


Idaho Department of Correction 	Policy	Control Number: 128	Version: 2.0	Page Number: 1 of 1
		Title: Recognition and Awards		Adopted: 2-5-2001 Reviewed: 2-25-2011 Next Review: 2-25-2013

This document was approved by Brent Reinke, director of the Idaho Department of Correction, on 2/25/11 (signature on file).

BOARD OF CORRECTION IDAPA RULE NUMBER

[None](#)

POLICY STATEMENT

It is the policy of the Idaho Board of Correction that the Idaho Department of Correction (IDOC) recognize and reward (1) employees and volunteers for their work performance, years of service, and development of new concepts that improve IDOC practices, methods, procedures, or result in savings to the IDOC; and (2) offenders for good behavior.

PURPOSE

The purpose of this policy is to communicate the Board's philosophy regarding employee, volunteer, and offender recognition and awards.

SCOPE

This policy applies to all procedures created under the authority of this policy and to all IDOC divisions and units.

RESPONSIBILITY

The director of the IDOC and division chiefs are responsible for overseeing the implementation of this policy and the development and implementation of a standard operating procedure (SOP) that provides guidance to staff for recognizing and rewarding employees, volunteers, and offenders.

At a minimum, SOPs must include guidance and/or processes for:

- Establishing award criteria;
- Managing and monitoring recognition and award budgets;
- Obtaining expenditure approval; and
- Coding expenditure approvals.

REFERENCES

None

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