



# NEW MEXICO CORRECTIONS DEPARTMENT

Secretary  
Alisha Tafoya Lucero

CD-037600 Employee Recognition Program	Issued: 08/20/01 Effective: 08/20/01	Reviewed: 09/05/23 Revised: 04/09/15
Alisha Tafoya Lucero, Cabinet Secretary		<i>Original Signed and Kept on File</i>

## AUTHORITY:

Policy *CD-010100*

## REFERENCE:

None

## PURPOSE:

To establish an employee recognition program that recognizes employees for exemplary performance and/or years of service while employed by the New Mexico Corrections Department.

## APPLICABILITY:

New Mexico Corrections Department employees.

## FORMS:

1. **Employee Award Nomination** form (*CD-037601.1*)
2. **Service Award Nomination** form (*CD-037601.2*)

## DEFINITIONS:

- A. *Break in Employment*: Any period of separation of at least one day of not being on the New Mexico Corrections Department's payroll.
- B. *Employee*: Any person holding a position in the New Mexico Corrections Department for which he or she is paid through State payroll.
- C. *Outstanding Performance*: Service provided to the Division/Department beyond the job requirements that results in substantial efficiencies, savings, or prevents loss of life.

## POLICY:

The Department shall provide a mechanism to recognize and acknowledge employees, who by their actions and posture, exemplify exceptional and/or outstanding job performance as well as years of service.

The **Employee Award Nomination** form (*CD-037601.1*) and the **Service Award Nomination** form (*CD-037601.2*) shall be made available to all employees.



# NEW MEXICO CORRECTIONS DEPARTMENT

Secretary  
Alisha Tafoya Lucero

CD-037601 Employee Recognition Program	Issued: 08/20/01 Effective: 08/20/01	Reviewed: 09/05/23 Revised: 04/09/15
Alisha Tafoya Lucero, Cabinet Secretary		<i>Original Signed and Kept on File</i>

## AUTHORITY:

Policy *CD-037600*

## PROCEDURES:

### A. Length of Service Award Recognition:

Length of service pins may be awarded to employees based on their length of service, without a break in employment, with the New Mexico Corrections Department.

1. Service for 5, 10, 15, 20 and 25 years and thereafter, increments of five additional years will be recognized.
2. Service with the Department will be calculated as it occurs.
3. Service pins should be awarded and presented in the month that the anniversary occurs.

### B. Employee Award Recognition:

The following guidelines are to promote recognition within an Institution, PPD Region, and at Central Office, but not to diminish the importance of the recognition based on limited numbers of eligibility. The Corrections Department recognizes that some Institutions/Regions are larger than others and have an opportunity to select from a broader range of exemplary employees and supervisors when recognizing staff.

In Institutions and PPD Regions where fewer employees and supervisors are eligible, it is recommended that awards be less frequent. The following is the maximum number of awards authorized per Institution, Region and at Central Office:

1. Institutions:
  - a. Each Institutional complex shall select:
    - 1) 1 Custody Employee of the Month, (each month)
    - 2) 1 Non-Custody Employee of the Month, (each month)
    - 3) 1 Custody Supervisor of the Quarter, (each quarter)
    - 4) 1 Non-Custody Employee supervisor of the Quarter, (each quarter)
    - 5) 1 Custody Employee of the Year, (each year)
    - 6) 1 Non-Custody Employee of the Year, (each year)
    - 7) 1 Custody Supervisor of the Year, (each year)

8) 1 Non-custody Supervisor of the Year, (each year).

2. Probation and Parole (Field Offices):

Each Probation and Parole Region Office shall select:

- a. 1 Employee of the Month, (each month)
- b. 1 Supervisor of the Quarter, (each quarter)
- c. 1 Employee of the Year, (each year)
- d. 1 Supervisor of the Year, (each year).

3. Central Office: (Complex includes Central Office, Training Academy, Corrections Industries and Probation and Parole employees whose base of operations is Central Office-Santa Fe)

Central Office shall select:

- a. 1 Employee of the Quarter, (each quarter)
- b. 1 Employee of the Year, (each year).

