



# POLICY AND PROCEDURES

NUMBER: 127

SUBJECT: Employee Recognition

ACA STANDARDS: None

DIRECTOR: *Raul S. Banasco*

EFFECTIVE DATE: 9/97

REVISION DATE: 11/98, 2/99, 5/05, 4/09,  
11/13, 11/14, 5/15, 2/18, 6/20

## I. POLICY

The St. Louis County Department of Justice Services shall recognize employees for individual excellence in the performance of assigned duties or who have displayed exceptional courage in service to the Department or the community.

## II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' staff are responsible for the following procedures.

## III. PROCEDURES

### A. Recognition Awards

#### 1. Employee of the Month

- [a. This award shall be presented each month to *two (2) employees* for exceptional performance of duty during a particular month. *One employee shall be from the Correctional staff (Corrections Officer, Corrections Sergeant, Corrections Lieutenant and Corrections Captain) and the other shall be non-correctional and include all others.]*
- [b. All employees of the Department of Justice Services shall be eligible for *one of the Employee of the Month Awards.]*

- c. Any employee may nominate another employee for the award by requesting a nomination form (See Attachment 1) from his/her immediate supervisor or completing an Employee of the Month Nomination form in the “I drive” under blank forms.
- d. All five (5) award guidelines shall be addressed when completing the nomination form.
- e. All nominations will be sent to the Chairperson and/or Co-Chairperson by the 20th of each month.

**2. Employee of the Year**

- a. All employees who receive the Employee of the Month Award during a particular year shall be eligible for the Employee of the Year Award.
- b. The recipient of the award shall be selected by a majority vote of all Department employees.

**3. Director's Citation**

- a. This award shall be presented to employees for:
  - [(1) *Exceptional noteworthy performance to a single event or an exceptional performance of his/her duties on a continuous basis.*]
  - (2) Bravery displayed during a dangerous or life threatening situation on duty, or while assisting a member of the public.
- b. Any employee may nominate another employee by following the normal nomination procedure.
- c. This award will be evidenced by:
  - (1) Green breast bar or green lapel pin
  - (2) Eight (8) hour day off with pay

**4. Medals**

- a. Medal of Honor (posthumously)
  - (1) This medal may be awarded by the Director of the Department of Justice Services to a Department of Justice Services' employee for a conspicuous act of valor who, while performing a Corrections Officers-related act on or off duty, has given his/her life. This medal will be given to the employee's family member(s) at a memorial for that officer.
  
- b. Distinguished Service Citation for Valor
  - (1) This medal may be awarded by the Director of Justice Services to a Department of Justice Services' employee who performs an act of heroism in the face of personal injury or risk of life. This award will be evidenced by:
    - (a) Medal of Valor
    - (b) Blue Breast Bar/Blue Lapel Pin
    - (c) Certificate
    - (d) Eight (8) hour day off with pay
  
- c. The wearing of the medal, breast bar or lapel pin awarded to an employee is optional. The employee will wear these items in the following manner:
  - (1) Service medals will be worn on the top seam of the left breast pocket and centered.

**NOTE:** Service medals may only be worn during ceremonial services.
  - (2) Breast bars will be worn by uniform personnel on the top seam of the left breast pocket and centered on the outermost garment of the field uniform.
  - (3) Lapel pins will be worn on the left lapel of the sports or suit coat. The pin may also be worn on the left pocket below the breast badge for uniformed personnel.

**B. Award Guidelines**

1. **Professionalism** - The employee excels at his/her job. He/she understands the goals and objectives of the job and knows what is expected of him/her. He/she is professional and cooperative with those with whom he/she comes in contact. The employee takes the initiative and shows creativity when executing his/her responsibilities. Someone who is nominated for this award is not satisfied to just do the job; he/she always strives to do the very best job possible.
2. **Effective Communications** - The employee is responsive to the inmates, co-workers and the public when dealing with their concerns and questions. When addressing others, he/she treats them impartially and professionally. All communication with staff and inmates is factual and concise. The employee also completes all reports neatly and in a timely manner.
3. **Positive Attitude/Teamwork** - The employee is eager to learn and to assist other staff in order to maintain the orderly operation of the facility. It is important to him/her that the duties are completed with a higher degree of excellence, than if he/she receives recognition for the job. He/she is friendly, open and willing to listen, and accepts constructive criticism as a learning tool to improve his/her abilities.
4. **Superior Performance** - The employee sets goals that ensure the integrity of the facility and the profession. He/she requires very little supervision while performing the daily functions. He/she is empowered in his/her job and is constantly looking for ways to improve the overall operation of the facility. The employee takes pride in his/her assignments and work area, and ensures that all problems are handled promptly and within the guidelines of the policies and procedures.
5. **Essential Character Traits** - The employee is honest and courteous in all contacts with inmates, staff and the public. His/her professional and private life is governed by integrity, dedication and dependability.

**C. The Employee Recognition Committee/Process**

1. The Committee shall consist of volunteer representatives from each of the following areas:
  - a. Coordinator
  - b. Administration (1)

- [c. *Housing (2)*]
- [d. *Intake (1)*]
- e. Community Corrections (1)
- [f. *Transportation (1)*]

These representatives will serve for two (2) years on the Employee Recognition Committee. Since the Employee of the Month and Employee of the Year Awards are meant to be recognition by fellow staff, the administrative representative will oversee the awards process but the Committee will elect a member to serve as the chairperson.

2. The Committee will meet monthly to select the Employee of the Month. It will consider all nominations to determine if each one meets the program criteria. The recipient will be determined by a vote of the committee. The Coordinator will cast the final vote and will, in the event of a tie, serve as the tie-breaker. The Committee has the option to carry over the names of outstanding nominees for three (3) months for consideration. The decision of the Committee will be final.
3. Recipients of the awards will be recognized with a certificate acknowledging the employee's accomplishments.
  - a. In addition to this recognition, the Employee of the Month will:
    - (1) Have his/her picture displayed in the public areas of all divisions for one (1) month.
    - (2) Receive one (1) year gym membership
  - b. The Employee of the Year:
    - (1) Will receive a plaque acknowledging his/her contribution to the Department.
    - (2) Receive one (1) year gym membership
    - (3) Eight (8) hour day off with pay

- (4) Will have his/her name engraved on a nameplate which will be permanently affixed to a plaque in the Command Center.
- 4. The Employee Recognition Committee is also responsible for placing photos of employees and events on the Justice Services' Capture Board and the development of special programs:
  - a. National Corrections Officers' Week
  - b. Honor employees who have given their life in the line of duty or who have passed away while employed with the Department of Justice Services
  - c. Recognize employees. (other than the aforementioned employees)
  - d. Holiday Celebration Meals
    - (1) March Madness
    - (2) National Corrections Officers' Week
    - (3) Independence Day
    - (4) Winter Holidays
  - e. Other activities throughout the year.