

**OKLAHOMA COUNTY JUVENILE BUREAU
POLICY AND PROCEDURE MANUAL**

CHAPTER THREE: PERSONNEL

Pages: 1 of 12

POLICY 3.31: Agency Employee Recognition Program

I. POLICY

- A. This policy establishes guidelines for recognizing Oklahoma County Juvenile Bureau (OCJB) employees whose contributions, achievements, and distinguished service support the mission of organization to prevent and control juvenile delinquency. The OCJB recognizes the importance of employee recognition and its relationship to retention and employee/management relations. **(2-7028) (2-7047)**

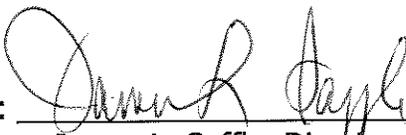
II. PROCEDURES

- A. Employees in the various departments will be recognized for awards on a monthly and annual basis for outstanding performance, other work-related contributions and achievements, and contributions to the community.
- B. Award designations are identified below:
1. Detention Officer of the Month
 2. Probation/Intake Officer of the Month
 3. Support/Administration Employee of the Month
 4. Detention Officer of the Year
 5. Probation/Intake Officer of the Year
 6. Support/Administration Employee of the Year
 7. Making a Difference (annual award)
 8. Meritorious Commendation (annual award)
 9. Innovation/Organizational Improvement Award (annual award)
- C. In order to be eligible for nomination for any of the OCJB awards, the employee must have:
1. Demonstrated an ongoing commitment to the mission of the OCJB;
 2. A record of performing high-quality work;
 3. Taken initiative and used creativity in the performance of the job duties;
 4. Exhibited dependability and a positive attitude;
 5. Developed and maintained effective work relationships;
 6. A team-oriented perspective and direction;
 7. Scored "Meets Standards" or above in all Performance Expectations of Major Responsibilities on the most recent PER; and
 8. NOT received any formal discipline within the last six (6) months.
- D. In addition to the criteria outlined in Section II.C. above, further criteria have been established for the Employee of the Year awards; Making a Difference Award, Meritorious Commendation, and Innovation/Organizational Improvement Award, as outlined below:
1. In order to be considered for an Employee of the Year award, nominees must have been selected as an Employee of the Month award recipient during the current year.

2. The recipient of the Making a Difference award is recognized for exceptional individual performance exemplified by going above and beyond to "make a difference" in the lives of the clientele we serve, the community we reside in, and/or the employees of the OCJB. This individual will have demonstrated a commitment to serve and a relentless pursuit of excellence.
 3. The person receiving the Meritorious Commendation award will have displayed actions that may have prevented serious injury and/or resulted in saving the life of a client, staff member, or fellow citizen.
 4. The recipient or recipients of the Innovation/Organizational Improvement award will be the individual or group whose contributions resulted in increased productivity, efficiency, and/or economy of operations. Contributions will have demonstrated an impact on the accomplishment of the OCJB mission, goals, or objectives.
- E. Nomination and Selection Process:
1. Detention Officer and Intake/Probation Officer of the Month:
 - a. The Detention Officer of the Month will be nominated and selected by the Shift Supervisors and other Administrators during Shift Supervisor meetings held by the Assistant Facility Administrator-Operations. There will be one selected during each month from the nominees presented by the Shift Supervisors.
 - b. The Intake/Probation Officer of the Month will be nominated by the Supervisors and other Administrators during Senior Staff meetings held by the Chief of Court Services. There will be one selected during each month from the nominees presented.
 2. Employees of the Month:
 - a. Human resources (HR) will send out nomination forms electronically to all employees on the last Monday of each month for the Support/Administration Employee of the Month. Any employee may submit a nomination through their supervisor to the appropriate Department Head.
 - b. Employee of the Month nominations must be received by the nominee's Department Head by the last working day of each month.
 - c. Nominees' supervisors will verify that all criteria are satisfied.
 - d. Department Heads will present qualified nominations for the Support/Administrative Employee of the Month to the Executive Team during the first Monday Executive Staff Meeting of each month.
 - e. Executive Staff will review, discuss, and select the final recipient for the Support/Administrative Employee of the Month.
 - f. HR will subsequently notify electronically all OCJB employees of that month's selected award recipients.
 2. Employees of the Year:
 - a. The Executive Staff will review all of the recipients for Support/Administrative Employee of the Month for the calendar year and select the Support/Administrative Employee of the Year.

