



**I. DEPUTY JAILER/CORRECTION'S OFFICER OF-THE-YEAR AWARD COMMITTEE PROTOCOL**

Each year at the Summer Conference the Kentucky Jailers' Association shall recognize a Deputy Jailer or Correction's Officer in the State of Kentucky whose performance goes above and beyond the call of duty.

**A. Deputy Jailer/Correction's Officer Awards Committee**

1. The Deputy Jailer/Correction's Officer Awards Committee shall consist of the President of the KJA and four (4) members from the Kentucky Jailer's Association appointed by the President.
2. Committee members shall serve a term of one (1) year and may be reappointed.
3. The President shall appoint one member as the Chairperson

**B. Eligibility for Awards**

Any Deputy Jailer/Correction's Officer or any other jail employee of the State of Kentucky shall be eligible for award consideration.

**C. Nominations of Employees for Awards**

Nominations for awards shall be submitted by the Jailer, or Jail Administrator, in writing to the Chairperson of the Committee.

**II. CLASSIFICATION FOR CONSIDERATION OF AWARDS**

Deputy Jailer/Correction's Officer of-the-year will be awarded each year at the KJA Summer Conference based on the submitted nominations of the following categories:

**A. Medal of Honor**

The Medal of Honor may be awarded to an employee who, while in the line of duty, distinguishes themselves by exceptional bravery in the face of serious, imminent danger to their life or personal safety above and beyond the call of duty.

**B. Award of Valor**

The Award of Valor may be awarded to an employee who distinguishes themselves by the performance of an act or acts when facing grave and imminent danger to their life above and beyond the call of duty.

**C. Award of Merit**

The Award of Merit may be awarded to an employee whose actions are instrumental in saving or attempting to save a life; whose work performance is extraordinary, as characterized by consistent and sustained effort and exceptional quality; by making a significant contribution to the community at large; or which adds significantly to improve facility operations.

**III. COMMITTEE PROCEDURE**

1. The Chairperson will review all nominations on at least a quarterly basis and present the nominations to the Committee for review.
2. After reviewing the submitted nominations the Committee will give consideration for award.
3. Once the Committee determines the nominee(s) for award the Committee will make arrangements for presentation of awards.
4. All individuals that have received an award during the year between April 1<sup>st</sup> and March 31<sup>st</sup> will automatically be eligible for the Deputy Jailer/Correction's Officer of-the-year award.
5. Prior to the summer conference and after March 31<sup>st</sup> of each year the committee will review all award recipients and select three finalists to be recognized at the KJA Summer Conference. From those three finalists the committee will select one to be the recipient for the award.

**IV. AWARDS RECOGNITION**

1. Deputy Jailer/Correction's Officer of-the-year award will be presented at the KJA Summer Conference by the Chairperson of the Committee.
2. All other awards presented throughout the year will be presented by a member of the Committee to the recipient in the County in which they serve.
3. The Committee Chairperson will coordinate with the recipient's Jailer or Jail Administrator a date and time of the event.
4. The Committee Chairperson will coordinate with the recipient's Jailer or Jail Administrator all media releases regarding the award.