



**DEPARTMENT OF CORRECTIONS
MONTANA STATE PRISON
OPERATIONAL PROCEDURE**

Procedure:	MSP 1.3.100 EMPLOYEE RECOGNITION PROGRAM	
Effective Date:	August 1, 2003	Page 1 of 4 and 2 Attachments
Revision Date(s):	April 18, 2006, June 16, 2008, August 23, 2017, May 15, 2020, May 31, 2021	
Reference(s):	DOC 1.1.3	
Signature:	/s/ Jim Salmonsens / Warden	
Signature:	Gayle Butler/ MCE Administrator	

I. PURPOSE

To recognize outstanding achievement and professionalism of Montana State Prison (MSP), Riverside Special Need Unit (RSNU), Montana Correctional Enterprises (MCE) and Clinical Services Division (CSD) employees, and the longevity of all MSP/RSNU/MCE/CSD employees who have completed five years of state service and five-year increments thereafter.

II. DEFINITIONS

Selection Committee – Three persons, one appointed by each Associate Warden and one from MSP Human resources, who review the nomination forms and select, by secret ballot, the recipients of the Employee of the Quarter and Employee of the Year awards.

III. PROCEDURES

A. Positive Action Report

1. A supervisor may commend an employee for action(s) or completion of job duties over and above normal expectations in the following categories by filling out a *Positive Action Report Form* (attachment A). Positive actions should include the following:
 - a. inspection results;
 - b. alertness for security;
 - c. attendance;
 - d. recruitment of new staff;
 - e. interactions with new staff;
 - f. interactions with the public;
 - g. volunteer for extra duty/overtime;
 - h. written documentation skills;
 - i. interpersonal communication skills;
 - j. response/follow-up to requests;
 - k. uniform appearance;
 - l. workstation appearance;
 - m. special act/duty;
 - n. response to life threatening situation;
 - o. time management; and
 - p. problem solving.

2. Completed reports will be submitted to the Warden or designee. If approved, the supervisor will present the employee with the report and a small gift in private or at a staff meeting.

B. Employee of the Quarter and Employee of the Year Program

1. The general consideration for employee of the quarter and year are as follows:
 - a. any staff member may nominate another staff member or group of staff members who meets the following criteria for an Employee of the Quarter award at any time. Nominations shall be made by filling out and submitting an *MSP Employee of the Quarter Nomination Form* (attachment A) to MSP Human Resources for review by the selection committee. The criteria that is looked at is as follows:
 - 1) accomplishes duties in an outstanding manner, setting an example for others to follow;
 - 2) demonstrates courage and competence in emergency situations;
 - 3) demonstrates initiative and skill in devising new or improved work methods and/or procedures, which promote higher efficiency within the institution;
 - 4) demonstrates near perfect job reliability (perfect or near perfect attendance);
 - 5) participates in program activities or non-mandatory training/education courses and special projects or additional duties;
 - 6) contributes to staff morale and promotes teamwork among his/her fellow employees;
 - 7) relates well with staff and inmates, and demonstrates poise and self-control in dealing with hostile inmates;
 - 8) demonstrates a thorough knowledge of institutional policies and procedures;
 - 9) contributes to the security of the institution, and has a wide variety of experience and knowledge of the various posts and operations of the prison; and
 - 10) demonstrates personal pride in his/her appearance.
 - b. employees who receive a positive action report during the quarter will automatically be nominated;
 - c. an employee is eligible for an Employee of the Quarter award only once a year unless unusual circumstances warrant;
 - d. the selection committee will not consider nominees who haven't completed the required probationary period unless exceptional performance warrants a nomination (i.e., actions of valor, instrumental in preventing escape or bodily injury to another staff member, etc.);
 - e. the selection committee will select one nominee from each of the following three categories to receive an Employee of the Quarter award:
 - 1) security;
 - 2) support; and
 - 3) management
 - f. in the event of a tie, all information regarding the tied nominations will be forwarded to the Warden, whose vote will act as the tiebreaker.
2. Employee of the Quarter will consist of the following;
 - a. the Employees of the Quarter program will be based on a calendar year. The quarters are as follows:
 - 1) January to March;