3. Other Annual Awards:

- a. Making a Difference Award, Meritorious Commendation, and Innovation/Outstanding Improvement Award nomination forms will be available in the Shared Bureau Forms folder and will be available for electronic distribution from the HR.
- b. Nominations may be made at any time during the year.
- c. Any employee may submit a nomination for any of the other annual awards through their supervisor to the appropriate Department Head for consideration.
- d. Nominees' supervisors will verify that all criteria are satisfied.
- e. Department Heads will present qualified nominations for all annual award designations, other than the Detention/Intake/Probation Officer of the Year, to the Executive Team for final selection.

Approved:  2/19/15
James L. Saffle, Director Date



Oklahoma County Juvenile Bureau
Outstanding Detention Officer of the Month
Nomination Form

Nominee: _____ Date: _____

Job Title/ Position: _____

Work Unit: _____

Purpose: To express our appreciation to all of the Detention Officers of our agency, the Outstanding Detention Officer of the Month award will be given to a full-time Detention Services staff member who has consistently contributed to the Oklahoma County Juvenile Bureau by carrying out the responsibilities of his or her job in an exceptional manner. **Criteria: includes, but is not limited to, an attitude of ongoing commitment to the agency's mission, exceptional ability demonstrated through quality of work, proficiency, initiative, dependability, and creativity. The nominee should be team oriented, committed to professional development, and display a positive attitude—attributes which contribute to the success of the agency. See OCIB Policy 3.31 for further details.***

Professional and community activities (identify membership/community service performed, offices held, awards, etc.) which demonstrate the employee's commitment to the public, other employees, and the clients we serve. Additional information may be attached on a separate piece of paper.

Describe the work related reasons why you believe this nominated employee should be selected as the agency's Outstanding Detention Officer of the Month (i.e. professional contributions, work ethics, leadership, etc.) Be specific; give examples and details. Additional information may be attached on a separate sheet of paper.

Please return this form to Mr. Ronnie Ward. Name of Nominator: _____

* Additional organizational and policy criteria (tenure, performance, etc.) will be verified by the nominee's supervisor.



Oklahoma County Juvenile Bureau
Outstanding Probation/Intake Officer of the Month
Nomination Form

Nominee: _____ Date: _____

Job Title/ Position: _____

Work Unit: _____

Purpose: To express our appreciation to all of the Probation and Intake Officers of our agency, the Outstanding Probation/Intake Officer of the Month award will be given to a full-time Court Services staff member who has consistently contributed to the Oklahoma County Juvenile Bureau by carrying out the responsibilities of his or her job in an exceptional manner. **Criteria: includes, but is not limited to, an attitude of ongoing commitment to the agency's mission, exceptional ability demonstrated through quality of work, proficiency, initiative, dependability, and creativity. The nominee should be team oriented, committed to professional development, and display a positive attitude—attributes which contribute to the success of the agency. See OCJB Policy 3.31 for further details.***

Professional and community activities (identify membership/community service performed, offices held, awards, etc.) which demonstrate the employee's commitment to the public, other employees, and the clients we serve. Additional information may be attached on a separate piece of paper.

Describe the work related reasons why you believe this nominated employee should be selected as the agency's Outstanding Probation/Intake Officer of the Month (i.e. professional contributions, work ethics, leadership, etc.) Be specific; give examples and details. Additional information may be attached on a separate sheet of paper.

Please return this form to Ms. J'me Overstreet. Name of Nominator: _____

* Additional organizational and policy criteria (tenure, performance, etc.) will be verified by the nominee's supervisor.



Oklahoma County Juvenile Bureau
Outstanding Support/Administration Employee of the Month
Nomination Form

Nominee: _____ Date: _____

Job Title/ Position: _____

Work Unit: _____

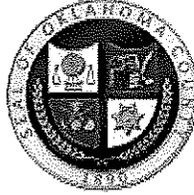
Purpose: To express our appreciation to all of the Support and Administration employees of our agency, the Outstanding Support/Administration Employee of the Month award will be given to a full-time administration or support staff member who has consistently contributed to the Oklahoma County Juvenile Bureau by carrying out the responsibilities of his or her job in an exceptional manner. Criteria: *includes, but is not limited to, an attitude of ongoing commitment to the agency's mission, exceptional ability demonstrated through quality of work, proficiency, initiative, dependability, and creativity. The nominee should be team oriented, committed to professional development, and display a positive attitude—attributes which contribute to the success of the agency. See OCJB Policy 3.31 for further details.**

Professional and community activities (identify membership/community service performed, offices held, awards, etc.) which demonstrate the employee's commitment to the public, other employees, and the clients we serve. Additional information may be attached on a separate piece of paper.

Describe the work related reasons why you believe this nominated employee should be selected as the agency's Outstanding Support/Administration Employee of the Month (i.e. professional contributions, work ethics, leadership, etc.) Be specific; give examples and details. Additional information may be attached on a separate sheet of paper.