**C. Institutional Awards**

Each Institution within the Department is encouraged to select employees and supervisors for the Employee Awards as indicated in paragraph B.1 above. The nominations are made on the **Employee Award Nomination** form (*CD-037601.1*).

1. The nomination process will allow for peers to nominate fellow employees and supervisors. The program will not allow employees or supervisors to nominate themselves.
2. The completed **Employee Award Nomination** form (*CD-037601.1*) shall be forwarded by the 10<sup>th</sup> of each month to the Warden's office.
3. The Warden shall appoint a committee to review all nominations and the committee shall provide a recommendation of its selection back to the appropriate manager.
  - a. The committee shall be comprised of a custody supervisor, a non-custody supervisor, a human resource employee, a Deputy Warden, and a correctional officer.
4. The final decision is made at the Warden's level.
5. The award recipient shall receive eight hours of administrative leave and a certificate of appreciation signed by the Warden.
6. Employee of the Year Awards:

Each Institution shall convene a board consisting of key personnel and chaired by a Deputy Warden, for the purpose of selecting custody/non-custody employees of the year and custody/non-custody supervisors of the year. The board shall review all employees of the month and supervisors of the quarter recipients from the year and formulate a list of the top two nominations. The Warden shall select the Employees of the Year and Supervisors of the Year from the lists of the top two.

Individuals who are selected to receive the employee of the year and the supervisor of the year award shall be granted twenty-four hours of administrative leave by the Secretary of Corrections and receive a plaque during the Facility's Annual Awards Ceremony.

#### **D. Probation and Parole Division Awards:**

Each PPD Region within the Department is encouraged to select employees and supervisors for the Employee Awards as indicated in paragraph B.2 above. The nominations are made on the **Employee Award Nomination** form (*CD-037601.1*).

1. The nomination process will allow for peers and employees to nominate employees and supervisors. The program will not allow an employee or supervisor to nominate him or herself for consideration.
2. The completed **Employee Award Nomination** form (*CD-037601.1*) shall be forwarded by the 10<sup>th</sup> of each month to the Region Manager's office.
3. The Region Manager shall appoint a committee to review all nominations and the committee shall provide a recommendation of its selection back to the Region Manager.
  - a. The committee shall be comprised of supervisory personnel, administrative staff, human resources staff and someone representing the peer group.
4. The final decision is made at the Region Manager's level.
5. The award recipients shall receive eight hours of administrative leave and a certificate of appreciation signed by the Region Manager.
6. Employee of the Year awards:

Each Region Office shall convene a board consisting of key personnel and chaired by a District Supervisor, for the purpose of selecting an employee of the year and a supervisor of the year. The board shall review each employee of the month and supervisor of the quarter recipients from the year and formulate a list of top two nominations. The Region Manager shall select the employee of the year and the supervisor of the year from the list of the top two.

Individuals who are selected to receive the employee of the year and the supervisor of the year awards shall be granted twenty-four hours of administrative leave by the Secretary of Corrections and receive a plaque during the Region's Annual Awards Ceremony.

#### E. Central Office Awards

Central Office is encouraged to select employees and supervisors for the Employee Awards as indicated in paragraph B.3 above. The nominations for the *Award* are made on the **Employee Award Nomination** form (*CD-037601.1*).

1. The nomination process will allow for peers and employees to nominate employees and supervisors. The program will not allow an employee or supervisor to nominate him or herself for consideration.
2. The completed **Employee Award Nomination** form (*CD-037601.1*) shall be forwarded by the 10<sup>th</sup> of each month to the Public Information Office.
3. The final decision is made by the Secretary of Corrections.
4. The Award recipients shall receive eight hours of administrative leave, a certificate of appreciation signed by the Secretary of Corrections and use of a personalized parking space.
5. Employee of the Year Awards:

Individuals who are selected to receive the employee of the year award shall be granted twenty-four hours of administrative leave by the Secretary of Corrections and receive a plaque at the Central Office Annual Awards Ceremony.

#### F. Service Awards:

Nominations for the Medal of Honor, Medal of Valor, and Distinguished Service Award, must be approved by the Secretary of Corrections prior to the presentation of the award.

