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|  <p style="text-align: center;">Massachusetts Department Of Correction POLICY</p> | Effective Date | Responsible Division Deputy Commissioner, Prison Division |
| | 3/1/2021 | |
| | Annual Review Date | |
| | 3/1/2021 | |
| Policy Name <p style="text-align: center;">103 DOC 229 AWARDS PROGRAM</p> | M.G.L. Reference: M.G.L. c. 124, § 1 (c) and (q) | |
| | DOC Policy Reference: Click here to enter text. | |
| | ACA/PREA Standards: Click here to enter text. | |
| Attachments Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | Inmate Library Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | Applicability: Staff |
| Public Access Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | | Location: Department's Central Policy File Each Institution's Policy Files Commissioner's Policy File |
| <p>PURPOSE: To recognize those persons who perform in an exemplary manner, make significant contributions to the agency's mission and operation, or who have served the Department of Correction (Department) faithfully and well.</p> <p>RESPONSIBLE STAFF FOR IMPLEMENTATION AND MONITORING OF POLICY: Commissioner Deputy Commissioner, Prison Division Superintendents</p> <p>CANCELLATION: 103 DOC 229 cancels all Department policies, procedures, Commissioner's bulletins and regulations regarding the Awards Program.</p> <p>SEVERABILITY CLAUSE: If any part of 103 DOC 229 is, for any reason, held to be in excess of the authority of the Commissioner, such decision shall not affect any other part of this policy.</p> | | |

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229.01

Definitions

Annual Awards Ceremony: A ceremony held to recognize the recipients of the various Department awards.

Awards Selection Committee: The committee appointed by the Commissioner to review all award nominations and to recommend recipients to Executive Staff.

Commissioner: The Department's Chief Executive Officer.

Department of Correction: A Commonwealth agency, under the auspices of the Executive Office of Public Safety and Security, charged with the detention of those committed to the custody and control of the Commonwealth.

Director of Communications and Administrative Resolution: The Department's Chief Communications Officer.

Final Reviewing Committee: The Commissioner, Deputy Commissioner of the Prison Division, Deputy Commissioner of Administration, Deputy Commissioner of Clinical Services and Reentry, Deputy Commissioner of Career and Professional Development, Deputy Commissioner of Field Services, and the General Counsel.

Correctional Institution: Any building, enclosure, space, or structure used for the custody, control and rehabilitation of committed inmates and of such other persons as may be placed in custody therein in accordance with law.

Superintendent: A state correctional institution's Chief Administrative Officer.

229.02

Beyond Excellence Awards - Suitability, Eligibility, Categories and Nomination Process

1. Suitability:
 - a. The Beyond Excellence Awards are intended to honor individuals whose performances are exemplary and whose contributions to the Department are worthy of such recognition during the time frame of July 1, through June 30, of the respective year.
 - b. In addition, the performance and actions of the nominees should be consistent with the Department's vision and mission statements and its core values.

The Department's Vision Statement is to effect positive behavioral change in order to eliminate violence, victimization and recidivism. The Department's Mission Statement is to promote

public safety by managing offenders while providing care and appropriate programming in preparation for successful reentry into the community, known in the Department as “Manage – Care – Program – Prepare.” The Department’s core values are as follows: Responsible, Respectful, Honest and Caring

2. Award Categories

A. Category I: Institution / Division Employee of the Year

1. Individuals selected for this award are honored for overall consistent excellence in performance and a demonstrated commitment to professionalism.

a. Each Superintendent shall select one (1) individual from his/her institution as Employee of the Year.

b. The Commissioner shall select one (1) individual from Central Office as Employee of the Year. This shall include staff assigned to Central Headquarters and Central Office Divisions.

2. Nomination rules for Employee of the Year are:

a. The nominee shall have at least two (2) years of uninterrupted service with the Department.

b. The nominee may not be nominated by a relative, a subordinate, or himself/herself.

c. Nominees for Central Office Employee of the Year shall be submitted to the member of Executive Staff who manages that division. Each member of Executive staff shall then submit one (1) nominee to the Commissioner from his/her division for Employee of the Year.

d. The nomination shall be submitted on the proper nomination form (see Attachment #2) by June 30, to the Awards Selection Committee.

B. Category II: Professional Excellence

1. Individuals selected for this award are honored for professional excellence in the subgroups described below. Please refer to Attachment #1, Award Category, to determine which subgroup the employees fall under.

