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| **Procedure:** | **Line Staff of the Year Award**  |
| **Number:** | SOP-404  |
| **Authority:** | SSCA Constitution, Article XI: Authorization of By-Laws; SSCA By-Laws Section 14: Committees  |
| **Reference:** | SSCA By-Laws Section 14: Committees |
| **Effective Date:** | July 20, 2011  |
| **Revises Previous Date:** | July 19, 2006 |

Establishment of Award: The purpose of the SSCA Line Staff Awards Program is to recognize four (4) individuals from within the 14 member states who exemplify career professionalism. Four awards will be individually presented to a Probation/Parole Officer, a Correctional Officer, a Corrections Support Service Person and a Humanitarian of the Year. SSCA clearly appreciates and, through this award, recognizes the important role staff play in the success of the correctional process and the service these individuals provide to the agencies and communities they serve.

Selection Committee: The President will appoint a committee of a minimum of five (5) regular members from the membership and designate one as Chairperson and one as Vice-Chairperson.

Selection Process: The committee chair will ensure that, from the pool of nominations, one (1) candidate for each of the four (4) categories is selected.

Nomination requirements are:

1. Nominator must be an active member of SSCA; self-nominations will not be considered.

2. Nominator must submit a complete and signed nomination form to their State Representative.

3. The nomination form must be received by the State Representative prior to the cut-off date of April 1 each year.

4. State Representatives will verify that the nominator is a member of SSCA and forward the nominations to the chairperson of the Selection Committee by April 15.

Duties and responsibilities of the selection committee include:

1. Review of all nominations by committee members in a called meeting, or if this preferred method is not feasible, by an alternate method.

a. A second alternative would allow for the chairperson to mail or e-mail each committee member a set of the nominations and, at an appropriate point, poll the committee by telephone

b. Only these methods will be acceptable.

2. Each committee member will thoroughly and objectively review the available nomination information and by applying criteria equally in each case, rank and make a final selection for each of the four categories.

3. In cases where majority committee concurrence is not obtained or there is a tie, the chairperson will have the final deciding vote.

4. Selection criteria must, at a minimum, consider the individual’s:

a. Job performance

b. Leadership skills

c. Accomplishments

d. Innovation and creativity

e. Tenacity

f. Problem solving skills

g. Job knowledge

h. Ability to work with others

i. Extracurricular activities

j. Personal characteristics

k. Professionalism as exhibited through their actions

5. All selections must be received by the committee chairperson no later than May 25 of each year.

6. Upon completion of the selection process, both the President and Executive Secretary are notified of the committee’s decision.

7. Responsibility for the preparation and acquisition of the award plaques rest with the chairperson. The plaque format is:

**LOGO**

**Probation/Parole**

**Correctional Officer of the Year**

**Corrections Support Service Person**

**Humanitarian of the Year**

**20\_\_\_**

**This award is presented to**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**by the membership of the**

**SOUTHERN STATES CORRECTIONAL ASSOCIATION**

**in recognition of your professional contribution to the field of corrections**

Candidate Guidelines:

Candidate must be employed on a full-time paid basis as a non-supervisory Probation/Parole Officer, Correctional Officer or Corrections Support Service Person (or an equivalent job function). The exception is any full time employee is eligible for the Humanitarian of the Year.

a. Part-time employees, consultants and interns are excluded from award consideration.

b. Nominee will be considered in one category only.

2. Candidate’s employing agency may be Federal, State, County, City or a Private Sector entity.

3. Candidate must be employed in one of the 14 member states.

4. Candidate’s membership in SSCA is not a prerequisite for consideration.

Notification of Winners and Benefits:

1. The Chairperson of the committee will notify the four selected winners in writing of their selection and invite them to be in attendance at the awards ceremony during the Annual Summer Training Conference.

2. The Chairperson of the committee will contact the selected individual’s agency head advising them of the section and secure their support to send the winner to the Annual Summer Training Conference.

3. If the winner’s agency is unable or unwilling to provide funds for them to attend the conference to receive their award, SSCA, if funds are available, will provide each winner with:

a. Transportation to the conference site, public carrier or mileage, computed using the current allowable payment per mile authorized by SSCA

b. Conference registration

c. Hotel room for Sunday through Tuesday nights or Saturday through Tuesday night if a significant savings in public transportation is available by staying over a Saturday night

d. Allowable meals not covered by the conference registration or provided by the Host Committee, based on the SSCA authorized allowance.

4. Each winner will receive a one-year membership to Southern States Correctional Association.

**SOUTHERN STATES CORRECTIONAL ASSOCIATION**

**LINE STAFF OF THE YEAR AWARD**

Completed form must be sent to your State Representative

Must be received by April 1

**NOMINEE:**

 *Print name as it should appear on the award*

**Award Category:** Probation/Parole Correctional Officer

(*check only one)* Corrections Support Service Person Humanitarian

Job title: Telephone #:

Work address:

Nominator’s Signature:

Please limit your typewritten comments to two pages. Comments must include: Why should this individual be selected? Comments should address professionalism, job knowledge, performance, personal characteristics, leadership, innovation/creativity and accomplishments.

Nominator and Candidate Criteria:

Nominator:

1. Nominator must be an active member of SSCA; self-nominations will not be considered.

2. Nominator must submit a complete and signed nomination form to their State Representative.

3. The nomination form must be received by the State Representative prior to the cut-off date of April 1 each year.

Candidate:

1. Candidate must be employed on a full-time paid basis as a non-supervisory Probation/Parole Officer, Correctional Officer or Corrections Support Service Person (or an equivalent job function).

a. The exception is any full time employee is eligible for the Humanitarian of the Year.

b. Part-time employees, consultants and interns are excluded from award consideration.

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