Please return this form to nominee's department head. Name of Nominator: _____

* Additional organizational and policy criteria (tenure, performance, etc.) will be verified by the nominee's supervisor.



Oklahoma County Juvenile Bureau
Outstanding Detention Officer of the Year
Nomination Form

Nominee: _____ Date: _____

Job Title/ Position: _____

Work Unit: _____

Purpose: To express our appreciation to all of the Detention Officers of our agency, the Outstanding Detention Officer of the Year award will be given to a full-time Detention Services staff member who has consistently contributed to the Oklahoma County Juvenile Bureau by carrying out the responsibilities of his or her job in an exceptional manner. **Criteria: includes, but is not limited to, an attitude of ongoing commitment to the agency's mission, exceptional ability demonstrated through quality of work, proficiency, initiative, dependability, and creativity. The nominee should be team oriented, committed to professional development, and display a positive attitude—attributes which contribute to the success of the agency. Qualified nominees will have been selected as an Outstanding Detention Officer of the Month during the current year. See OCJB Policy 3.31 for further details.***

Professional and community activities (identify membership/community service performed, offices held, awards, etc.) which demonstrate the employee's commitment to the public, other employees, and the clients we serve. Additional information may be attached on a separate piece of paper.

Describe the work related reasons why you believe this nominated employee should be selected as the agency's Outstanding Detention Officer of the Year (i.e. professional contributions, work ethics, leadership, etc.) Be specific; give examples and details. Additional information may be attached on a separate sheet of paper.

Please return this form to Mr. Ronnie Ward. Name of Nominator: _____

* Additional organizational and policy criteria will be verified by the nominee's supervisor.



Oklahoma County Juvenile Bureau
Outstanding Probation/Intake Officer of the Year
Nomination Form

Nominee: _____ Date: _____

Job Title/ Position: _____

Work Unit: _____

Purpose: To express our appreciation to all of the Probation and Intake Officers of our agency, the Outstanding Probation/Intake Officer of the Year award will be given to a full-time Court Services staff member who has consistently contributed to the Oklahoma County Juvenile Bureau by carrying out the responsibilities of his or her job in an exceptional manner. **Criteria: includes, but is not limited to, an attitude of ongoing commitment to the agency's mission, exceptional ability demonstrated through quality of work, proficiency, initiative, dependability, and creativity. The nominee should be team oriented, committed to professional development, and display a positive attitude—attributes which contribute to the success of the agency. Qualified nominees will have been selected as an Outstanding Probation/Intake Officer of the Month during the current year. See OCJB Policy 3.31 for further details.***

Professional and community activities (identify membership/community service performed, offices held, awards, etc.) which demonstrate the employee's commitment to the public, other employees, and the clients we serve. Additional information may be attached on a separate piece of paper.

Describe the work related reasons why you believe this nominated employee should be selected as the agency's Outstanding Probation/Intake Officer of the Year (i.e. professional contributions, work ethics, leadership, etc.) Be specific; give examples and details. Additional information may be attached on a separate sheet of paper.

Please return this form to Ms. J'me Overstreet. Name of Nominator: _____

* Additional organizational and policy criteria will be verified by the nominee's supervisor.



Oklahoma County Juvenile Bureau
Outstanding Support/Administration Employee of the Year
Nomination Form

Nominee: _____ Date: _____

Job Title/ Position: _____

Work Unit: _____

Purpose: To express our appreciation to all of the Support and Administration employees of our agency, the Outstanding Support/Administration Employee of the Year award will be given to a full-time administration or support staff member who has consistently contributed to the Oklahoma County Juvenile Bureau by carrying out the responsibilities of his or her job in an exceptional manner. **Criteria: includes, but is not limited to, an attitude of ongoing commitment to the agency's mission, exceptional ability demonstrated through quality of work, proficiency, initiative, dependability, and creativity. The nominee should be team oriented, committed to professional development, and display a positive attitude—attributes which contribute to the success of the agency. Qualified nominees will have been selected as an Outstanding Support/Administration Officer of the Month during the current year. See OCJB Policy 3.31 for further details.***

Professional and community activities (identify membership/community service performed, offices held, awards, etc.) which demonstrate the employee's commitment to the public, other employees, and the clients we serve. Additional information may be attached on a separate piece of paper.

Describe the work related reasons why you believe this nominated employee should be selected as the agency's Outstanding Support/Administration Employee of the Year (i.e. professional contributions, work ethics, leadership, etc.) Be specific; give examples and details. Additional information may be attached on a separate sheet of paper. Please return this form to nominee's department head. Name of Nominator: _____

* Additional organizational and policy criteria will be verified by the nominee's supervisor.

