

ANNE ARUNDEL COUNTY DEPARTMENT OF DETENTION FACILITIES  ADMINISTRATIVE DIRECTIVE	AD NO. 03.23 DATE: July 1, 2023 SUBJECT: Personnel TITLE: Employee Recognition FOR PUBLIC RELEASE: Yes
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- I. Reference: AD 01.06, 03.01, 03.06, 03.22, 03.39
- II. Applicable to: Anne Arundel County Department of Detention Facilities (AACDDF).
- III. Purpose: To establish guidelines for recognizing departmental employees for outstanding performance of duty and other accomplishments.
- IV. Policy: The AACDDF expects the highest level of professionalism from its employees. When members exceed the standard by bringing honor to themselves and to the Department, it is appropriate for them to be commended and recognized.
- V. Procedure:
  - A. Awards and recognition shall include:
    1. Department Letter of Commendation
    2. Distinguished Honor Graduate-Correctional Entrance Level Training Program
    3. Academy Valedictorian-Correctional Entrance Level Training Program
    4. Firearm Proficiency “Top Gun” Award
    5. Employee of the Quarter-One (1) employee from each facility, each quarter.
    6. Louis Al Brandt Unsung Hero
    7. Employee of the Year
    8. Superintendent’s Award for Job Excellence
    9. Superintendent’s Commendation Award
    10. Award of Valor
    11. Equity, Diversity and Inclusion (EDI) Margo Knight Spirit of Excellence
  - B. Any employee of the AACDDF may nominate another employee, excluding him/herself, to receive an award as outlined in V.A. of this directive, using the Awards and Recognition Nomination Form (Appendix 1).
    1. An Awards Selection Committee at each facility shall consist of six (6) members who shall meet quarterly (March, June, September and December) to determine award recipients. A minimum of four (4) voting members shall be

present to finalize the candidates and make award recommendations to the Superintendent. The Awards Committee shall consist of the following members.


- a. Assistant Correctional Facility Administrator (ACFA) or Captain;
  - b. Detention Officer (appointed by the ACFA or Captain);
  - c. Security Supervisor (appointed by the ACFA or Captain);
  - d. Programs Staff Member (appointed by the ACFA or Captain);
  - e. Support Services Staff Member (appointed by the ACFA or Captain);
  - f. EDI Committee Chairperson or designee.
2. The Employee of the Year Award shall cover the period from January through December of the previous year. One (1) selection for each facility shall be made from recipients of the Employee of the Quarter Award for the previous year. The selections shall be submitted to the Maryland Correctional Administrators Association (MCAA). The award shall be officially presented at the Maryland Correctional Administrator Association's (MCAA) Annual Conference.
  3. The Louis Al Brandt Unsung Hero Award shall cover the period of January through December of the previous year. In addition to any nominations submitted, selection can be made from recipients of any award during the previous year. The employee chosen for such an award shall be recognized due to their courageous acts/performance, dedication/commitment to the AACDDF and Anne Arundel County along with performing duties outside the scope of their regular assigned job responsibilities. The Unsung Hero Award shall officially be presented at the 100 Club of Anne Arundel County Annual Banquet.
  4. The EDI Margo Knight Spirit of Excellence Award selection shall be awarded to any employee who has shown exemplary leadership by preserving an atmosphere of unity, acceptance and respect for all staff, inmate population and the community; creating, advancing and demonstrating a more cultural, diverse and inclusive workplace.
  5. Awards that include decoration(s) or insignia, such as Distinguished Honor Graduate, Academy Valedictorian, Firearm Proficiency "Top Gun" Award or Award of Valor, are permitted and shall be worn on the employee's assigned uniform.

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This directive shall be reviewed at least annually and revised as necessary.

  
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Christopher Klein  
Superintendent

Rescinds:     AD 3.22 dated September 13, 1999  
              AD 3.23 dated September 20, 2004  
              AD 03.23 dated February 12, 2021

Appendix 1 – Awards and Recognition Nomination Form  
Appendix 2 – Awards and Recognition Definitions