- a. Administrator - this award recognizes job excellence among managers who exhibit exemplary managerial and supervisory skills and who have made significant contributions within the scope of their responsibilities or who have shown excellence in leadership.
- b. Care and Custody - this award recognizes individuals who exemplify the highest standards of professionalism in the care and custody of the inmate population. Nominees selected have demonstrated superior knowledge of corrections or have contributed significantly to the operation of their facility/division.
- c. Contract Health Care – this award recognizes individuals who exemplify the highest standards of professionalism in providing medical or mental health care to the inmate population. Nominees have demonstrated outstanding performance and knowledge of correctional health care with particular emphasis on responsiveness to facility needs.
- d. Contract Other - this award recognizes significant contributions to a program or operation area within the Department. Nominees have demonstrated outstanding performance, with particular emphasis on responsiveness to institution/division needs.
- e. Office Clerical - this award recognizes office clerical personnel who have performed their duties throughout the year in a consistently superior manner. Nominees have demonstrated such traits as exceptional organizational skills, initiative, innovativeness, flexibility, or excellent interpersonal skills which improved the quality/quantity of work or the climate of the work unit.
- f. Support Services - this award recognizes employees who have made specific contributions to the effectiveness and efficiency of the operation of an institution or division through creating and sharing innovative ideas, exhibiting vigorous and industrious effort, serving as an exemplary role model to other employees, and/or other related contributions.
- g. Technical/Maintenance - this award recognizes individuals for outstanding, consistent performance in their specialized

areas of technical expertise. Nominees selected have demonstrated outstanding technical knowledge, excellent work and interpersonal skills, and have made significant contributions to their respective areas.

- h. Volunteer - this award recognizes significant contributions as a volunteer in an approved Department program. Nominees selected have demonstrated outstanding performance with particular emphasis on reintegrating the inmate into the community by helping establish and maintain community ties.
- i. Specialized Services – this award recognizes employees who have made specific contributions towards the effectiveness and efficiency of the operation of specialized divisions through providing innovative ideas, exhibiting vigorous and industrious effort, by serving as an exemplary role model to other employees, and/or other related contributions.

2. Nomination Rules for Professional Excellence are:

- a. Nominations may be submitted for individuals or groups.
- b. The nominee shall have at least two (2) years of uninterrupted Department service.
- c. The nominee may not be nominated by a relative, a subordinate, or himself/herself.
- d. The superintendent/Executive Staff shall review nominations submitted by his/her/their staff and may submit one (1) nominee per one-hundred (100) individuals in each Category II subgroup, a-h.
- e. The nomination is to be submitted on the proper form (see Attachment #2) to the Awards Selection Committee by June 30.

C. Category III: Special Recognition

- 1. Individuals selected for this award are honored for acts that merit special recognition. There are four (4) types:

- a. Joseph Ribeiro Award of Valor: This award recognizes those employees who best exemplify the qualities of bravery and courage.
 - b. Charles Gaughan Award: This award recognizes those employees who best exemplify the spirit of humanity and compassion. Nominees have demonstrated exceptional care to those in their charge.
 - c. Commissioner's Citation: This award recognizes those employees who have developed exceptional and innovative initiatives. Such initiatives shall have made a significant contribution to the Department in areas of security, operations, programs or cost savings.
 - d. Humanitarian Award: This award recognizes those employees who made exceptional efforts that resulted in some lifesaving or heroic act beyond the scope of their duties.
2. Nomination Rules for Special Recognition Award are:
 - a. Nominations may be submitted for individuals or groups.
 - b. The nominee may not be nominated by a relative, a subordinate, or himself/herself.
 - c. The Superintendent/Executive Staff shall review nominations submitted by his/her/their staff.
 - d. The nominations are to be submitted on the proper form (See Attachment #2) to the Awards Selection Committee by June 30.

D. Category IV: Distinguished Service Award

1. This award is to honor one (1) individual employed by the Department for continued professional excellence throughout his/her Department career.
2. The Nomination Rules for the Distinguished Service Award are:
 - a. The nominee shall have at least fifteen (15) years of uninterrupted Department service.

- b. The nominee may not be nominated by a relative, a subordinate, or himself/herself.
- c. The Superintendent/Executive Staff shall review nominations submitted by his/her/their staff.
- d. The nomination is to be submitted on the proper form (see Attachment #2) to the Awards Selection Committee by June 30.
- e. One (1) individual shall be selected from all nominees received who has best-exemplified excellence throughout his/her Department career.

E. Category V: Superintendent and Deputy Superintendent of the Year

- 1. The Superintendent and Deputy Superintendent selected for this award shall have shown the highest standards of professionalism, overall consistent excellence in performance of his/her respective duties, and outstanding leadership capabilities. Each chosen individual shall have exhibited exemplary managerial and supervisory skills, shall have made significant contributions within the scope of his/her job responsibilities, and shall have developed exceptional and innovative initiatives. In addition, each individual shall have represented both his/her institution and the Department in a positive and informative manner to internal and external representatives.
- 2. The nomination rules for Superintendent and Deputy Superintendent of the Year are:
 - a. Each nominee shall have at least two (2) years of uninterrupted Department service, and at least one (1) full year in the position for which they have been nominated to receive an award.
 - b. Executive Staff or Superintendents may submit nominations for Superintendent of the Year.
 - c. Superintendents may submit nominations for Deputy Superintendent of the Year.
 - d. The nominee may not be nominated by a relative or himself/herself.

