

ANNE ARUNDEL COUNTY DEPARTMENT OF DETENTION FACILITIES  ADMINISTRATIVE DIRECTIVE	AD NO: 03.23 DATE: October 15, 2024 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:
- A. 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. AACDDF awards and recognition shall include:
1. Department Letter of Commendation
  2. Employee of the Quarter-One (1) employee from each facility each quarter
  3. Employee of the Year-One (1) employee from each facility each year
  4. Superintendent's Award for Job Excellence
  5. Superintendent's Commendation Award
  6. Award of Valor
  7. Equity, Diversity and Inclusion (EDI) Margo Knight Spirit of Excellence
  8. Distinguished Honor Graduate-Correctional Entrance Level Training Program
  9. Academy Valedictorian- Correctional Entrance Level Training Program
  10. Firearm Proficiency "Top Gun" Award
  11. Firearm Top Shooter Award
  12. Retirement
- B. An Awards Selection Committee shall be established at the Jennifer Road Detention Center and Ordnance Road Correctional Center. The committee shall consist of six (6) members. A minimum of four (4) committee members must be present to finalize candidates for award recommendation. The Awards Selection Committee shall consist of the following positions:
1. Assistant Correctional Facility Administrator (ACFA) or Captain;
  2. Detention Officer (appointed by the ACFA or Captain);
  3. Security Supervisor (appointed by the ACFA or Captain);
  4. Programs Staff Member (appointed by the ACFA or Captain);
  5. Support Service Staff Member (appointed by the ACFA or Captain); and
  6. EDI Committee Chairperson or designee.

V. Procedure:

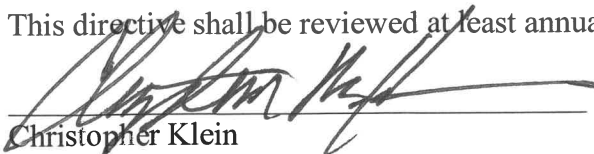
- A. Any employee of the AACDDF may nominate a deserving colleague for an award listed in section V.B.1.-6. of this directive. Self-nominations are not permitted.
- B. Completed Awards and Recognition Nomination Forms (Appendix 1) shall be submitted to the Captain for consideration during the Awards Selection Committee meeting.
- C. The Awards Selection Committee shall meet quarterly (March, June, September and December) to review nominations for the awards listed in V.C.1-7 below using the criteria outlined in the Awards and Recognition Definitions (Appendix 2). The Awards Selection Committee shall submit its recommendations to the Superintendent for final consideration.
  1. Department Letter of Commendation
  2. Employee of the Quarter
  3. Superintendent's Award for Job Excellence
  4. Superintendent's Commendation Award
  5. Award of Valor
  6. Equity, Diversity and Inclusion (EDI) Margo Knight Spirit of Excellence
  7. Employee of the Year
- D. Employee of the Quarter Award - One (1) selection for each facility shall be made each quarter.
- E. Employee of the Year Award - One (1) selection for each facility shall be made from recipients of the Employee of the Quarter Award for the previous year.
- F. Firearm Awards
  1. The Chief Firearms Instructor shall present the Firearms Proficiency "Top Gun" Award to any individual who achieves a perfect score during Daytime Firearm Qualifications.
  2. The Chief Firearms Instructor shall present the Firearms Proficiency "Top Shooter" Award to the individual achieving the highest score on Qualification Day of the Initial Firearms Training Program.
- G. Correctional Entrance Level Training Program Awards
  1. The CELTP Director shall award the Distinguished Honor Graduate to students with an overall average of 95% or higher on Block tests, perfect attendance, no demerits, no disciplinary action and 100% mastery of the CELTP Objectives.
  2. The CELTP Director shall award Academy Valedictorian to the highest

ranked student, both academically and behaviorally, with the highest-grade point average

- H. Awards that include decoration or insignia (e.g., Distinguished Honor Graduate, Firearm Proficiency “Top Gun” Award, Award of Valor, etc.) are permitted and shall be worn on the employee’s assigned uniform.
- I. Anne Arundel County’s Spirit of Excellence Award – awarded at the discretion of the County.
- J. Retirement
  - 1. A staff member who retires with fewer than 20 years of security service or 30 years of civilian service shall be presented with a Certificate of Retirement.
  - 2. A staff member who reaches standard retirement years of services (20 years of security service or 30 years of civilian service) shall be presented with a Certificate of Retirement and retirement plaque.
  - 3. Requests for an Anne Arundel County Executive Citation must be submitted by a supervisor to the Superintendent who shall consider each request on a case-by-case basis. If approved, the request shall be submitted by the Superintendent’s office.
  - 4. Requests for additional recognition beyond the standard guidelines outlined in the directive must be submitted to the Superintendent in advance for consideration.
  - 5. This directive does not prohibit staff from organizing retirement activities or other celebratory events at their discretion. However, the use of County funds for these purposes is not authorized.

Should a Directive, Post Order or other publication become unenforceable or require modification to address operational changes or needs, employees shall document their recommendation and forward it for consideration through their Chain of Command.

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  
AD 03.23 dated July 1, 2023

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