


NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE	CHAPTER <u>Personnel and Training</u> STATEMENT NUMBER <u>1259.00</u>
SUBJECT: EMPLOYEE RECOGNITION AND AWARDS PROPONENT: <u>New Hampshire Correctional Facility for Women, Warden</u> <i>Name/Title</i> <u>NHCFW</u> <u>603-271-0200</u> <i>Division Phone #</i>	EFFECTIVE DATE <u>4/1/2023</u> REVIEW DATE <u>4/1/2024</u> SUPERSEDES PPD# <u>2.38</u> DATED <u>04/29/11</u>
ISSUING OFFICER:  <u>Helen E. Hanks, Commissioner</u>	DIRECTOR'S INITIALS: _____ DATE: _____ APPENDIX ATTACHED: _____ YES: _____ NO: _____
REFERENCE NO: See reference section on last page of PPD.	

- (a) **PURPOSE:**
To recognize employees who perform in an exemplary manner, and/or make significant contributions to the agency's mission and operation, while faithfully serving the New Hampshire Department of Corrections (NHDOC).
- (b) **APPLICABILITY:**
To all NHDOC staff.
- (c) **POLICY:**
It is the policy of the NHDOC to recognize employees who displays of excellence in the workplace; for professional achievements and conduct, both on and off duty, that align with NHDOC's mission to provide a safe, secure, and humane correctional system through effective supervision and appropriate treatment of individuals, and a continuum of services that promote successful re-entry into society for the safety of our citizens and in support of crime victims; and, its values of integrity, respect, professionalism, collaboration, and accountability, as NHDOC strives to fulfill its vision to strengthen public safety by achieving excellence in correctional practice.
- (d) **DEFINITIONS:**
- (1) **Annual Awards:** Yearly employee recognition issued by division during Corrections Week.
 - (2) **Awards Issued as Earned:** Recognition issued to an employee(s) as a direct result of their contributing actions/management of an incident or potential situation.
 - (3) **Award Type:** Awards are issued in the form of a bar, certificate, letter, medal, pin, plaque or any other item presented as a form of recognition and honor.
 - (4) **Corrections Week:** The first full week in May (Sunday – Saturday).
 - (5) **Division:** The structural organization within NHDOC having direct responsibility over specific areas.
 - (6) **Employee:** Any person employed full-time or part-time by NHDOC, including contracted employees.
 - (7) **Longevity:** Certificate of service to NHDOC, issued in five-year increments.

(e) TYPES OF AWARDS:(1) Annual Awards:

- a. **Dedication Award:** Recognizing an employee(s) and/or Team(s) that have exhibited and consistently maintains a high level of dedication, professionalism and respect performing their duties in a manner that surpasses the expected standards of professional conduct.
- b. **Courage Award:** Recognizing an employee(s) and/or Team(s) who have shown Courage while using authority appropriately and honestly, while consistently demonstrating that they perform their duties in a manner that surpasses the expected standards of professional conduct.
- c. **Innovation Award:** Presented to an employee member who thinks outside of the box and has developed creative ways of doing business to drive forward our mission of improving public safety by positively changing lives. This employee believes we can always do better. When presented with a problem or challenge, they question existing assumptions and beliefs surrounding the issue. They engage in courageous conversation to produce suggestions and solutions for process improvements based on agency mission, vision and values. They are passionate about the work we do in corrections and model this through creative problem solving, proposing new ideas and effective communication.
- d. **Leadership Award:** Realizing leaders can be in any position, this award is presented to an employee who exhibits exceptional leadership qualities, who models engagement, and is respectful of other employees. They set an example for others to follow. Leaders hold all three of NHDOC's core values at the forefront of their work. They strive for a safe and healthy environment for all individuals. They exemplify a commitment to being inclusive and embrace diversity. They believe in the value of recognizing and supporting shared success. They continually demonstrate positivity in their words and actions considering the impact on those they serve. They support courageous conversations. They are personally accountable and take personal ownership of all actions. They display a high level of personal and professional integrity.
- e. **Distinguished Law Enforcement Award:** Recognizing a certified law enforcement officer exhibiting characteristics that align with the State of NH Law Enforcement oath. An officer, who's on and off duty actions are exemplary and are representative of the core values of the NHDOC (corrections officer, PPO, investigator). The number of these awards at a minimum by division based on the number of certified corrections officers within the division. (ie.; 0 to 50 – 1 Award; 50 to 100 – 2 Awards; Above 100 -3 Awards) increased opportunities are outlined below.
- f. **Rookie of the Year Award:** Employee who has worked for the department for 18 months or less who has already exhibited a high level of dedication, professionalism and growth.

(2) Annual awards will be recognized by issuing a 16-inch State of NH premium hardwood plaque with:

- a. State of NH seal
- b. Engraving plate with
 1. Type of award
 2. Year
 3. Recipient's name(s)

(3) Awards Issued as Earned:

- a. **Medal of Honor:** An award for outstanding acts of heroism in the line of duty at the risk of personal hazard to the life of the nominate with full knowledge of the risk involved. a Maltese Gold Cross with full color state seal suspended from a violet ribbon inscribed with "Medal of Honor."
- b. **Honorable Service Medal:** An award recognizing an employee, who in the line of duty distinguished themselves through conspicuous gallantry and intrepidity, while going above and beyond the call of

