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# State of Alabama Alabama Department of Corrections

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DONAL CAMPBELL  
COMMISSIONER

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January 14, 2005

**ADMINISTRATIVE REGULATION  
NUMBER 210**

**OPR: PERSONNEL**

## **SERVICE RECOGNITION PINS Alabama Department of Corrections**

### **I. GENERAL**

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, and procedures relating to the awarding of service recognition pins to employees.

### **II. POLICY**

It is the policy of the ADOC to ensure that employees are recognize for continuous service to state government and to the Department of Corrections as provided for by law.

### **III. DEFINITION(S) AND ACRONYM(S)**

There are no definitions or acronyms used in this regulation.

### **IV. RESPONSIBILITIES**

- A. The Personnel Division Director is responsible for maintaining an available supply of pins in addition to determining and verifying an employee's total service years before the awarding of service recognition pins.
- B. The Director of the Information Technology Division is responsible for generating a monthly roster of employees eligible for service recognition pins.
- C. Wardens and Division Directors are responsible for the presentation of service recognition pins to their employees.

### **V. PROCEDURES**

- A. A service recognition pin shall be presented to each employee at the culmination of five years of total service in state government and thenceforth in an increment of five years of service.

- B. The presentation of service pins shall be conducted by the employee's immediate or a higher level supervisor.
- C. Each employee shall sign his/her name on a roster provided by the Personnel Division upon receipt of the service pin.
- D. The roster shall be returned to the Personnel Division as a record of the presentation of the service pin to the employee.
- E. Replacement of lost or damaged pins shall be at the expense of the employee. Payment by money order or cashier's check for replacement pins shall be made to the ADOC Personnel Division.
- F. ADOC employees shall only receive service pins at the time at which they become eligible. Service pins shall not be presented retroactively for any year.

**VI. DISPOSITION**

There are no forms prescribed by this regulation. Therefore, disposition procedures are not necessary.

**VII. FORMS**

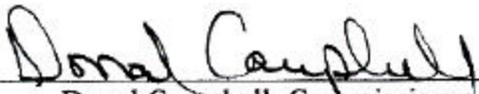
This regulation does not implement any forms.

**VIII. SUPERCEDES**

This Administrative Regulation supercedes Administration Regulation 210 dated July 14, 1983, as amended.

**IX. PERFORMANCE**

This administrative regulation updates policy and procedure pertaining to the awarding of service recognition pins to employees and is based on, but not limited to, the provisions of the Code of Alabama, 1975, Section 36-26-37, as amended.

  
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Donal Campbell, Commissioner