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JOHN Q. HAMM
COMMISSIONER

November 21, 2024

ADMINISTRATIVE REGULATION NUMBER 218

OPR: PUBLIC INFORMATION

ANNUAL EMPLOYEE AWARDS PROGRAM

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, and procedures for the Employee Awards Program and outlines nominating procedures, awards criteria, methods of selection, and deadlines for recommendations.

II. POLICY

It is the policy of the ADOC to foster morale and recognize deserving employees through the Awards Program.

III. DEFINITIONS AND ACRONYMS

There are no definitions for this AR.

IV. RESPONSIBILITIES

A. The Commissioner/Chief Deputy Commissioner shall appoint the selection committee from a cross-section of department employees.

B. The Public Information Manager (PIM) has the responsibility for coordinating the Employee Awards Program and will act as the Commissioner's Designee.

C. The selection committee is responsible for selecting an employee for the respective departmental awards from the submitted nominations as set forth in this regulation.

D. All ADOC employees are responsible for complying with the guidelines set forth in this regulation.

V. PROCEDURES

A. Nominations:

1. Any employee may submit a nomination for the following awards:

   a. Employee of the Year;

   b. Administrative Professional of the Year;

   c. Support Professional of the Year;

   d. Security Supervisor of the Year;

   e. Support Supervisor of the Year; and

2. The employee must complete ADOC Form 218-A, *Nomination for Award* and submit through supervisory channels to the appropriate Associate/Deputy Commissioner to arrive by a deadline determined by the Awards Coordinator.

3. The Associate/Deputy Commissioner shall forward the employee nominations to the Commissioner/Designee to arrive by a deadline determined by the Awards Coordinator. The Associate/Deputy Commissioners are encouraged to add comments to any of the nominations.

4. Heads of special staff agencies, not under the supervision of an Associate/Deputy Commissioner, may submit one nomination for each of the above categories to the Commissioner/Designee to arrive by a deadline determined by the Awards Coordinator.

5. See Annex-A, *Annual Employee Departmental Awards and Eligibility Criteria* for a listing of awards and eligible criteria.

6. Correctional Officer of the Year:

   The Wardens/Division Directors may submit a nomination using ADOC Form 218-A, *Nomination for Award* to the respective Associate or Deputy Commissioner or Regional Director of Community Work Centers /Work Release Centers to arrive by a deadline determined by the Awards Coordinator. The Associate/Deputy Commissioner/Regional Director of Community Work Centers/Work Release Centers shall forward the nominations to the Commissioner/Designee to arrive by a deadline determined by the Awards Coordinator.

7. Warden of the Year:

   Any employee may submit a nomination using ADOC Form 218-A *Nomination for Award*, to the Deputy Commissioner(s) of Men's Services and Women's Services for major facilities or to the Regional Directors of Community Work Centers/Work Release Centers to arrive by a deadline determined by the Awards Coordinator. The Deputy Commissioner(s) of Men's Services and Women's Services or Regional Directors should submit nominations to the Commissioner/Designee to arrive by a deadline determined by the Awards Coordinator.

8. Division Director of the Year:

   Any employee may submit a nomination using ADOC Form 218-A, *Nomination for Award* to the appropriate Associate/Deputy Commissioner to arrive by a deadline determined by the Awards Coordinator. The Associate/Deputy Commissioner should submit nominations to the Commissioner/Designee to arrive by a deadline determined by the Awards Coordinator.

9. Commissioner's Award of the Year:

   An Associate/Deputy Commissioner, Regional Directors, Warden III, Warden II, Warden I or Division Director may submit a nomination using ADOC Form 218-A, *Nomination for Award* to the Commissioner/ Designee to arrive by a deadline determined by the Awards Coordinator. It is within the commissioner's discretion to select a winner that has not been nominated.

10. All nominations must be submitted on ADOC Form 218-A, *Nomination for Award*. Nominations for awards will be judged based on content. Selection of awards will be made without regard to race, sex, religion, or country of origin.

B. Award Criteria:

1. The employee must have worked for the ADOC in their current position for at least the previous 12 months prior to the nomination.

2. The employee must have had an exemplary work record for at least the previous 12 months prior to the nomination.

3. The employee's immediate supervisor must receive the nomination form even if nominated by someone other than immediate supervisor.

4. The employee must be clearly outstanding when compared with other employees of like duties and responsibilities. Outstanding

accomplishments must be clearly delineated and supported with factual data included in the nomination.

C. Selection Process:

1. The Selection Committee will consist of a chairperson and a minimum of six members. The chairperson will be a non-voting member of the committee but will act as a tiebreaker if necessary.

2. All nominations will be vetted through Human Resources.

3. The Selection Committee will review the nominations and select a winner for each category.

4. Award selections will be submitted to the Commissioner and Chief Deputy Commissioner for review.

5. The Commissioner will select the recipient(s) of the Commissioner's Award of the Year.

VI. DISPOSITION

Any forms used will be disposed of and retained according to the Departmental Records Disposition Authority (RDA).

VII. ANNEXES AND FORMS

1. Annex-A, *Annual Employee Departmental Awards and Eligibility Criteria.*

2. ADOC Form 218-A, *Nomination for Award.*

VIII. SUPERSEDES

This Administrative Regulation supersedes AR 218, *Annual Awards Program*, dated December 14, 2022, and any changes.

IX. PERFORMANCE

Code of Alabama 1975 § 14-1-1.1 *et seq*.

John Q. Hamm
Commissioner

ANNUAL EMPLOYEE DEPARTMENTAL AWARDS AND ELIGIBILITY CRITERIA

1. **Administrative Professional of the Year:** Must have been working as an administrative professional for at least 12 months of the preceding year.

2. **Alabama Correctional Industries (ACI) Employee of the Year:** Must have been an ACI employee for at least 12 months of the preceding year and will be determined through an independent awards program at ACI.

3. **Commissioner's Award of the Year:** Any individual who has been employed by the department for at least 12 months who has performed well above the normal call of duty.

4. **Correctional Officer of the Year:** Must have been working as a correctional officer for at least 12 months of the preceding year.

5. **Division Director of the Year:** Must be presently assigned as a Division Director or director of a staff agency/facility with permanent status.

6. **Employee of the Year:** Must be an employee in a non-supervisory status or a supervisor of no more than two other employees.

7. **Security Supervisor of the Year:** Must supervise three or more employees as part of regularly assigned duties and **not** be eligible for selection as Warden of the Year, Division Director of the Year, or Correctional Officer of the Year. Must have been in a security supervisory position for at least 12 months of the preceding year.

8. **Support Professional of the Year:** Must have been working in a support type position for at least 12 months of the preceding year.

9. **Support Supervisor of the Year:** Must supervise three or more employees as part of regularly assigned duties and not be eligible as Warden of the Year, Division Director of the Year, or Correctional Officer of the Year. Must have been in a support supervisory position for at least 12 months of the preceding year.

10. **Warden of the Year**: Must be presently assigned as a Warden I, II, or III of a major facility, Community Work Center/Work Release Center.

Annex-A to AR 218
11-2024

ALABAMA DEPARTMENT OF CORRECTIONS

NOMINATION FOR AWARD

(Please type or print)

Name of nominee: _____ Facility/Division: _____

Name of nominator: _____ Award category: _____

Nominee's present position: _____

Date appointed to present position: _____

How long has he/she been with the department? _____

What specific achievements merit your nomination?

_____

_____

_____

_____

_____

_____

_____

In what ways does this employee excel over employees in similar positions?

_____

_____

_____

_____

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_____

Immediate supervisor's comments:

_____

_____

_____

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_____

ADOC Form 218-A
11-2024