

 <p style="text-align: center;">ALLEGHENY COUNTY BUREAU OF CORRECTIONS</p>	APPLICABILITY: All Authorized Personnel	
	POLICY NUMBER: #637	DATE: 8/21/13 REVIEWED: 4/4/23
	TITLE: Correctional Professional of the Month	
	AUTHORIZED BY: ORLANDO L. HARPER SIGNATURE: <i>Orlando L. Harper</i>	

POLICY

It is the policy of the ACBOC to honor employees who have made a significant contribution to the jail on a monthly basis.

PROCEDURAL GUIDELINES

A. Program for Correctional Professional of the Month

1. Employees shall normally be nominated by department heads. Member of the Welcome Committee are not permitted to nominate anyone.
2. Nominees are eligible to be selected as the ACJ Correctional Professional of the Month once per rolling calendar year.
3. All nominations shall be made on the Correctional Professional of the Month Nomination Form and submitted to the facility’s Welcome Committee no later than the 15th of the month. All nominations and supporting documentation shall be considered confidential. Incomplete nominations may be disqualified.
4. Nominations are to be sent to ACJWelOrientCommit@AlleghenyCounty.us
5. The Welcome Committee has the right to verify any and all nomination information.
6. The Welcome Committee shall review the nominations and vote on the finalist. The Warden shall make the final selection on the candidate. Members of the Jail Administration and Welcome Committee Members are not eligible to be selected as a candidate for employee of the month.
7. The Welcome Committee shall maintain a confidential file of all nominations and supporting documentation for at least one year after the close of the recognition year. This documentation shall not be given to the employee or placed in the employee's personnel file.

B. Criteria for Facility Employee of the Month

1. Criteria for nominating and selecting a facility employee of the month or year may include the following:

- a.) Commitment: This person seeks ways to improve the work unit, assists new employees, has a good attendance record, and strives to improve their work knowledge through continuing education.
- b.) Creativity: This person identifies solutions more than problems, is receptive to change and is innovative with limited resources.
- c.) Leadership: This person is a good example to other staff, knows when to make decisions or refer issues to higher authorities and is regarded as fair by other employees.
- d.) Positive Attitude: This person is a morale builder, recognizing the good work of others and finding the positive side to every situation. This employee's positive approach to each day makes the workplace better for everyone.
- e.) Professionalism: This person functions well in stressful situations, accepts constructive criticism well and projects a positive image of the Department to others.
- f.) Teamwork: This person does excellent work and willingly contributes to achieving the goals and mission of the organization, making the group's goal their own.
- g.) Versatility: A person who can turn easily from one subject or task to another without while maintaining control and achieving progress in assignments.

C. Recognition Awards

- 1. Employees may be awarded a signed certificate from the Welcome Orientation Committee members.
- 2. News releases of the recognition shall be submitted to the Communications Specialist and may be included in the ACJ Bulletin.

CORRECTIONAL PROFESSIONAL OF THE MONTH NOMINATION
FORM

Name & Title of Nominated Employee:

Category Employee is Being Nominated In:

Note: Select all that apply

- ✓ Commitment
- ✓ Creativity
- ✓ Leadership
- ✓ Positive Attitude
- ✓ Professionalism
- ✓ Teamwork
- ✓ Versatility

Please list specific examples or reasons in detail for the nomination:

Nominator's Name & Contact Information: _____

Date: _____