



**DEPARTMENT OF CORRECTIONS
PROBATION AND PAROLE DIVISION
OPERATIONAL PROCEDURE**

Procedure:	PPD 6.1.109	PPD EMPLOYEE OF THE QUARTER
Effective Date:	10/19/2020	Page 1 of 2
Revision Date(s):		
Reference(s):		
Signature / Title:	/s/ Kevin Olson, Probation and Parole Division Administrator	

I. PURPOSE:

Probation and Parole Division staff will follow established procedures to recognize co-workers who have given outstanding performances in job duties.

II. DEFINITIONS:

PPD-Probation and Parole Division – The Division oversees the Probation & Parole regional offices and interstate transfers.

III. PROCEDURES:

A. ELIGIBILITY REQUIREMENTS:

1. Nominees should have displayed the highest standards of ethics and professionalism during the quarter.
2. Nominees cannot have had any disciplinary action against them during the quarter for which they are nominated.

B. NOMINATIONS:

1. In each region, staff may nominate co-workers they feel deserve recognition by completing *PPD 6.1.109(A) Nomination for Employee of the Quarter* for each nominee and submitting it to the Deputy Chief (DC)

C. SELECTION PROCESS:

1. For each region, the DC and local management team will review all nominations and select a recipient for the award.
2. If nominations have not been submitted, the DC and local management team may select an employee whom they feel deserves this recognition; however, there is no requirement to have an employee of the quarter.

D. INCENTIVES FOR RECOGNITION:

1. The staff selected will receive an “Employee of the Quarter” certificate signed by the Probation & Parole Bureau Chief and DC. A copy of the certificate will be placed in the staff’s personnel file.

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2. The certificate will be presented at an appropriate ceremony.
3. The DOC Communications Director will be notified of the selection so that the employee can be recognized by the Department.
4. The employee may be given preferred parking for the quarter if possible, and/or other incentives as determined by the DC and local management team.
5. Recipients of the quarterly award will be considered for recommendation for the annual Montana Correctional Association awards.

IV. CLOSING:

Questions regarding this procedure should be directed to the Deputy Chief, Probation & Parole Bureau Chief or designees.

V. FORMS:

PPD 6.1.109 (A) Nomination for Employee of the Quarter