



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**DEPARTMENT WIDE**

REVISION DATE  
1/2/19

PAGE NUMBER  
1 of 6

NUMBER  
**DOC 860.200**

**POLICY**

TITLE  
**RECOGNITION PROGRAM**

**REVIEW/REVISION HISTORY:**

Effective: 3/15/92 DOC 870.200	Revised: 11/15/10
Revised: 1/1/94	Revised: 1/1/11
Revised: 10/28/99 DOC 860.200	Revised: 11/28/11
Revised: 3/14/01	Revised: 1/24/13
Revised: 5/16/06	Revised: 1/26/15
Revised: 5/25/07	Revised: 1/22/16
Revised: 8/25/08	Revised: 1/9/17
Revised: 10/6/08 AB 08-029	Revised: 1/10/18
Revised: 1/1/10	Revised: 1/2/19

**SUMMARY OF REVISION/REVIEW:**


Major changes to include updated annual awards categories and criteria. Read carefully!

**APPROVED:**

Signature on file

\_\_\_\_\_  
**STEPHEN SINCLAIR**, Secretary  
Department of Corrections

1/2/19  
\_\_\_\_\_  
Date Signed

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p><b>POLICY</b></p>	<p>APPLICABILITY <b>DEPARTMENT WIDE</b></p>		
	<p>REVISION DATE 1/2/19</p>	<p>PAGE NUMBER 2 of 6</p>	<p>NUMBER <b>DOC 860.200</b></p>
	<p>TITLE <b>RECOGNITION PROGRAM</b></p>		

**REFERENCES:**


DOC 100.100 is hereby incorporated into this policy; [RCW 41.60.150](#); [400.230 Badges and Identification Apparel](#)

**POLICY:**

- I. The Department will recognize employees, contract staff, volunteers, and community partners for their achievements in meeting the Department’s mission and vision and providing service to the State of Washington.

**DIRECTIVE:**

- I. General Responsibilities
  - A. A Statewide Recognition Committee will coordinate the Department’s recognition program and will consist of the following:
    1. A chair appointed by the Secretary
    2. A co-chair appointed by the chair
    3. An enterprise project manager
    4. Representatives from different divisions to include award recipients from the previous year
  - B. The chair and co-chair will select committee members to lead a subcommittee to ensure assigned components of the recognition program are completed.
  - C. Appointing Authorities from each of the following areas will designate a liaison to work with the designated subcommittee on communications regarding the nomination and recognition process. The liaison’s name will be forwarded to the Statewide Recognition Committee chair no later than December 1<sup>st</sup> each year.
    1. Each Prison
    2. Each Community Corrections section
    3. One from Work Release
    4. One from Headquarters as designated by the Deputy Secretary
  - D. The Department will cover the cost of recognition awards.
    1. The total amount may not exceed \$200 in value for each award presented per RCW 41.60.150.
    2. Employees who receive a cash or gift card/certificate will be responsible for associated taxes.

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p><b>POLICY</b></p>	<p>APPLICABILITY <b>DEPARTMENT WIDE</b></p>		
	<p>REVISION DATE 1/2/19</p>	<p>PAGE NUMBER 3 of 6</p>	<p>NUMBER <b>DOC 860.200</b></p>
	<p>TITLE <b>RECOGNITION PROGRAM</b></p>		

3. Funds for recognition activities may come from agency budgets and/or Department-authorized fundraisers which make occasional and limited use of state resources.

a. Funds raised cannot be used for the award itself.

II. Annual Agency Awards

A. [Annual Agency Awards Categories and Criteria](#) will be posted and maintained on the Department's internal website.

B. Anyone may nominate an individual/team for an award between January 1 and February 1 for accomplishments completed the previous year by completing DOC 03-303 Statewide Annual Agency Awards Nomination.

1. If nominations submitted for a specific award category do not meet criteria, an award may not be presented for that category.

C. Selection

1. The following Appointing Authorities will establish and convene a committee, which includes a past year's Annual Agency Award recipient and a minimum of 2 non-managerial employees, to select recipients for the designated awards and forward the recipient names to the Statewide Recognition Committee chair:

a. Each Superintendent - A non-supervisory Correctional Officer from his/her Prison


b. Each Field Administrator - A Community Corrections Officer or Correctional Officer for Field Offices/Work Releases in his/her section

c. Each Deputy Director - A Classification Counselor from his/her Command

2. The Statewide Recognition Committee chair and co-chair will convene a selection committee to select recipients for the remaining statewide awards. The selection committee will include:

a. A member of the criminal justice community,

b. A representative from another state agency,

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p><b>POLICY</b></p>	<p>APPLICABILITY <b>DEPARTMENT WIDE</b></p>		
	<p>REVISION DATE 1/2/19</p>	<p>PAGE NUMBER 4 of 6</p>	<p>NUMBER <b>DOC 860.200</b></p>
	<p>TITLE <b>RECOGNITION PROGRAM</b></p>		

- c. A representative from each division and the Office of the Secretary/Deputy Secretary,
- d. Five recipients from the previous year's Annual Agency Awards,
- e. The Statewide Recognition Committee chair and co-chair, who will advise, but not vote, and
- f. A facilitator, who will facilitate the voting and selection process, but not vote.

