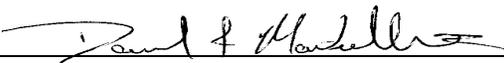


 Corrections and Community Supervision DIRECTIVE	TITLE Service Awards Program		NO. 2242
			DATE 07/10/2015
SUPERSEDES DIR# 2242 Dtd. 11/06/2012	DISTRIBUTION A	PAGES PAGE 1 OF 2	DATE LAST REVISED
REFERENCES (Include but are not limited to)	APPROVING AUTHORITY 		

I. PURPOSE: The Service Awards Program is designed to provide official recognition to any employee for extraordinary accomplishments or outstanding performance of duties.

II. AWARDS

- A. Medal of Honor: A Medal of Honor will be awarded to an employee whose actions, in the line of duty, evidence an extraordinary degree of courage, bravery, or heroism. The medal is circular, approximately 1 3/8" in diameter, suitably inscribed on the back; it is worn suspended on a gold ribbon with two vertical blue stripes. In addition, a service ribbon or lapel pin will be awarded as follows:
1. For uniformed employees, a service ribbon approximately 1 3/8" x 3/8" having a gold field with two blue vertical stripes for wear with the Class A uniform.
 2. For civilian employees, a lapel pin approximately 11/16" x 3 1/16" having a gold field with two blue vertical stripes.
- B. Medal of Merit: A Medal of Merit will be awarded to an employee for extraordinary performance in the line of duty, an exceptional contribution to the Department, or an exceptional contribution to public service which brings credit to the Department of Corrections and Community Supervision. The medal is circular, approximately 1 3/8" in diameter, suitably inscribed on the back; it is worn suspended on a blue ribbon with two vertical gold stripes. In addition, a service ribbon or lapel pin will be awarded as follows:
1. For uniformed employees, a service ribbon approximately 1 3/8" x 3/8" having a blue field with two gold vertical stripes for wear with the Class A uniform.
 2. For civilian employees, a lapel pin approximately 11/16" x 3 1/16" having a blue field with two gold vertical stripes.

III. SELECTION PROCESS

- A. Nominations: Nominations or recommendations may come from any source and must be submitted on [Form #2242A](#), "Service Awards Program - Nomination Form." Nominations shall be referred as follows:
1. Facilities: Nominations shall be referred to the facility Superintendent, who, upon approval, will forward the nomination to the respective HUB Supervising Superintendent. Nominations of any facility Executive Team Member may be made directly to the appropriate Deputy Commissioner by the Supervising Superintendent.

2. **Field Community Supervision:** Nominations shall be referred to the Bureau Chief, who, upon approval, will forward the nomination to the respective Regional Director. Nominations of a Bureau Chief may be made directly to the appropriate Deputy Commissioner by the Regional Director.
3. **Central Office:** Nominations shall be referred to the Division Head, who, upon approval, will forward the nomination to the appropriate Deputy Commissioner.

The nomination must contain a complete description of the extraordinary accomplishment or the outstanding performance along with any supporting documentation. A letter of nomination, including the Service Award recommended, and a single-page typewritten summary of the accomplishment/performance must be included. The Superintendent, Regional Director, Division Head, Supervising Superintendent, or Deputy Commissioner will review and investigate the facts and circumstances of meritorious achievements or actions that are presented for consideration and submit their findings and recommendations to the Director of Personnel, who will schedule a meeting of the Service Awards Selection Committee.

- B. Service Awards Selection Committee: The Committee will be composed of the Commissioner's Executive Team. The Director of Public Information shall serve as an advisor to the committee in a non-voting capacity. The Committee will convene annually after the deadline for the submission of all nominations for the previous calendar year. The Committee will review all nominations and submit those considered most worthy to the Commissioner.
- C. Selection and Presentation: Selection of employees to receive awards will be made by the Commissioner. Presentation will be made by the Commissioner or designee with an appropriate ceremony.