

September 9, 2008

DIRECTOR'S NEWS UPDATE



PROTECTING THE PUBLIC PROTECTING THE EMPLOYEES PROTECTING THE OFFENDERS PROTECTING THE EMPLOYEES PROTECTING THE EMPLOYEES PROTECTING THE EMPLOYEES PROTECTING THE EMPLOYEES

3rd Annual Department of Corrections Employee Recognition and Training Event

I would like to extend a personal invitation to all DOC employees to join me at the third annual Department of Corrections Employee Recognition Dinner and Training Event on November 6th and 7th at the Reed Center in Midwest City. Both the recognition ceremony and training sessions are open to all DOC staff.

The training sessions will be held from 9:00 – 11:30 a.m. and 1:00 – 4:00 p.m. on Thursday, November 6th with additional training opportunities offered on Friday, November 7th from 8:30 a.m. to 11:30 a.m.

The recognition activities will be held Thursday evening beginning with a reception at 5:00 p.m. The ceremony and dinner will follow at 6:00 p.m. with recognition of the following:

Longevity Recipients with 25, 30, 35 and 35+ years of service

Agency Volunteer of the Year

Divisional Employees of the Year

Divisional Professional Excellence Awards

The recognition ceremony will culminate with the announcement and recognition of the department's selection of the *2008 Employee of the Year* and the *2008 Professional Excellence Award* recipients.

There is a charge of \$10 for the dinner; however, award nominees and longevity recipients will not be charged for their dinner. In addition, award nominees and longevity recipients may bring one guest at no cost. Dress for the dinner and recognition ceremony is professional or evening attire.

This year's event will again feature a raffle with proceeds going to the Correctional Employees Memorial Foundation. Raffle items will be posted on the DOC web page as donations are received. Tickets may be purchased from any executive or senior staff member for \$1 from now until November 7th. The raffle will be held immediately following the training sessions on November 7th.

You may register for the Employee Recognition Dinner and Training at <http://www.doc.state.ok.us/general/awards2008/REGFORM.pdf>. The registration forms include information on the training offered as well as the cost of the dinner, dinner entrée choices, and hotel information for those in need of accommodations. Once you have submitted your registration, you will be notified of which training you have been enrolled in.

A purchase order for all hotel rooms has been sent to the hotel to cover the room expense for employees traveling 60 map miles or more (one way) per OP-120301. Employees are responsible for making their own reservations and are encouraged to share a room if possible. The hotel rate is \$83 for double occupancy. The Sheraton must have a credit card to secure the reservation, however the department will pay for rooms on a group purchase order. When making reservations, please tell them you are with the Oklahoma Department of Corrections. Please note that if your plans change and you fail to cancel your reservation, you will be responsible for the room charge.