



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE

REVISION DATE
5/27/25

PAGE NUMBER
1 of 6

NUMBER
DOC 860.200

POLICY

TITLE
RECOGNITION PROGRAM

REVIEW/REVISION HISTORY:

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| Effective: | 3/15/92 DOC 870.200 | Revised: | 1/1/11 |
| Revised: | 1/1/94 | Revised: | 11/28/11 |
| Revised: | 10/28/99 DOC 860.200 | Revised: | 1/24/13 |
| Revised: | 3/14/01 | Revised: | 1/26/15 |
| Revised: | 5/16/06 | Revised: | 1/22/16 |
| Revised: | 5/25/07 | Revised: | 1/9/17 |
| Revised: | 8/25/08 | Revised: | 1/10/18 |
| Revised: | 10/6/08 AB 08-029 | Revised: | 1/2/19 |
| Revised: | 1/1/10 | Revised: | 3/12/21 |
| Revised: | 11/15/10 | Revised: | 5/27/25 |

SUMMARY OF REVISION/REVIEW:

Major changes to include updated terminology and procedures throughout. Read carefully!


APPROVED:

Signature on file

TIM LANG, Secretary
Department of Corrections

5/4/25

Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 41.60.150](#); DOC 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 Requirements
 - A. A Statewide Recognition Committee will coordinate the Department’s recognition program and will consist of:
 1. An executive sponsor appointed by the Secretary
 2. An operations chair, an administrative chair, and a co-chair appointed by the executive sponsor/designee
 3. A project manager
 4. Representatives from each division and administration
 - B. The chairs 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 a Statewide Recognition Committee chair no later than November 1st.
 1. Each Prison
 2. Each Community Corrections section
 3. Each division and administration
 4. One from Headquarters
 - 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.


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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. Local liaisons will work with the Statewide Committee chairs each fiscal year to determine the budget allowance for their worksite.
 - b. Funds raised cannot be used for the award itself.

E. Annual Agency and Local Awards Categories and Criteria will be posted and maintained on the Department’s internal website.

II. Annual Agency Awards

- A. Anyone may nominate an individual/team for an award by completing DOC 03-303 Statewide Annual Agency Awards Nomination. Nominations will be collected each year to be considered for an award for the previous year.
 1. If nominations submitted for a specific award category do not meet criteria, an award may not be presented for that category.
- B. The Statewide Recognition Committee chairs will convene a selection committee to select recipients for the Annual Agency awards. The selection committee will include:
 1. A member of the criminal justice community and/or a representative from another state agency,
 2. A representative from each division, administration, and one from Headquarters,
 3. Five recipients from the previous year’s Annual Agency Awards,
 4. The Statewide Recognition Committee chairs, who will advise but not vote, and
 5. A facilitator, who will facilitate the voting and selection process but not vote.
- C. 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.
- D. No one may be selected to receive more than one individual Annual Agency Award per year and may not be selected to receive the same individual award more than once every 3 years.
- E. Annual Agency Award recipients will be notified locally with a subsequent statewide announcement from the Secretary and formally recognized at the

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Statewide Annual Agency Awards ceremony hosted by the Statewide Recognition Committee.

- F. If a posthumous award will be presented, the employee's most recent Appointing Authority will notify the family and invite them to attend the ceremony to receive a memorial award honoring the employee.

III. Corrections Appreciation Month


- A. The month of May will be recognized as Corrections Appreciation Month.
- B. During Corrections Appreciation Month, each worksite will organize events and activities to celebrate and honor all employees, contract staff, volunteers, and community partners.
 - 1. Local liaisons will notify their point of contact on the Statewide Recognition Committee of all recognition activities/events.

IV. Local Recognition

- A. In addition to participating in Corrections Appreciation Month and Annual Agency Award activities, ongoing local recognition activities (e.g., individual/team awards, years of service awards) will be held at least annually:
- 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 the local liaison, managerial and non-managerial employees, and previous award recipients
 - 4. Reviewing and scoring nominations
 - 5. Selecting the recipient(s)
 - 6. Coordinating local award events
 - 7. Preparing congratulatory letters
 - 8. Sharing recognition stories and/or photographs with the Headquarters Communication Office

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

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2. 30 years - Pin and Plaque
3. 35, 40, and 45 years - Pin and Clock/Vase

- B. Human Resources at Headquarters will process years of service awards on a monthly/bimonthly 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 notification, 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, the retiree 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 Human Resources at Headquarters upon receipt of the retirement notification. Retirement notification information should include:
 - a. Name of retiree
 - b. Effective date
 - c. Date retirement notice was received
 - d. Last day of service/work
 - e. Anniversary date
 - f. Total years of service
 - g. Employee work location, with address
 - h. Local Human Resources Office, with address
2. Human Resources 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:

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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