

## **8-02/020.00 Positive Comments by Inmates**

An inmate may request to make a positive comment about an employee by checking the appropriate box on the Inmate Request Form. A brief description of the staff member's actions may be included in the narrative portion of the form. The positive comment shall be entered and processed in the Custody Automated Reporting and Tracking System (CARTS).

Supervisors shall assess and verify the nature of the actions of an employee being commended as described by an inmate. If it is determined that the employee's actions warrant recognition, supervisors may process an Employee Performance Log Entry (PLE), or an appropriate commendation in accordance with established Department policies. Refer to Manual of Policy and Procedures (MPP) section 3-02/140.00, "Commendations."

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