

**Memorandum of Understanding**  
**Between**  
**Federal Transfer Center**  
**Oklahoma City, Oklahoma**  
**and**  
**American Federation of Government Employees**  
**Local 171**

1. The Agency agrees to provide Unit Officers assigned to EC/5C the ability to monitor CCTV cameras utilizing live-streaming capabilities through IP/Lan connection on Unit Computers.
2. In accordance with the Correctional Services Manual, the agency agrees to tint the Office windows and doors, to prevent the Inmates viewing the CCTV's.
3. The Agency also agrees to provide blinds in the Unit Office to prevent the viewing of CCTV feeds by Inmates.
4. Unit Cameras are to be used to monitor Inmate activities for staff's safety and the control of contraband. As a general practice camera footage used to discipline employees for a violation of policy and/or specific job duties will be in relation to an investigation. The Agency agrees that camera footage will not be the sole evidence used in any bargaining unit employees investigation.
5. Bargaining Unit Staff and/or Representatives's will be given the opportunity to review any and all footage from CCTV cameras prior to questioning.
6. The effectiveness of the camera's installed in Unit 5C will be reviewed one year from the date of this agreement. The review will be conducted by the Agency and the Union to determine what changes can be made to the system to improve it's effectiveness, for example installing dummy domes, adding audio capabilities, etc...; .
7. The Parties agree that should the Agency determine to install additional CCTV cameras at other locations and/or make changes regarding the current CCTV cameras, the Union will be notified and the Union may request to bargain to the extent required by law.
8. The Agency will provide training to staff assigned to these posts to ensure they can adequately perform their duties in association with the CCTV system employed. The same training will also be provided to two Union Representatives, which will be designated by the Union
9. The agency will notify Unit Staff in advance when the CCTV cameras will be down for maintenance.

10. The Agency will ensure that the ability to change the cameras is limited to select terminals. The DVR Systems will record what terminal was in control and what time they released control. This is to prevent Bargaining Unit staff from being accused of selectively monitoring inappropriate female Inmate activities.

11. The Agency will provide a list of Terminal ID control numbers to the Bargaining Unit.

12. The Cameras should be fixed non-zooming cameras to prevent Non-Bargaining Staff from observing Female Inmate activity in an inappropriate manner.

13. The Agency will provide a list of all Cameras to all control nodes to the Union, and whether or not the cameras are fixed or PTZ Cameras, prior to installing more cameras, giving the Union an opportunity to review and negotiate.

14. The Agency will provide a list of all monitors to the Union and their location within the Institution.

15. The Agency will provide the Union a list of all control nodes and their location inside the Institution, and will also provide a list of the authorized viewers.

16. The Agency will place notification signs inside the Unit and outside the Unit Door, showing that the area is monitored by CCTV System.

17. The CCTV Cameras will not be placed in an area that will be construed as facing the showers on either the top or bottom floors.

18. The Unit Cameras will not prevent the Unit Officers from observing minimum lighting requirements after lockdown. This will help with the governments plan for energy conversation. If a lighting change is required. The Union will be notified and may request to negotiate this change.

For The Agency  Date 10/22/08

For The Union  Date 10/22/08