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- 2) April to June;
 - 3) July to September; and
 - 4) October to December.
 - b. the selection committee will meet on the nearest working day after a quarter has elapsed. They will select recipients in each category for the Employee of the Quarter from those who received a positive action and those nominated during the previous quarter (i.e., in April the committee will review nominations submitted between January and March to select the April to June recipients of the award);
 - c. nominations for the present quarter will be reviewed again for the next two quarters, and then discarded. After that a new nomination form must be submitted;
 - d. the Employee of the Quarter in each category will:
 - 1) receive a certificate of appreciation/accomplishment signed by the Department Director. A copy will be placed in his/her personnel file;
 - 2) receive the use of a designated "Employee of the Quarter" parking space for three months;
 - 3) be recognized in a press release to the local paper, and/or posted on the Department social media site;
 - 4) receive a plaque;
 - 5) the current Employees of the Quarter will have their photographs posted in the Lobby area of the Wallace building; and
 - 6) be automatically nominated for the next Employee of the Year award program.
 - e. group award recipients will receive all of the above, except each person will not get a separate parking space. The group will divide the time so that each person has equal time to use the parking space.
3. Employee of the Year will consist of the following:
 - a. in August, the selection committee will select the Employee of the Year from the employee of the quarter recipients from the previous year;
 - b. the Employee of the Year will:
 - 1) receive a certificate of appreciation/accomplishment signed by the Department Director. A copy will be placed in his/her personnel file;
 - 2) receive the use of a designated "Employee of the Year" parking space for one year;
 - 3) be recognized in a press release sent to the local paper and/or posted on the the Department social media site;
 - 4) receive a plaque; and
 - 5) the current employee of the year will have a photo posted in the lobby area.

C. Service Recognition Program

1. The longevity awards program is as follows:
 - a. MSP/RSNU/MCE/CSD employees with 5, 10, 15, 20, 25, 30, etc., years of service will be awarded service pins. All state time will be recognized. Longevity will be determined based on the calendar year:
 - 1) employees with 5 and 10 years of service will be awarded an MSP service pin; and;
 - 2) employees with 15, 20, 25, 30, etc., years of service will be awarded a state service pin but may opt to receive a plaque or a gift of equal value in lieu of the

- pin.
- b. certificates of appreciation/accomplishment will also be awarded as follows:
 - 1) MSP/RSNU/MCE/CSD employees with 5, 10, 15 years of service will receive a certificate of appreciation/accomplishment signed by the Warden, MCE Administrator (if applicable), and the Department Director; and
 - 2) MSP/RSNU/MCE/CSD employees with 20, 25, and 30 years of service, etc., will be awarded a certification of appreciation/accomplishment signed by the Department Director, the Warden, the MCE Administrator, and the Governor.
2. The recognition ceremonies are as follows:
- a. certificates, pins, plaques, and gift certificates for all MSP/RSNU/MCE/CSD staff will be passed out at the Employee Recognition Ceremony conducted during the annual Correctional Staff Appreciation Week;
 - b. a program containing “bios” for staff with 15 years or more will be handed out at the ceremony. These will be short, to the point and completed by the selection committee;
 - c. Correctional Officer week will be observed at the designated time period, but the years of service recognition will occur at the Employee Recognition Ceremony;
 - d. the Employee of the Year award will be bestowed during the Employee Recognition Ceremony; and
 - e. employees who have passed away during the last calendar year will be honored at the Employee Recognition Ceremony.
3. Employee retirements will consist of the following:
- a. MSP/RSNU/MCE/CSD will formally acknowledge the retirement of employees with 10 years of service or more;
 - b. a retiree wallboard with nameplates will be posted in the lobby area of the Wallace building. The nameplates will have the employee’s name and dates of service on them;
 - c. a retirement lunch with cake will be conducted at the Wallace building for retirees;
 - d. the Warden and MCE Administrator (as applicable) will be in attendance when possible. All retirees will be presented with a standard retirement plaque manufactured by MCE;
 - e. correctional officers with 10 years or more of service may receive a plaque with their badge affixed to it per established protocol; and
 - f. the retiree’s immediate supervisor will be responsible for coordination of the retirement acknowledgment and lunch arrangements.

