



**Division of Pretrial
Detention and Services**

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Approved By:
John S. Wolfe

Acting Commissioner

Title: Employee Recognition Program	DPDS Directive Number: DPDS-050-0010
Related MD Statute and Regulations: MD. Code Ann. State Gov't §12-101(a) (2004 Repl. Vol.2008 Cumm. Supp.)	Supersedes: CREG-050-0010 titled, Employee Recognition Program dated January 31, 2014
Related ACA Standards: 1-CORE-7B-02	Responsible Authority: <i>Carolyn J. Scruggs</i> Authorized By: Carolyn J. Scruggs Acting Assistant Commissioner
Related MCCS Standards: N/A	Effective Date: January 26, 2016
Related Directives: N/A	Number of Pages: 4

Division of Pretrial Detention and Services Directive

.01 Purpose.

This directive establishes guidelines for the formal recognition of employees within the Division of Pretrial Detention and Services and the Division of Corrections employed in the Central Region.

.02 Scope.

This directive is applicable to the Division of Pretrial Detention and Services Facilities:

- A. Baltimore Central Booking and Intake Center;
- B. Baltimore City Correctional Center;
- C. Baltimore Pretrial Complex:
 - (1) Annex Building;
 - (2) Jail Industries Pretrial and Pre-Release;

- (3) Women's Detention Center (WDC); and
- (4) Wyatt Building.

D. Chesapeake Detention Facility;

E. Maryland Reception Diagnostic and Classification Center; and

F. Metropolitan Transition Center.

.03 Policy.

It is the policy of the Central Region DPDS and DOC Facilities that:

A. Official recognition is afforded those employees who demonstrate merit in the areas of:

- (1) Job performance;
- (2) Accomplishments;
- (3) Service; or
- (4) Other efforts on behalf of the facility.

B. "Prior to assuming duties, each employee is provided with an orientation, which may include:

- (1) Working conditions;
- (2) Code of Ethics;
- (3) Personnel Policy Manual;
- (4) Employees rights and responsibilities;
- (5) Overview of the criminal justice system;
- (6) Tour of the facility;
- (7) Facility goals and objectives;
- (8) Facility organization;
- (9) Staff rules and regulations;
- (10) Personnel Policies; and

(11) Program overview (1-CORE-7B-02).”

.04 Definitions.

A. In this directive, the following terms have the meanings indicated.

B. Terms Defined.

- (1) “DOC” means Division of Corrections.
- (2) “DPDS” means Division of Pretrial Detention and Services.
- (3) “Employee” means the same as “State personnel”, as defined by MD. Code Ann. State Gov’t §12-101(a) (2004 Repl. Vol.2008 Cumm. Supp.) assigned to the Division. That includes, but is not limited to “a State employee or official who is paid in whole or in part by the Central Payroll Bureau of the Office of the Comptroller of the Treasury.”
- (4) “PEP” means Performance and Evaluation Program.

.05 Responsibility.

- A. Only a supervisor or above is authorized to nominate an individual for recognition as employee of the year. A supervisor wishing to nominate an employee for official recognition shall complete and submit a nomination form (Appendix A). An employee is nominated for either monthly or quarterly recognition.
- B. On receipt of a nomination form for employee of the quarter, the Supervisor shall:
 - (1) Complete and document a review and recommendation form (Appendix A);
and
 - (2) Forward the form to the appropriate Warden, Facility Administrator, or Program Manager within three (3) working days of receipt.
- C. The Warden, Facility Administrator or Program Manager shall:
 - (1) Establish a ceremony or range of awards that are appropriate for the monthly and quarterly recognition of employees; and
 - (2) On receipt of a nomination for:
 - (a) Employee of the month, complete and document a review and final determination; (Appendix A) and ensure that appropriate recognition is provided to selected nominees on behalf of the facility or program.

- (b) Employee of the quarter, make and document a final determination, (Appendix A) based on the nomination, review or make a recommendation and forward selected nominations to the Assistant Commissioner or designee within three working days of receipt.
 - (c) Once the Assistant Commissioner has approved the recommendation, the recommendation is forwarded to the Commissioner's office within three working days of receipt.
- D. The Commissioner or designee shall:
- (1) Establish a ceremony or range of awards that are appropriate for the quarterly recognition of employees on behalf of the Division of Pretrial Detention and Services and Division of Corrections Facilities within the Central Region; and
 - (2) On receipt of nominations:
 - (a) Which were selected by the Warden, Facility Administrator or Program Manager as employee of the quarter, ensure that appropriate recognition is provided on behalf of the Division of Pretrial Detention and Services and Division of Corrections Facilities; and
 - (b) For employee of the year, make and document a final determination (Appendix A) based on the nomination, review and recommendation, and ensure that selected nominations for recognition are submitted in a timely manner.

.06 Attachment(s).

Appendix A – DPDS Employee Recognition Program Nomination Form

.07 History.

- A. This directive replaces CREG-050-0010 titled Employee Recognition Program, issued on January 31, 2014.
- B. This directive supersedes provisions of other existing Facility communications with which it becomes in conflict.

.08 Distribution.

A

B

Division of Pretrial Detention and Services (DPDS)
Employee Recognition Program
Nomination Form

Section A:

Please refer to DPDS.050.0010 § .05 A (1) (2) for specifics submission deadlines.

- Month of _____ to be completed by the nominee's supervisor & submitted to their respective supervisor.
- Quarter _____ to be completed by the nominee's program manager & submitted to the respective D/C or A/C
- Year _____ to be completed by the nominee's program manager & submitted to the respective D/C or A/C.

Nominee's Name: _____ Unit/Shift _____

Submitted by: _____ Date: _____
(Include title)

Briefly state the reason(s) for this nomination. Include those special activities, accomplishments or contributions which inspired you to recommend this nominee.

What personal or professional characteristics distinguish this nominee?

Additional remarks to support this nomination:

Division of Pretrial Detention and Services
Employee Recognition Program
Nomination Form

Please refer to DPDS.050.0010 § .05 B, C and D if additional instruction is needed to complete this form.

Section B: Initial Review & Recommendations

Check off each box to indicate if applicable qualifications are or are not met, based up the information provided in this nomination:

Qualification established for monthly/quarterly nomination approval are	Met	Not Met
Exceptional performance on a special project or over a sustained period that exceeds the knowledge, skill ability, or level or commitment required for the position	<input type="checkbox"/>	<input type="checkbox"/>
Exceptional or heroic actions in the community exemplifying the high quality of DPDS staff	<input type="checkbox"/>	<input type="checkbox"/>
Meritorious acts or service in the public interest in connection with State employment	<input type="checkbox"/>	<input type="checkbox"/>

Qualifications established for annual nominations approval are	Met	Not Met
“Outstanding” rating in at least 3 categories of the PEP for the preceding year, and an overall rating of “exceeds standards”	<input type="checkbox"/>	<input type="checkbox"/>
No formal disciplinary actions with the previous 12 months	<input type="checkbox"/>	<input type="checkbox"/>
Satisfactory attendance record, particularly in the area of sick leave usage, accident leave usage and tardiness	<input type="checkbox"/>	<input type="checkbox"/>

Section C: Based upon the above documented review, my recommendation is that this nomination: _____

(Signature) (Title) (Date)

Section D: Final Determination

Based upon my review of this nomination and recommendation, my final determination is that:

(Signature) (Title) (Date)