

**ATTACHMENT - A**



**NEW YORK CITY  
DEPARTMENT OF CORRECTION**

Form: 2261A  
Ref. Dir. : 2261R-D  
Date: 01/09/25  
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**EMPLOYEE RECOGNITION NOMINATION FORM**

**INSTRUCTIONS:**

Employees may only complete one (1) card per nominee. The Ballot should be submitted no later than the third (3rd) Thursday of each month. All nominations will be deemed invalid if the nominator's name and initials are not provided or if the nominator is anonymous. Nominators must enter the reason for nominating the nominee in the Notes section.

**NOMINEE'S NAME:**

**SHIELD OR ID NUMBER:**

**JOB TITLE:**

**COMMAND/DIVISION:**

**Check All That Apply** (*Nominees may be selected for one or more of the following*):

**Exemplary performance of duty at the Command/Division to which the employee is assigned and/or performance which benefits the overall Department.**

**Submitted a suggestion which contributes to the implementation of a procedure, policy, process, method, or device which enhances the effective and efficient operations of the Command/Division to which the employee is assigned and/or the overall Department.**

**An act or accomplishment which reflects credit to the Command/Division to which the employee is assigned and/or the overall Department.**

**Distinguished career achievement.**

**Significant positive involvement or contribution to their community.**

**Notes:**


**Nominator's Name:**

**Initials:**

**Shield or ID Number:**

**Nominator's Signature:**

**Date:**

**SUBMIT**