

## MEMORANDUM OF UNDERSTANDING

### OUTSIDE PERIMETER CAMERAS

#### FEDERAL BUREAU OF PRISONS, FEDERAL TRANSFER CENTER, OKLAHOMA CITY, OKLAHOMA

This Memorandum of Understanding document is designed to memorialize the agreement and understanding between Management (The Agency) for the Federal Transfer Center, located in Oklahoma City, Oklahoma, and the Union, Local 171 (The Parties) concerning the outside perimeter cameras.

1. Cameras will be placed on the outside perimeter for the purpose of security, staff safety, inmate accountability and the control of contraband.
2. Outside perimeter cameras shall be periodically viewed via CCTV in the Lieutenant's Office, Front Gate, and Control Center to enhance the security of the institution and the safety of staff.
3. The Agency will not use cameras to monitor the routine duties of Bargaining Unit members.
4. In accordance with the Office of Enforcement Operations (OEO) procedures, cameras will not be used to monitor staff without prior approval. Bargaining Unit staff and their designated representative will be allowed to view any camera footage used in the investigative process prior to any questioning.
5. The Union and Bargaining Unit will be notified via conference call when outside perimeter cameras are going down for maintenance or not functioning for any reason.
6. The Agency will provide training to any bargaining unit member who may be assigned to monitor the CCTV cameras. Two (2) Union Representatives will also be provided this same training.
7. If the Agency deems it necessary to place additional cameras on the outside perimeter and/or make any changes to the existing cameras, ie., upgrades or updates on any aspect of monitoring, to include dimensions, pixels, audio capabilities and close caption capabilities, etc., the Agency will notify the Union prior to any changes.
8. The Agency will make every attempt to ensure all parameters are in place to safeguard against abuse of authority from any and all supervisors as it relates to monitoring bargaining unit employees via CCTV.
9. The Agency will ensure that the ability to change the cameras is limited to select terminals. A list of those terminals will be provided to the Union.

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OUTSIDE PERIMETER CAMERAS

10. The Agency will provide an updated list of Terminal ID control numbers to the Bargaining Unit.
11. The Agency will provide a list of all cameras to all control nodes, whether or not the cameras are fixed or PTZ prior to installing any new cameras as to provide the Union an opportunity to review and/or negotiate.
12. The Agency will provide an updated list of all monitors and their location to the Union before the cameras become operational.
13. The Agency will provide a sign at the Front Gate that notifies all staff and visitors that the entire outside perimeter is under video surveillance. This sign will be large enough to be viewed by anyone entering the outside perimeter of our facility.
14. In the event there are excessive amounts of fog, etc., blocking the view of the outside perimeter cameras, a perimeter Patrol Officer will be utilized to patrol the outside perimeter of the building, pending authorization from the Shift Supervisor. The staff member will be provided with the appropriate foul weather gear and a vehicle, if requested, as well as any other equipment deemed necessary.
15. The Agency will notify the Union President or his designee prior to the date the cameras will become operational.
16. The Agency will notify all Bargaining Unit staff, via e-mail, when the cameras become operational. The Agency will explain the purpose of the outside perimeter cameras.
17. Prior to using Bargaining Unit staff to monitor outside perimeter cameras, the position descriptions will be updated, with the Agency and the Union's approval, to reflect such duties.
18. If PTZ (pan, tilt, zoom) capabilities are added to any fixed camera, the Union will be notified so that any legal and/or bargaining rights can be exercised.
19. Any area (ie., bathroom, office, etc.), that might be viewed by an outside perimeter camera, will have a proper covering (blind, tint, sandblast) to ensure privacy.
20. The effectiveness of the outside perimeter cameras will be reviewed one (1) year from the date of the signed agreement to determine what changes, if any, need to be made to improve the quality and/or effectiveness of the system.

MEMORANDUM OF UNDERSTANDING  
STAFF ENTRANCE AND SEARCH PROCEDURES

Management and Local 171 agree that changes to this Agreement will only be incorporated by mutual agreement of both parties.

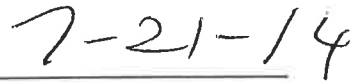
This agreement is in effect once signed by Management and Local 171 Union Representative.

FEDERAL TRANSFER CENTER, OKLAHOMA CITY

FEDERAL BUREAU OF PRISONS

  
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SHANNON D. WITHERS, LMR CHAIRPERSON

  
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DATE

  
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TRACY RUSSELL, LOCAL 171 UNION STEWARD

  
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DATE