IV. CLOSING

Questions concerning this procedure should be directed to MSP Human Resources

V. ATTACHMENTS

MSP/RSNU/MCE/CSD Employee Positive Action Report Form

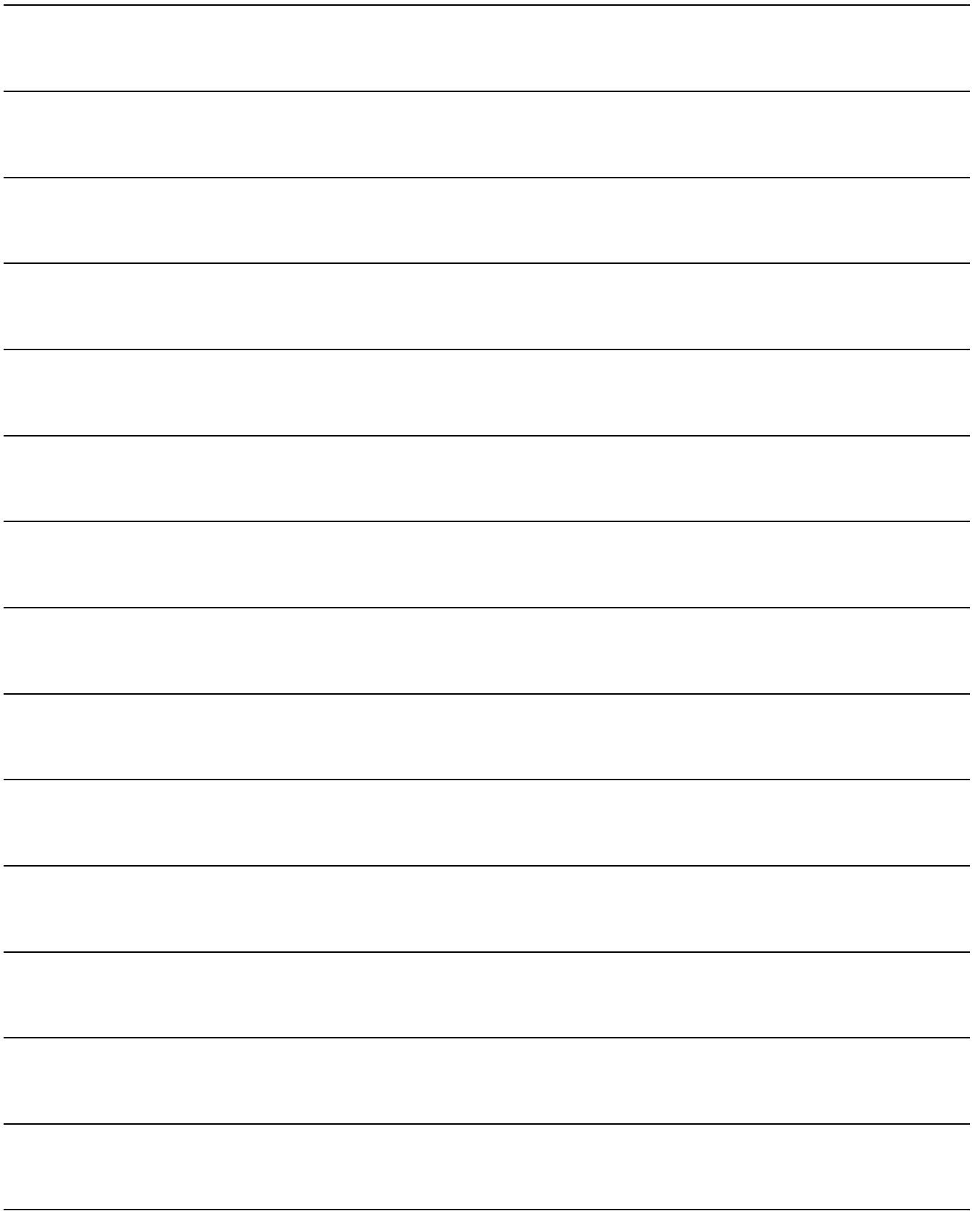
attachment A

MSP/RSNU/MCE/CSD Employee of the Quarter Nomination Form

attachment B

MSP/RSNU/MCE/CSD EMPLOYEE POSITIVE ACTION REPORT FORM

EMPLOYEE'S NAME:	DATE:
SUPERVISOR'S NAME:	TIME:
<p align="center">THE ABOVE-NAMED EMPLOYEE IS COMMENDED FOR POSITIVE ACTIONS OBSERVED IN THE PERFORMANCE OF HIS OR HER DUTIES AT MONTANA STATE PRISON ***** ACTION DETAILS</p>	
<p>Describe the employee's performance which deserves recognition for a job well done, as noted by a supervisor or manager.</p>	
Consistently Good Inspections	Superior Handling of Requests
Superior Alertness for Security	Superior Uniform/Appearance
Superior Attendance	Superior Workstation Appearance
Superior Recruitment of New Staff	Special Act/Duty
Superior Interactions with the Public	Superior Life-Threatening Situation Response
Volunteer for Extra Duty/Overtime	Superior Time Management
Superior Written Documentation	Positive Suggestions/Problem Solving
Good Interpersonal Communication Skills	Superior Interactions with New Staff



Name: _____ Signature: _____

Date: _____