



MINNESOTA SHERIFFS' ASSOCIATION SINCE 1885

42nd ANNUAL JAIL ADMINISTRATOR'S CONFERENCE

2024 AWARD CRITERIA

DIRECTIONS: Review the award criteria for each category below. Using the criteria as a guideline, complete the nomination form and attach your reasons for the nomination. Please give specific examples of how the nominee meets the criteria. Please limit the narrative to a total of 2 - 3 pages for each category. Copies of certificates or awards are not necessary. **All nominations must have a signature from the Sheriff, Chief Deputy or designee.**

ADMINISTRATOR OF THE YEAR:

1. The Jail Administrator works cooperatively with the DOC Inspection Unit to ensure their jail is complying with state standards.
2. Demonstrates a skilled ability to successfully manage daily issues surrounding the operation of the jail, such as budget constraints, personnel shortages, and facility limitations. While at the same time managing a challenging inmate population with diverse health, mental health, social, and economic problems.
3. Is proactive in promoting innovations that enhance the operations of the jail and the work of the jail staff.
4. Sets high standards for staff work performance, conduct, and training; that enhances the professional image of the jail and the Sheriff's Office.
5. Is recognized as a leader through the collaborative work they perform with other government agencies, the community, and within the Sheriff's Office.

SUPERVISOR OF THE YEAR:

1. Promotes the mission of the Sheriff's Office by demonstrating positive, professional and operationally engaged leadership skills.
2. Demonstrates operations-focused problem-solving skills that are appropriate to the needs of the jail and the Sheriff's Office.
3. Is a firm, fair and consistent leadership example to staff, and appropriately coaches, mentors, guides, and trains staff assigned to their supervision.
4. Set high professional standards for themselves and holds staff under their supervision to the professional standards of conduct set down by their Sheriff's Office.
5. Is a strong team player who interacts in a positive, collaborative, and professional manner with other supervisors, Sheriff's Administration, and other government agencies.

PROGRAMMER OF THE YEAR

1. Utilizes creativity, innovation and programs that are cost effective and have a positive impact on the facility and inmates.
2. Recruits and maintains volunteers and programs that are effective in the facility and creatively recognizes them for the services.
3. Recognized as a team player, who displays a positive, professional image and is able to work effectively with fellow staff, administration, other government agencies and the community.
4. Maintains and/or exceeds minimum DOC standards.
5. Recognizes and supports diversity in the facility population.

VOLUNTEER OF THE YEAR

1. Has provided consistent service in the facility for three or more years and receives no compensation for his/her services and/or responsibilities.
2. Provides needed services within the facility that have a measurable impact on the facility, staff, inmates, and community.
3. The nominee is self-motivated and desires to make a positive impact on the lives of others.
4. Recognizes and demonstrates proper safety and security procedures within the facility.
5. Recognizes and actively promotes diversity in the performance of his/her volunteer services.
6. The nominee has other community involvement.

CORRECTIONAL OFFICER/DETENTION DEPUTY OF THE YEAR

1. Recognized as a team player, displays a positive professional image on and off duty. Attends appropriate work-related training. Applies the knowledge learned through training and willingly shares these skills with fellow staff.
2. Demonstrates a work focused initiative, practical decision-making ability, is self-motivated, and is a positive professional role model for other staff.
3. Maintains good communication with supervisors and fellow staff. Demonstrates a practical working knowledge of the policies and procedures of the facility and applies them effectively.
4. Is focused and engaged in the daily operation of the jail. Willingly accepts extra duties and responsibilities and produces quality results.
5. Demonstrates appropriate command presence and performs quality inmate management skills.

TOM REID-EXCELLENCE IN TRAINING

1. Should have a thorough knowledge and understanding of adult learning theory and the application thereof.
2. Must possess good interpersonal communication skills and be able to apply these skills in a courteous, effective, and professional manner to the target audience.
3. Must be able to work effectively, efficiently, and professionally with a wide variety of individuals.
4. Uses creativity when developing training to meet the needs of the department and staff and should strive to exceed minimum DOC training requirements.
5. Consistently strives to excel in providing job specific training to departmental staff in a cost-effective manner that results in enhanced job performance among departmental staff.

CORRECTIONAL NURSE OF THE YEAR

1. Demonstrates professionalism and good communication skills when dealing with inmates, correctional staff, and administration.
2. Demonstrates ethics and medical Best Practices while maintaining safety and security of correctional facility.
3. Coordinates medical care between medical providers and correctional officers to promote continuity of care for inmates.
4. Displays and promotes a positive attitude.
5. Is self-motivated and demonstrates leadership and decision-making abilities.
6. Has a proactive and progressive approach in taking on extra duties and responsibilities.

JAIL SUPPORT PERSON OF THE YEAR

1. Any civilian staff member who supports jail operations in an administrative role.
2. Performs at a significant high level over a long period of time.
3. Communicates effectively with other jail staff.
4. Demonstrates strong organization skills.
5. Supports management and makes the jail a better place to work for all.

NOMINATION

NAME OF CANDIDATE: _____

TITLE: _____

AGENCY: _____

ADDRESS: _____

TELEPHONE: _____

CATEGORY: _____

PERSON MAKING NOMINATION: _____

CANDIDATE'S SUPERVISOR/TITLE AND SIGNATURE: _____

AUTHORIZED SIGNATURE: _____

SUBMIT APPLICATION FORM & NARRATIVE NO LATER THAN AUGUST 7, 2024 @1600 HOURS TO:

MINNESOTA SHERIFFS' ASSOCIATION

100 EMPIRE DRIVE SUITE 222.

ST. PAUL, MN 55103

OR EMAIL hstephens@mnsheriffs.org



**Awards are presented at the MSA Jail Administrators Conference
on September 12, 2024.**