- e. The nomination is to be submitted on the proper form (see Attachment #2), to the Commissioner by June 30.
- f. One (1) individual shall be selected for each award who best exemplifies management and leadership excellence in a correctional facility.

F. Category VI: Department of Correction Employee of the Year

- 1. This award is presented to one (1) employee, chosen from the recipients of all the other award categories. This employee is recognized as the overall outstanding employee in the Department.

G. Category VII: Innovations in Public Safety Partnership Award

- 1. This award is presented to a person or a federal, state or local agency or organization that, in partnership with the Department, has directly impacted the public's safety through efforts that support the Department's vision and mission.
- 2. The nomination rules for the Innovations in Public Safety Partnership award are:
 - a. Executive Staff, Superintendents or Division Heads may submit nominations.
 - b. The nominee may not be nominated by a relative, a subordinate or himself/herself.
 - c. The nomination is to be submitted on the proper form (see Attachment #2), to the Commissioner by June 30.

229.03

Beyond Excellence Awards Selection Process

- 1. The Commissioner shall appoint an Awards Selection Committee to be comprised of eight (8) members. One (1) member shall be the Superintendent who received the Superintendent of the Year award for the previous year. This Superintendent shall serve as chairperson. The remaining seven (7) members shall be comprised of a staff member from each of the following ranks:
 - a) Administrator
 - b) Care and Custody
 - c) Contract/Volunteer
 - d) Office/Clerical
 - e) Support Services
 - f) Maintenance

- g) Specialized Services
- 2. Once the Committee has reviewed the nominations, Executive Staff/Superintendents shall not be given the opportunity to submit additional justification(s) or new nominee(s) if their nominee(s) are not selected.
- 3. For Category I (Employee of the Year), each Superintendent shall select one (1) individual from his/her institution as Employee of the Year. The Commissioner shall select one (1) individual from Central Office as Employee of the Year.
- 4. The Awards Selection Committee shall convene in July and complete the following by mid-July:
 - a. Review of the nominations from all categories to ensure conformity with nomination requirements and all suitability and eligibility criteria;
 - b. Review of the nominations for Category II-VII and submitting a list of proposed award recipients to the Final Reviewing Committee for consideration.
 - c. Recommend to the Final Reviewing Committee three (3) institutional employees of the year who, along with all the other award recipients, should be considered for the Category VI (Department of Correction Employee of the Year) award.
- 5. For Category V (Superintendent and Deputy Superintendent of the Year), the Final Reviewing Committee shall make the final decision for award recipients.
- 6. The Final Reviewing Committee shall convene to review and make final decisions for award recipients. This should be completed by the end of July.

229.04

Governor's Performance Recognition Awards – Eligibility and Nomination Process

- 1. This program gives formal recognition to Commonwealth employees who make meaningful contributions which distinguish them from their peers. These special awards focus attention on consistent, positive achievements by individuals and teams of state employees, and recognize those who demonstrate innovation and dedication to their work, concern for the public trust and a commitment to excellence.

2. Awards are given in three (3) categories:
- a. Commonwealth Citation for Outstanding Performance: Given to Executive Branch employees of the Commonwealth who have demonstrated exemplary work performance. This award is the Commonwealth's opportunity to say thank you to its employees.

Individuals or groups of individuals can be nominated by supervisors, peers, professional colleagues or others familiar with the person's work.
 - b. Eugene H. Rooney, Jr. Public Service Award: Established by the Legislature to recognize employees who have demonstrated creativity and innovation in the area of human resources development and training.
 - c. Manuel Carballo Governor's Award for Excellence in Public Service: The Commonwealth's highest honor for Executive Department employees. The award recognizes and honors state employees who personify excellence in public service.

3. Nomination Process

- a. Executive Department employees who have been in state service for at least two (2) years may be nominated for a Governor's Performance Recognition Award, except those employees currently holding positions to which they were appointed directly by the Governor, or employees whose appointments were subject to the formal approval of the Governor.
- b. An individual may be nominated by a supervisor, peers, professional colleagues or others familiar with the person's work. An individual may not be nominated by a relative or a subordinate, nor may a person nominate himself or herself.
- c. In citing the reasons as to why an individual or group of employees should receive a Governor's Performance Recognition Award (Attachment #3), particular emphasis should be placed on one or more of the following:
 - attainment of high priority agency objective(s);
 - Exceptional managerial organizational and/or communications achievements
 - exemplary leadership;
 - achievement of significant improvements in productivity and/or savings in agency operations.

