
 DIRECTIVE	Corrections and Community Supervision Employee Memorial		NO. 2244
			DATE 04/29/2020
SUPERSEDES DIR# 2244 Dtd. 08/28/18	DISTRIBUTION A	PAGES PAGE 1 OF 2	DATE LAST REVISED
REFERENCES (Include but are not limited to)	APPROVING AUTHORITY 		

- I. **PURPOSE:** This directive provides for official recognition of deceased Department employees whose extraordinary service in the line of duty resulted in their death.
- II. **BACKGROUND:** It is the Department's intention to publicly recognize and honor employees who sacrificed their lives in the line of duty. An Employee Memorial has been erected at the Department's Training Academy to commemorate their service.
- III. **ELIGIBILITY:** A deceased employee may be memorialized if he or she died as a result of:
 - The action of an incarcerated individual, parolee, or third party while on duty; or
 - Extraordinary effort on the part of the employee either in performance of duty or in reaction to an emergency situation while on duty, and not solely as a result of a pre-existing medical condition.
- IV. **SELECTION PROCESS**
 - A. Nominations
 1. Nominations or recommendations may come from any source and must be written using [Form #2244A](#), "Employee Memorial – Nomination Form." Additional supporting documentation should be attached to the nomination form as appropriate.
 2. Nominations shall be referred to the facility Superintendent or Regional Director who, upon approval, will forward them to the respective HUB Supervising Superintendent. Nominations of any facility Executive Team members (made by the Supervising Superintendent) and Central Office employees may be made directly to the appropriate Deputy Commissioner.
 3. The Superintendent, Supervising Superintendent, Regional Director, or Deputy Commissioner will review and investigate the facts that are presented for consideration and submit their findings and recommendations to the Executive Deputy Commissioner no later than February 1st of each year.
 - B. Employee Memorial Selection Committee
 1. The Employee Memorial Selection Committee will be composed of the Executive Deputy Commissioner, the Deputy Commissioner for Community Supervision, the Deputy Commissioner for Correctional Facilities, the Deputy Commissioner for Administrative Services, the Director of the Training Academy, and the Director of Public Information.

2. The Executive Deputy Commissioner will schedule a meeting of this committee after the February 1st deadline to consider all nominations from the previous calendar year.
3. The committee will review all nominations and submit its recommendations to the Commissioner.

C. Approval

1. Final approval for employee recognition on the Employee Memorial will be made by the Commissioner.
2. The Commissioner or designee will preside at the appropriate ceremony for induction into the Employee Memorial, typically occurring in June of each year.

Signature _____ Date _____