

UNITED STATES DEPUTY WARDENS ASSOCIATION

Procedure:	USDWA - Member Recognition Award
Number:	SOP-# 2
Authority:	USDWA By-Laws, The Member Recognition Awards Selection Authority
Reference:	None
Effective Date:	July 20, 2004

Establishment of Award: The purpose of the USDWA - Member Recognition Award is to recognize annually at the summer conference, a member who has made significant achievements as a Deputy Warden in their facility and/or Agency.

Each year the Association shall recognize one of its regular members to receive the USDWA - Member Recognition Award.

Members eligible to receive the USDWA - Member Recognition Award shall:

1. Have been an active member in good standing.
2. Not be a past recipient of the Excellence Award.

Nominations may be made by any member in good standing.

Nominations shall be received by April 1 of each year and mailed to the Executive Secretary.

Nomination forms shall be made available at the annual conference, the Mid-Winter Meeting, and published in the annual newsletter.

Selection Committee: The committee shall consist of 3 (three) members. The Chairperson shall be the longest serving retired board member. The other committee members shall be the two longest serving past presidents attending the previous year's conference. Individuals appointed to the Selection Committee will be announced to the membership prior to the close of the annual conference.

The Executive Secretary shall receive all nomination forms and material and forward them to the committee for review. The committee will review and

recommend to the full Board the individual to receive the Excellence of Service Award.

Each year, the Selection Committee shall select one individual to be honored. Individuals may be selected only once for recognition. Prior to the annual conference, the Selection Committee Chairperson will discreetly insure the selected individual will be at the conference to be honored. Nominees not selected will not be informed of their nomination, nor of the reasons not selected. Committee Chair shall not be eligible for this award, which shall consist of a plaque or other type award.

The Executive Secretary shall be responsible for obtaining the award item.

SELECTION PROCESS: The Member Recognition Award is not a popularity contest but a known, structured process to select deserving individuals who has made significant achievements as a Deputy Warden in their facility and/or Agency.

All nominations shall be in writing and must be received by the Executive Secretary on or before April 1st each year. The nomination forms shall be printed in the association newsletter and placed on the association's web site. No selection action shall be transacted except between all committee members.

GUIDELINES FOR SUBMITTING NAMES OF NOMINEES

1. He/she must have been an active regular or lifetime member of USDWA.
2. He/she must have distinguished themselves in the field of criminal justice and/or made outstanding contributions to the professional growth and improvement of USDWA and its membership.
3. A nomination form, a brief biography of the nominee, and their accomplishments must be submitted, with emphasis placed on the individual's contributions to the betterment of their facility or agency.
4. All nominations must be received by the Executive Secretary prior to April 1st each year to be considered.

AWARD BENEFIT

1. Be recognized as honoree at the Association's annual conference banquet.
2. Receive a personal plaque.

**UNITED STATES DEPUTY WARDEN ASSOCIATION
MEMBER RECOGNITION**

CALL FOR NOMINEES

The Member Recognition Award was established to recognize annually, at the summer training conference to a member who has made significant achievements as a Deputy Warden in their facility and/or Agency.

A committee receives nominations and selects the recipient. Any member in good standing may submit a nomination. Completed applications must be received by April 1.

The Award recipient will be recognized at the annual Awards Banquet in July.

The nomination letter should include the nominee's name, state, and your reasons for nominating the individual. Please be as specific as possible with your comments, which should address the accomplishments and contributions your nominee has made. Our Association has many members who are worthy of this recognition. Please take the time to nominate a deserving member.

Criteria:

Nominee must have been an active member in good standing.
Nominee must not be a past recipient of the Excellence Award.

NOMINEE _____ **STATE** _____

Please print name as it should appear on the Award

The above member should receive the Membership Recognition Award for the reasons stated on the attached sheet.

Nominator's Name _____ Telephone # _____

Please Print

Address

Nominator's Signature _____ Date _____

Applications should be sent to (Executive Secretary)