- duty in an adversarial situation. The award shall be a full color state seal suspended from a white, blue and red ribbon with eagles on the right and left, gold and red shield below state seal.
- c. **NHDOC Purple Heart:** An award for a line of duty injury, inflicted intentionally by an adversarial person or resulting from a physical confrontation with any adversarial person, resulting in serious injury suffered by the nominee. A purple ribbon with white edges accompanied with a gold heart shaped medallion with purple interior and a gold silhouette of the NH Old Man on the Mountain.
 - d. **Life Saving Award:** An award presented to an employee for a line of duty act that results in the saving or preservation of a human life in which the rescued person would have likely died without the employee's direct action. The award shall be a green cloth citation bar.
 - e. **Corrections Achievement Award – (need definition)** An award recognizing an employee in the line of duty or off duty for a highly creditable accomplishment which brings acclaim to oneself and the NHDOC. The accomplishment shall be the result of their actions and devotion to the duty or service to the public. The award shall be a citation bar in a solid blue field.
 - f. **One-Team Commendation Award:** An award recognizing a highly creditable accomplishment in the line of duty by a team or employees exhibiting a one team approach to resolve an incident/situation, correct a serious operational situation or successfully create identifiable positive change/s within the NHDOC environment while displaying the highest professional conduct. The award shall be a citation bar of white cloth with red end-tabs.
 - g. **Letter of Commendation:** A formal statement of praise issued by the Commissioner or Warden/Director to an employee who has displayed admirable actions.
 - h. **Letter of Appreciation:** A letter recognizing an employee's good qualities or deeds, issued by the Commissioner or Warden/Director.
 - i. **Longevity Certificate:** Certificate recognizing an employee's years of dedicated service to the NHDOC. Issued at five-year increments during the employee's month of achievement.
 - j. **Promotion Certificate:** Certificate Recognizing an employee's promotional achievement.
 - k. **Retirement Recognition:** Plaque/Stone recognizing employees that are retiring, in good standing, from the NHDOC, in accordance with the NH Retirement System. Human Resources will notify the appropriate Warden/Director once an employee has filed their intent to retire. Plaque specifications are as follows:
 1. Security staff will receive a 13" x 16" premium hardwood plaque which may include:
 - i. Items supplied by the NHDOC
 - a) Brass plate for engraving
 - b) NHDOC patch
 - c) State of NH seal
 - d) NHDOC seal
 - e) Folger Adams replica key
 - ii. Items supplied by the employee
 - a) Handcuffs and/or handcuff key
 - b) Rank insignia
 - c) Uniformed specialty team pins (FTO, SERT, and Honor Guard)
 - d) Awarded medals and/or citations
 2. Civilian staff will receive a granite stone in accordance with NHDOC years of

service:

- i. 10-20 years six-inch State of NH granite stone
- ii. 20 years and over, a twelve-inch State of NH granite stone
- iii. All stones will include a NHDOC seal and a brass plate for engraving.

3. Retirement plaque or stone is obtained by completing attachment 3 *Retirement Award Order Form* accompanying with a purchase order.

(3) Duplicate Awards: Subsequent awards shall be recognized by placing a star on the appropriate Citation Bar indicating an employee has received that award multiple times.

(4) Award Documentation: A copy of the recognition awarded shall be placed in the employee's personnel file.

(f) PROCEDURE

(1) Annual Awards:

- a. Supervisors will submit employees for annual awards based on actions that occurred during the calendar year (January – December) by completing the *Annual Awards Nomination Form* (Attachment 1) in its entirety.
- b. All nomination forms must be delivered to the division warden or director by February 14th directly following the calendar year.
- c. Warden/Director will assign a supervisor to review the nomination, conduct a file review and return the nomination to the Warden/Director by March 1st.
- d. Warden/Director will review and determine which nominees should receive an award based on the totality of the information by March 10th.
- e. Warden/Director will discuss their award recipients at Executive Staff in order to arrange award presentations at each site.
- f. The number of allotted awards per division in any annual awards category except **Rookie of the Year**, is as follows:
 1. Medical and Forensic Services – up to 3
 2. NH State Prison for Men – up to 5
 3. NH Correctional Facility for Women – up to 2
 4. Northern NH Correctional Facility for Men – up to 3
 5. Division of Rehabilitative Services – up to 3
 6. Division of Field Services – up to 3
 7. Division of Personnel and Information – up to 1
 8. Division of Professional Standards – up to 1
 9. Division of Administration – up to 1
 10. Commissioners Office – 1 Rookie of the Year
- g. Commissioner may approve up to two additional awards, any category.

(2) Awards Issued as earned:

- a. Supervisors will submit employees for awards issued as earned based on applicable actions within 90 days off the event by completing the *Awards Issued as Earned Nomination Form* (Attachment 2) in its entirety. Nominations submitted after the 90-day deadline must be accompanied by a written explanation for the delay.
- b. All nomination forms must be delivered to the division warden or director.
- c. Warden/Director will present the nomination(s) during the next Executive Staff Meeting.
- d. Executive Staff will consider the totality of the nominations and approve or deny the award(s).

- e. Longevity, promotion and retirement certificates/plaques do not require a nomination submission or committee recommendation. The Division of Personnel and Information is responsible for confirming these dates with the division Warden/Director.

(g) AWARD PRESENTATIONS

- (1) Annual Awards: Will be presented by division during Corrections Week directly following the calendar year.
- (2) Awards Issued as Earned: Warden/Director will schedule a recognition ceremony in a timely manner surrounding the event and/or incident.

REFERENCES:

PLANTE/nd,jw

Attachment 1 *Annual Awards Nomination Form*

Attachment 2 *Awards Issued as Earned Nomination Form*

Attachment 3 *Retirement Award Order Form*