

MEMORANDUM OF UNDERSTANDING
STAFF ENTRANCE AND SEARCH PROCEDURES

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 staff entrance and search procedures.

1. Three (3) pat search areas will be provided for pat searches. The pat search area will be located in the outside Front Lobby area out of the view of the cameras. The area should be located by the glass wall that separates the outside lobby area with the inside lobby. Each pat search area will be approximately 8 ft. wide by 8 ft. long, with an 8 ft. wall. Each pat search area will have sealed corners and a doorway with sealed door closing to provide each employee total privacy.
2. Each pat search area will have sufficient lighting as well as ventilation.
3. Each pat search area will have a table with a container for the employee to place his/her personal items onto.
4. Each pat search area will be provided with disposable rubber gloves in different sizes for the staff performing the pat search. Rubber gloves will be changed after each pat search to provide a safe environment for the employee being searched.
5. Hand sanitizer will be provided in each pat search area.
6. Trash cans will be provided in each pat search area.
7. Multiple hangers for hats, jackets, etc., will be provided in each pat search area.
8. In the event the Front Lobby Officer is needed to participate as a staff member to perform pat search duties, the Front Lobby Officer will be relieved from their normal duties as the Front Lobby Officer. The Agency will make a reasonable effort to rotate these pat search duties fair and equitable among staff.
9. According to Master Agreement Article 6, section b 2, employees will be treated fair and equitable. In accordance to Program Statement 3740.01, the Warden will establish the timeframe for conducting random searches. A digital clock will be placed in the outside Front Lobby area to be utilized for starting and stopping times for random pat searches.

MEMORANDUM OF UNDERSTANDING
STAFF ENTRANCE AND SEARCH PROCEDURES

10. During random pat searches, management will make a reasonable effort to have multiple lines available for both male and female staff to select from, in order to expedite processing.
11. Staff assigned to perform random pat search duties will be allowed to rotate duties with other assigned staff, in order to expedite processing.
12. Anytime an employee fears or reasonably believes they may receive discipline, the employee will notify Management. Pursuant to Article 6 of the Master Agreement, Management will afford the staff member Union representation.
13. Staff will be notified when entering the institution that a random pat search is in progress.
14. Staff are not required to remove jackets, coats, sweaters, etc., when being electronically searched, if the staff member requests to have their items visually searched.
15. If the Union elects to have a Union representative in the Front Lobby area during random pat searches, barring no abandonment of post, overtime or compensatory time, the Union may have a Union representative present to observe the random pat searches.
16. Anyone entering the Federal Transfer Center during the predetermined time frame, Bureau staff, PHS, contract employees, Marshals, etc., will be subject to random and reasonable suspicion searches.
17. No inmates or inmate visitors will be allowed in the Front Lobby or Control Center area when staff searches are being conducted.
18. Designated lockers in the Front Lobby will be made available for staff to secure cell phones and other items that cannot clear searches.
19. An electronic walk-thru metal detector will be placed in the 2nd Floor Rotunda area which will be utilized to screen gate pass inmates entering and exiting the secure perimeter of the institution.

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STAFF ENTRANCE AND SEARCH PROCEDURES

20. Staff Entrance and Search procedures will be reviewed any time after implementation. This will allow the Union to negotiate adjustments to any of the procedures and working conditions, if deemed necessary.

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

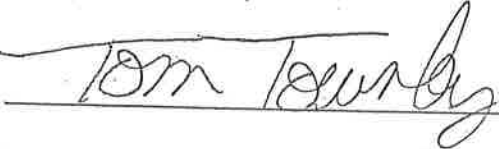
FEDERAL BUREAU OF PRISONS



SHANNON D. WITHERS, LMR CHAIRPERSON

2-14-14

DATE



THOMAS TOWNLEY, LOCAL 171 VICE PRESIDENT

2-14-14

DATE