- d. All nominations shall be signed and the nominator's relationship to the nominee(s) clearly specified.
- e. All nominations shall be submitted to the Agency Head, Cabinet Secretary, or designated Selection Committee.
- f. Both the nomination of candidates for awards and the selection of the award recipients shall be made without regard to race, color, religion, national origin, age, military status, sexual orientation, disability, genetic information, gender, or gender identity.

229.05 **Awards Ceremony**

The Director of Communications shall be responsible for planning and coordinating the annual Beyond Excellence Awards ceremony. The ceremony shall be held in the fall. The Governor's Performance Recognition Award recipients shall also be honored during the Beyond Excellence Awards ceremony.

229.06 **Institution/Division Awards Program**

Each Superintendent/Executive Staff member is encouraged to develop and implement his/her own employee recognition program at the institution/division level. Programs should acknowledge such qualities as longevity, perfect attendance and job proficiency, etc. Additionally, Superintendents/Executive Staff are encouraged to recognize those individuals who are nominated, but not chosen as final award recipients.

229.07 **Annual Review**

This policy shall be reviewed at least annually from the effective date signed by the Commissioner or designee. The party or parties conducting the review shall develop a memorandum to the Commissioner with a copy to the central policy file indicating revisions, additions, or deletions which shall be included for the Commissioner's approval.

**AWARD CATEGORY II
PROFESSIONAL EXCELLENCE SUBGROUPS**

SUGGESTED TITLES

Administrator - this award recognizes on the job excellence among managers who exhibit exemplary managerial and supervisory skills and who have made significant contributions within the scope of their responsibilities or who have shown excellence in leadership.

Administrator
Chief of the Office of Investigative Services
Chief of PREA
Deputy Commissioner of Administration
Deputy Commissioner of the Prison Division
Deputy Commissioner of Clinical Services and Reentry
Deputy Commissioner of Career and Professional Development
Deputy Commissioner of Field Services
Assistant Deputy Commissioners
Directors
General Counsel

Care and Custody - this award recognizes individuals who exemplify the highest standards of professionalism in the care and custody of the inmate population. Nominees selected have demonstrated superior knowledge of corrections or have contributed significantly to the operation of their facility/division.

Captain
Correction Officer I, II, III
Correctional Program Officers AB, C, D
Office of Investigative Services
Office of Internal Affairs Unit

Contract Health Care – this award recognizes individuals who exemplify the highest standards of professionalism in the provision of medical or mental health care to the inmate population. Nominees have demonstrated outstanding performance and knowledge of correctional health care with particular emphasis on responsiveness to facility needs.

Contract Other - this award recognizes significant contributions to a program or operation area within the Department. Nominees have demonstrated outstanding performance with particular emphasis on responsiveness to institution/division needs.

Office Clerical - this award recognizes office clerical personnel who have performed their duties throughout the year in a consistently superior manner. Nominees have demonstrated such traits as exceptional organizational skills, initiative, innovativeness,

flexibility, or excellent interpersonal skills, which improved the quality/quantity of work or the climate of the work unit.

Administrative Assistants I, II
Office Support Specialist I, II
Clerks III, IV, V, VI
Receptionist
Word Processing I, II

Support Services - this award recognizes employees who have made specific contributions to the effectiveness and efficiency of the operation of an institution or division through innovative ideas, vigorous and industrious effort, providing an exemplary role model to other employees or other related contributions.

Accountant I, II, III, IV, V
Central Classification Staff
Chaplain
Courier
EDP Personnel
Executive Assistant
Fiscal Staff
Food Services Staff
Personnel Staff
Program Coordinators I, II, III
Project Analyst/Manager

Maintenance Services - this award recognizes individuals for outstanding, consistent performance in their specialized areas of technical expertise. Nominees selected have demonstrated outstanding technical knowledge, excellent work and interpersonal skills, and have made significant contributions to their respective areas.

Engineer
Industrial Instructor I, II, III
Power Plant Engineer
Steam Fireman
Storekeeper
Waste Water Treatment Plant Operator

Volunteer - this award recognizes significant contributions as a volunteer in an approved Department program. Nominees selected have demonstrated outstanding performance with particular emphasis on reintegrating the offender into the community by helping establish and maintain community ties.

All Volunteers

Specialized Services – this award recognizes employees who have made specific contributions to the effectiveness and efficiency of the operation of specialized divisions

through innovative ideas, vigorous and industrious effort, or by providing an exemplary role model to other employees or other related contributions.

Education/Librarian

Legal Counsel

Research Staff

Training Staff

Please complete and return to the Nominee's Agency Coordinator

TO BE COMPLETED BY AGENCY COORDINATOR ONLY:

- Nominee (check one) _____ was _____ was not selected for a citation award.
- Check appropriate box: _____ individual award _____ group award _____ Carballo nominee
- Nominee entered state service as of ____/____/____

Signature of Agency PRP Coordinator

Date

Coordinator must submit a copy of this form to HRD for all Citation Award