></p> <ul style="list-style-type: none"> <li>• There is no limit to the number of Outstanding Service Awards that may be presented.</li> <li>• An individual or team may receive one Outstanding Service Award per assignment or project. This includes assignments or projects with multiple phases. However, this does not preclude another individual or team from receiving this award for a similar assignment or project at another location.</li> </ul> <p><b>Award Type:</b> A plaque and a certificate signed by the Director and Deputy Director. If a team is awarded, the team receives a plaque to display at the worksite and each member receives a certificate.</p>	<p>Nominations are reviewed by the statewide awards committee. Eligible nominations are forwarded to the Exec Team for final voting.</p> <p>Exec Team: Report decision to statewide chair.</p> <p>Recognition occurs at the Statewide Awards Ceremony.</p>

## Outstanding Unit Award

<p style="text-align: center;"><b>Description</b> (See Nomination Form for Details)</p>	<p style="text-align: center;"><b>Selection / Recognition Process</b> Follows Timeline on Attachment A</p>
<p><b>Eligibility:</b> All Department of Corrections designated units. Generally, these are individual work units (Food Services, Physical Plant, etc.) at one facility or in Central Administration. Contact DL Statewide Award Nominations if you have questions.</p> <p><b>Award Criteria:</b> To qualify, a majority of employees in the unit must have participated. The nominees met one or more of the following in a way that exemplified the department’s mission, vision, and values:</p> <ul style="list-style-type: none"> <li>• The unit participated in a unique project or met significant challenges that took a considerable amount of time while still managing the normal workload.</li> <li>• The unit developed and implemented a program or procedure that resulted in improved processes.</li> <li>• If the special assignment was an implementation of a program or project and the implementation has been completed but the program is ongoing, the nomination must clearly state that.</li> <li>• The qualifying event(s) must be completed by the end of the award period (January 1 – December 31).</li> </ul> <p><i>Note: The Outstanding Unit Award is used to recognize an entire team or unit (for example, Employee Relations Unit or DRCI Food Services). The Outstanding Service Award is used to recognize an individual employee or a group of employees that joined together to work on a unique or difficult special assignment or project.</i></p> <p><b>Limitations:</b></p> <ul style="list-style-type: none"> <li>• There is no limit to the number of Outstanding Unit Awards that may be presented.</li> <li>• An individual or team may receive one Outstanding Unit Award per project, program, or procedure, including those with multiple phases. However, this does not preclude another unit from receiving this award for a similar project, program, or procedure at another location.</li> </ul> <p><b>Award Type:</b> A plaque and a certificate signed by the Director and Deputy Director. If a team is awarded, the team receives a plaque to display at the worksite and each member receives a certificate.</p>	<p>Nominations are reviewed by the statewide awards committee. Eligible nominations are forwarded to the Exec Team for final voting.</p> <p>Exec Team: Report decision to statewide chair.</p> <p>Recognition occurs at the Statewide Awards Ceremony.</p>

### Sustainability Award

<p style="text-align: center;"><b>Description</b> (See Nomination Form for Details)</p>	<p style="text-align: center;"><b>Selection / Recognition Process</b> Follows Timeline on Attachment A</p>
<p><b>Sustainability Award Eligibility:</b> All Department of Corrections employees. Excelling in tasks outlined in one’s position description is not an adequate basis for this award.</p> <p><b>Mission:</b> The Department of Corrections is committed to the sustainability and stewardship of our natural resources and environment.</p> <p><b>Definition:</b> By implementing and promoting sustainable practices throughout the department, we will create a culture of positive environmental awareness for both employees and adults in custody.</p> <p><b>Award Criteria:</b> To qualify, an individual or team must meet the following:</p> <ul style="list-style-type: none"> <li>• Successfully implemented or made improvements to a sustainability program or practice in the department, greatly enhancing effectiveness and efficiency. The program may include, but is not limited to:                             <ul style="list-style-type: none"> <li>- Improving sustainable operations</li> <li>- Following sustainable construction, maintenance, or energy conservation practices</li> <li>- Saving the department money by using Environmentally Preferred Purchasing (EPP) and Contracts and Purchasing approved environmental products and services</li> <li>- Educating and training employees and adults-in-custody</li> <li>- Documenting energy savings and updating facility procedures to reflect sustainable practices</li> </ul> </li> <li>• The qualifying actions must be completed by the end of the award period (January 1 – December 31).</li> </ul> <p><b>Limitations:</b></p> <ul style="list-style-type: none"> <li>• There is no limit to the number of Sustainability Awards that may be presented. If there are no appropriate candidates, the award will not be given.</li> <li>• An individual or team may receive one Sustainability Award per completed program or practice, including those with multiple phases.</li> </ul> <p><b>Award Type:</b> A plaque and a certificate signed by the Director and Deputy Director. If a team is awarded, the team receives a plaque to display at the worksite and each member receives a certificate.</p>	<p>Nominations are reviewed by the statewide awards committee. Eligible nominations are forwarded to the Exec Team for final voting.</p> <p>Exec Team: Report decision to statewide chair.</p> <p>Recognition occurs at the Statewide Awards Ceremony.</p>