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December 14, 2022

ADMINISTRATIVE REGULATION
NUMBER

218

OPR: PUBLIC INFORMATION

ANNUAL EMPLOYEE AWARDS PROGRAM

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, and procedures for the Employee Awards Program and outlines nominating procedures, awards criteria, methods of selection, and deadlines for recommendations.

II. POLICY

It is the policy of the ADOC to foster morale and recognize deserving employees through the Awards Program.

III. DEFINITION(S) AND ACRONYM(S)

There are no definitions for this AR.

IV. RESPONSIBILITIES

- A. The Commissioner/Designee shall appoint the selection committee from a cross-section of department employees.
- B. The Public Information Manager (PIM) has the responsibility for coordinating the Employee Awards Program.
- C. The selection committee is responsible for selecting an employee for the respective departmental awards from the submitted nominations as set forth in this regulation.
- D. All ADOC employees are responsible for complying with the guidelines set forth in this regulation.

V. **PROCEDURES**

A. Nominations.

1. An employee may submit a nomination for the following awards:
 - a. Employee of the Year;
 - b. Administrative Professional of the Year;
 - c. Support Professional of the Year;
 - d. Security Supervisor of the Year;
 - e. Support Supervisor of the Year;
 - f. Alabama Correctional Industries Employee of the Year;
 - g. Division Director of the Year;
 - h. And Warden of the Year.
2. The employee must complete ADOC Form 218-A, *Nomination for Award* and submit through supervisory channels to the appropriate Associate or Deputy Commissioner **to arrive no later than October 1st**.
3. The Associate or Deputy Commissioner shall forward the employee nominations to the Commissioner **to arrive no later than November 1st**. The Associate or Deputy Commissioners are encouraged to add comments to any of the nominations.
4. Heads of special staff agencies, not under the supervision of an Associate or Deputy Commissioner, may submit one nomination for each of the above categories to the Commissioner **to arrive no later than November 1st**.
5. See Attachment A, *Annual Employee Departmental Awards and Eligibility Criteria* for a listing of awards and eligible criteria.
6. **Division Director of the Year**. Any employee may submit a nomination using ADOC Form 218-A to the appropriate Associate or Deputy Commissioner **to arrive no later than October 1st**. The Associate or Deputy Commissioner should