



<p>STATE OF ALASKA DEPARTMENT OF CORRECTIONS</p>  <p>POLICIES & PROCEDURES</p>	SECTION: Administration		PAGE: Page 1 of 4
	CHAPTER: 400	NUMBER: 401.05	P&P TYPE: Public
	TITLE: Staff Awards		
	APPROVED BY:  Dean R. Williams, Commissioner		DATE: 04/10/17
ATTACHMENTS / FORMS: (A.) Award Ribbons Display Guide.	AUTHORITY / REFERENCES: 22 AAC 05.155 AS 44.28.030 AS 33.05.010 AS 33.16.180 AS 33.30.011 AS 33.30.021		

DISCUSSION:

The Department of Corrections (DOC) is fortunate to have serving amongst its employees and volunteers individuals whose performance and achievements rise to outstanding levels from time-to-time. In order to acknowledge these outstanding individuals who work beside us every day, the Department will document these individuals and their actions, as well as provide recognition through a rewards program.

POLICY:

It is the policy of the Department of Corrections (DOC) to recognize officers, employees and volunteers for meritorious service, bravery, and valor above and beyond the call of duty. Recognition may be in the form of awards, medals, and / or ribbons.

APPLICATION:

This policy and procedure applies to all Department employees and volunteers.

DEFINITIONS:

As used in this policy, the following definitions shall apply:

Canine (K-9) Handler Ribbon:

May be worn by any member of DOC who qualifies for and currently serves as a Canine (K-9) Handler.

Citizen Appreciation Award:

An award to any citizen who aids the Department in its efforts to better serve the citizens of Alaska. This act can be one of heroism, volunteer service, or any act that directly benefits the Department. This award will not be accompanied by an award ribbon bar.

Commissioner's Award:

SUPERCEDES POLICY DATED:	N / A
THIS POLICY NEXT DUE FOR REVIEW ON:	04/10/22

SECTION:	Administration		PAGE:	Page 2 of 4	
CHAPTER:	400	NUMBER:	401.05	P&P TYPE:	Public
TITLE:	Staff Awards				

An award to any member of DOC for an outstanding act of achievement that brings credit to the Department and involves performance above and beyond that required by the recipient's basic assignment, or results in improved administration, improved operations, or substantial savings in manpower or operational costs.

Field Training Officer (FTO) Ribbon:

May be worn by any certified Field Training Officer that has completed the department approved FTO course.

Firearms Instructor (FI) Ribbon:

May be worn by any certified Firearms Instructor that has completed the Department approved FI course.

Letter Of Commendation:

A written commendation about any member of DOC for a noteworthy act of achievement that brings credit to the Department. The letter will be placed in the employee's personnel file and this award will not be accompanied by an award ribbon bar.

Lifesaving Award:

An award to any member of DOC for sustaining or saving the life of any human being, either on or off duty, except while employed as a medic or ambulance attendant.

Medal Of Valor:

An award to any member of DOC for an act of conspicuous gallantry above and beyond the call of duty while in an on-duty situation where the recipient's life is in imminent danger. Recognition for actions meeting award criteria may be recognized posthumously by presenting the recipient's survivors with the award.

Officer Of The Year Ribbon:

May be worn by any member of DOC who has been named by their division as Officer of the Year. The ribbon may be worn beyond the year of the award.

Prisoner Transport Officer (PTO) Ribbon:

May be worn by any member of DOC who qualifies for and currently serves as a Prisoner Transport Officer.

Special Operations Response Team (SORT) Ribbon:

May be worn by any member of DOC who qualifies for and currently serves as a member of a SORT Team.

PROCEDURES:

- I. Any member of the Department may nominate any other member for an award.
- II. Nominations will be made in the form of a memo, on DOC letterhead, describing the incident or reason for the nomination.
- III. The nominating memo will be submitted directly to the nominated employee's Superintendent, Probation Officer (PO) III, or divisional equivalent. A copy of the nomination will be placed in the nominated employee's personnel file.

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THIS POLICY NEXT DUE FOR REVIEW ON:	04/10/22

SECTION: Administration		PAGE: Page 3 of 4
CHAPTER: 400	NUMBER: 401.05	P&P TYPE: Public
TITLE: Staff Awards		

- IV. The Superintendent, PO III or divisional equivalent will have ten (10) business days to consider the nomination. The Superintendent, PO III or divisional equivalent may recommend a different award, an additional award, or may recommend denial of an award.
- V. The Superintendent, PO III or divisional equivalent will forward the nomination to the Director of their Division, as appropriate. The Division Director will forward the nomination and a recommendation to the DOC Commissioner.
- VI. The Commissioner will give final approval or denial of the award in writing. In addition the Commissioner may approve a different or additional award.
- VII. Upon approval by the Commissioner, the approved nomination will be returned to the nominated employee's Superintendent, PO III or divisional equivalent, along with the ribbon and certificate for the appropriate award. The Superintendent, PO III or divisional equivalent will present the award to the employee and place a copy of the certificate in the employee's personnel file.
- VIII. Any member of the Department may nominate any citizen for the Alaska Department of Corrections Citizen Appreciation Award. The process of submission and approval will be the same as for all other awards. If approved, the award will be returned to the nominating employee and his Superintendent, PO III or divisional equivalent to present to the citizen. The DOC Communications Coordinator should be contacted prior to presentation of the award, in case local news coverage is desired.
- IX. Nominations for awards should be made as soon as possible, but no more than 12 months following the event so that awards may be presented in a timely manner. If an award is denied or modified, the nomination cannot be submitted for re-consideration.
- X. Ribbons will be worn horizontally, centered immediately above the left shirt pocket on the uniform shirt (if appropriate) and:
 1. Worn in rows of three (3) with the highest award closest to the heart; and
 2. When an odd number of ribbons are worn, the highest award shall be displayed on the top row and centered.
- XI. The following list shows the order of precedence for each award as it is displayed on the uniform:
 1. Medal of Valor Award;
 2. Commissioner's Award;
 3. Lifesaving Award;
 4. Officer of the Year Ribbon;
 5. FTO Ribbon;
 6. FI Ribbon;
 7. PTO Ribbon;

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THIS POLICY NEXT DUE FOR REVIEW ON:	04/10/22

SECTION: Administration		PAGE: Page 4 of 4
CHAPTER: 400	NUMBER: 401.05	P&P TYPE: Public
TITLE: Staff Awards		

- 8. SORT Ribbon; and
- 9. Canine (K-9) Handler Ribbon.

XII. Those employees who wish to wear award ribbons on their uniform or clothing may refer to the *Award Ribbons Display Guide* (Attachment A) for more information on the proper wearing of award ribbons.

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