D. Prior to being selected as a recipient, the appropriate Appointing Authority will conduct a review to ensure there is nothing that would preclude the employee from receiving the award.

E. No one may be selected to receive more than one individual Annual Agency Award per year and may not be selected to receive an individual award more than once every 3 years.


F. Annual Agency Award recipients will be notified locally with a subsequent statewide announcement from the Secretary and formally recognized at the Statewide Annual Agency Awards ceremony hosted by the Statewide Recognition Committee.

### III. Corrections Pride Month

- A. The month of May will be recognized as Corrections Pride Month.
- B. During Corrections Pride Month, each worksite will organize events and activities to celebrate and honor all employees, contract staff, volunteers, and community partners.

### IV. Local Recognition

- A. In addition to participating in Corrections Pride Month and Annual Agency Award activities, ongoing local recognition activities (e.g., individual/team awards, years of service awards) will be held at least biannually:
- B. Worksites should establish a nomination process to include the following:
  - 1. Notification of the nomination period,
  - 2. How to submit a nomination on DOC 03-305 Local Recognition Award Nomination,
  - 3. Forming a selection committee that includes at least 5 non-managerial employees including 2 previous award recipients,

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p><b>POLICY</b></p>	<p>APPLICABILITY <b>DEPARTMENT WIDE</b></p>		
	<p>REVISION DATE 1/2/19</p>	<p>PAGE NUMBER 5 of 6</p>	<p>NUMBER <b>DOC 860.200</b></p>
	<p>TITLE <b>RECOGNITION PROGRAM</b></p>		


4. Reviewing nominations,
5. Selecting the recipient(s),
6. Coordinating local award events,
7. Preparing congratulatory letters, and
8. Sharing recognition stories and/or photographs with the Headquarters Communication Unit.

#### V. Years of Service

- A. Years of service awards will be given to Department employees who have been employed by the State of Washington for a total number of years, as determined by their anniversary date:
  1. 5, 10, 15, 20, and 25 years - Pin and Certificate
  2. 30 years - Pin and Plaque
  3. 35, 40, and 45 years - Pin and Clock/Vase
- B. The Human Resources Administration unit at Headquarters will process years of service awards on a quarterly basis and forward to the appropriate Appointing Authority/designee for distribution and presentation.

#### VI. Retirement Recognition

- A. Employees who are retiring from service with the State of Washington will receive recognition for their contributions as determined by the Appointing Authority/designee. Upon request, Human Resources will obtain a letter from the Governor and Secretary for the retiree.
  1. If a retiree has 25 years or more of total state service as determined by the anniversary date, s/he will also receive a plaque.
  2. The Appointing Authority may request retirement of a badge per DOC 400.230 Badges and Identification Apparel.
- B. The local Human Resources Office must be notified at least 4 weeks prior to the retirement effective date or presentation function in order to allow sufficient processing and delivery time.
  1. The local Human Resources Office will notify the Human Resources Administration unit at Headquarters upon receipt of the retirement notification. Retirement notification information should include:
    - a. Name of retiree,
    - b. Date retirement notice was received,
    - c. Last day of service/work,

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p><b>POLICY</b></p>	<b>APPLICABILITY</b> <b>DEPARTMENT WIDE</b>		
	<b>REVISION DATE</b> 1/2/19	<b>PAGE NUMBER</b> 6 of 6	<b>NUMBER</b> <b>DOC 860.200</b>
	<b>TITLE</b> <b>RECOGNITION PROGRAM</b>		

- d. Anniversary date,
  - e. Total years of service,
  - f. Employee work location, with address, and
  - g. Local Human Resources Office, with address.
2. The Human Resources Administration unit at Headquarters will process requests and return recognition awards to the applicable local Human Resources Office, which will distribute to the appropriate Appointing Authority/designee for presentation.

**DEFINITIONS:**

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

**ATTACHMENTS:**

None

**DOC FORMS:**

- [DOC 03-303 Statewide Annual Agency Awards Nomination](#)
- [DOC 03-305 Local Recognition Award Nomination](#)