
 Corrections and Community Supervision DIRECTIVE	TITLE Employee Promotion Ceremony		NO. 2240
			DATE 09/06/2022
SUPERSEDES	DISTRIBUTION A B	PAGES PAGE 1 OF 4	DATE LAST REVISED
REFERENCES (Include but are not limited to)	APPROVING AUTHORITY 		

- I. **PURPOSE:** The Department of Corrections and Community Supervision (DOCCS) recognizes that our greatest assets are the hard-working staff who perform their duties every day, often under difficult circumstances, in an exemplary manner to achieve our mission and ensure public safety. In order to continue in our mission, the Department fosters the personal and professional growth of our staff; therefore, it is appropriate that we recognize employees as they accept increased responsibility through promotional opportunities.
- II. **POLICY:** The Department will hold regional Employee Promotion Ceremonies twice per year. These ceremonies will recognize all employees who have been promoted within the Department and will foster a sense of honor, pride, and tradition.
- III. **ELIGIBILITY:** An employee that receives a promotional appointment within the Department during the prior six months of the year, will be eligible to attend a regionally coordinated Employee Promotion Ceremony.
- IV. **PROCEDURE**
 - A. Reporting of Eligible Employees
 1. During January and July of each year, the Director of Personnel will identify all employees of the Department that were promoted within the prior six months.
 2. Employees identified will be broken down by HUB, Community Supervision Region, and Central Office.
 3. The Director of Personnel will publish the list to the corresponding Supervising Superintendent, Regional Director, and Division Head.
 - B. Regional Promotion Committee
 1. The Supervising Superintendent and Regional Director will co-chair a committee comprised of Superintendents from the HUB and Bureau Chiefs from the region.
 2. The Deputy Commissioner for Administration will chair the Central Office committee comprised of representatives from each discipline and a representative from the Albany Training Academy.
 3. Each regional committee will alternate hosting between a facility and a bureau and notify the Commissioner's Office of the proposed date and location of the ceremony.

4. For facility titles of Assistant Deputy Superintendent and above, Community Supervision titles of Bureau Chief and above, and Central Office Directors, the Director of Personnel and the Director of Training will oversee a Central Office Committee and host a Promotion Ceremony at the Albany Training Academy.
 5. The Commissioner will identify a member of the Central Office Executive Team holding the rank of Assistant Commissioner or above to attend and be the keynote speaker at the Promotion Ceremony.
 6. Once the date, location, and keynote speaker have been confirmed, the co-chairs for the regional committee will send each employee who has been identified an invitation, in card form, as outlined in Attachment A, inviting them to attend the Employee Promotion Ceremony.
 7. The Regional Promotion Committee will develop a ceremony program consisting of, but not limited to, the following:
 - a. Light refreshments
 - b. Speaker from a HUB correctional facility
 - c. Speaker from a Regional Bureau
 - d. Keynote speaker – Oath of Office
- C. Regional Employee Promotion Ceremony
1. Employees being recognized for their promotion will be invited to attend the Regional Employee Promotion Ceremony in the closest bureau or cluster/facility.
 2. All uniformed staff will be required to wear a Class A uniform. All other employees will be required to wear business attire.
 3. Each employee will be allowed to bring one guest to attend the ceremony.
 4. The keynote speaker will administer the Oath of Office on behalf of the Commissioner to all employees being recognized as provided in Attachment B.
 5. Each employee being recognized will be afforded an opportunity to have their picture taken with the American and New York State flag in the backdrop, along with a group photograph.
- D. Central Office Employee Promotion Ceremony
1. Employees being recognized for their promotion will be invited to attend the Central Office Promotion Ceremony at Building 4 Training Room and/or the Albany Training Academy.
 2. All uniformed staff will be required to wear a Class A uniform. All other employees will be required to wear business attire.
 3. Each employee will be allowed to bring one guest to attend the ceremony.
 4. The keynote speaker will administer the Oath of Office on behalf of the Commissioner to all employees being recognized as provided in Attachment B.
 5. Each employee being recognized will be afforded an opportunity to have their picture taken with the American and New York State flag in the backdrop, along with a group photograph.

EXTERIOR OF INVITATION CARD



**Corrections and
Community Supervision**

HONOR, PRIDE, AND TRADITION



INTERIOR OF INVITATION CARD

*In recognition of your recent promotion within the
Department of Corrections and Community Supervision,
you and one guest are cordially invited to attend the upcoming
Employee Promotion Ceremony.*

Date:

Time:

Location:

Please RSVP to your facility Superintendent or Bureau Chief by [date]

**Be advised that an editable electronic version of this document can be found via the
DOCCS Training Icon**

OATH OF OFFICE

Employees are requested to stand and are called to attention, directed to raise their right hand and repeat as follows:

I hereby pledge and declare

That I will support the Constitution of the United States

And the Constitution of the State of New York

And that I will faithfully discharge the duties of my position

For the State of New York

You are now responsible to faithfully discharge the duties of your position and maintain the highest standards of this Department with HONOR, PRIDE, and TRADITION.