

Montana Correctional Association Award Nomination Form

ALL NOMINEES BECOME ELIGIBLE FOR THE
"CORRECTIONAL EMPLOYEE OF THE YEAR AWARD"

Information on Award Nominee:

Award this person is nominated for: _____

Name: _____

Title: _____ Agency: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime phone (_____) _____ Fax (____) _____

Email: _____

Nomination submitted by:

Name: _____

Title: _____

Agency: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime phone (_____) _____ Fax (____) _____

Email: _____

Eligibility

1. With the exception of the MCA Member of the Year Award, recipients of the MCA awards are not required to be a member of MCA.
2. Members and non-members of MCA may submit multiple entries in each award category.
3. Nomination entry form and all supporting materials must be submitted by August 21, 2006.

Award Recognition

1. MCA will contact the person making the nomination if their nominee is a successful award recipient
2. Award recipients will be announced and recognized at MCA's 54th Annual Training Conference, scheduled for September 19 – 21, 2006 in Missoula MT. Photographs and summaries of MCA award recipients will be featured and listed on MCA's web site (*insert web address*).

Submit this form along with all supporting documentation by August 21, 2006 to:

MCA President Rae Forseth, Department of Corrections, 1539 Eleventh Avenue, Helena, MT 59620.

Questions concerning the MCA Awards may be directed to Rae Forseth at 406-444-9819 or rforseth@mt.gov.

MONTANA CORRECTIONAL ASSOCIATION
CRITERIA FOR CORRECTIONAL EMPLOYEE AWARD

Criteria for MCA Awards

To be eligible for any of the above awards, please respond to the following questions in a total of 1,000 words or less. The questions should guide but not limit your response. Do not attach any supplemental material to your responses. Include the text of each question immediately before each response. A question may or may not be applicable to the award category or person. Any person employed in an adult or juvenile criminal justice service that can demonstrate success in operations in one or more of the following areas:

Award Categories:

Adult Probation and Parole

Adult Institutions (MSP, MWP, TSCTS, Regional Prisons, and Pre-Release Centers)

Juvenile Probation Officers

Juvenile Parole Officers

Juvenile Institutions

Administration (Administrative positions - Dept of Corrections, Dept of Justice and Board of Pardons)

Support Services (Administrative Aides, Secretarial and support staff in any Correctional office)

Significant Contribution (*Nominations for Significant Contribution is open to outstanding people working as State and County Law Enforcement Personnel; Detention Officers; Chiefs of Police; County Sheriffs; County Attorneys; District Judges; Justice of the Peace; Department of Fish, Wildlife and Parks and Revenue; Tribal Law Enforcement; United States Law Enforcement Agencies; University Criminal Justice Education Programs and elected representatives and others who have made a significant contribution to the Montana Correctional process and should be considered for nomination*)

1. Indicate length of time (if nominee) is or has been a member of MCA.
2. Indicate the length of employment within the criminal justice system.
3. Describe justification and/or contributions the nominee has made that supports the recommended award.
4. How has this person exemplified the qualities expected in an officer of their profession.
5. How has this person displayed a good attitude towards the public and fellow employees
6. How has this person presented a good appearance and respect for the badge/uniform worn in the line of duty.
7. How has this person been consistent with work ethic and used their time wisely in the line of duty.
8. Will the person that is selected be someone the Association can hold up to the community as the best of the best for the year.
9. Has this person performed a service above and beyond their normal work duties or performed a special service or community contribution.