##### 1. Medal of Honor:

The Department's highest award is earned by employees that distinguish themselves through conspicuous bravery or heroism above and beyond the normal demands of correctional service, are seriously wounded, or seriously injured in the performance of official duty, and circumstances indicate that an act of valor was performed.

- The employee shall have displayed great courage in the face of immediate life-threatening peril and with full knowledge of the risk involved.
- The act shall have shown professional judgment and not have jeopardized operations or the lives of others.

The Medal of Honor award consists of an actual medal with special inscription and may be worn on special and formal occasions on the Class “A” uniform. A pin reflecting the Medal of Honor will also be presented and may be worn on any uniform. A certificate addressing the individual achievement will be awarded by the Secretary of Corrections.

2. Medal of Valor:

The Department’s second highest award for acts of bravery under extraordinary or unusual circumstances. The employee shall have displayed courage in the face of potential peril while saving or attempting to save the life of another person, or distinguish himself or herself by performing in stressful situations with exceptional poise and judgment.

The Medal of Valor award consists of an actual medal with special inscription and may be worn at special formal occasions on the class “A” uniform. Pin reflecting the Medal of Valor may be worn at all times with any uniform. A letter acknowledging the individuals achievement will be awarded by the Secretary of Corrections.

3. Distinguished Service Award:

Awarded to staff members who distinguish themselves by exceptional meritorious service through personal initiative, tenacity, and acts requiring great effort that do not meet the exacting standards of the Medal of Valor or the Medal of Honor, such as:

- An employee who used correct training and posture in a professional manner in order to save or clearly contribute to saving the life of another.
- An employee who was unaware of the personal danger prior to the performance of the act, but performed in a commendable manner upon becoming aware of the personal danger.
- An employee who sustained bodily injury that does not meet the criterion of “serious bodily injury” and was in danger, but not great personal danger.

The Distinguished Service award shall consist of a plaque. A letter acknowledging the individuals achievement will be awarded by the Secretary of Corrections.

4. Service Award Nominations:

Service Award nominations shall be recommended using the **Service Award Nomination** form (*CD-037601.2*).

- a. All nominations prepared on the **Service Award Nomination** form (*CD-037601.2*) must be signed by the nominating person and forwarded to the recipient’s immediate supervisor.
- b. The nomination form shall be forwarded through the Chain of Command to the Warden, Region Manager, Division Director, or the respective Bureau Chief of the recipient and then onto the selection committee.

- c. The Warden, Region Manager, Division Director, the respective Bureau Chief or a designee may be asked to attend the selection committee's meeting and make available the specifics of the event or circumstances, including any and all video/audio tapes of the event.

5. Selection Committee:

Shall be comprised of the respective Division Director or Deputy Directors who shall discuss the proposed award and determine which award is most appropriate based on the actions of the recipient and the event.

The selection committee shall also be responsible for drafting the letter acknowledging the individual achievement which shall be presented by the Secretary of Corrections.

**G. Public Information Officer:**

The Department's Public Information Officer will coordinate placement of an article in the newsletter published by the Department and other publications that disseminate information concerning state employees and awards.





**NEW MEXICO CORRECTIONS DEPARTMENT**

**Service Award Nomination**

*This form must be signed by the nominating person and forwarded to the recipient's immediate supervisor, then forwarded through the Chain of Command to the Warden, Region Manager, Division Director, or the respective Bureau Chief of the recipient and then onto the selection committee.*

**BASIC INFORMATION:**

Name of Nominated employee: \_\_\_\_\_

Name of person(s) nominating employee: \_\_\_\_\_

Work # of person(s) nominating employee: \_\_\_\_\_

Location where nominated employee works: \_\_\_\_\_

**JUSTIFICATION FOR NOMINATION:**

Describe in detail the action(s) or behavior that lead to this nomination. Please provide names, dates, and times as necessary.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**APPROVALS:**

		APPROVED:	DISAPPROVED:
_____ Immediate/District Supervisor	_____ Date	( )	( )
_____ Bureau Chief/Deputy Warden	_____ Date	( )	( )