

MEMORANDUM OF UNDERSTANDING

TRUSCOPE

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 TRUSCOPE procedures.

1. In the event any staffing, personnel, or management codes associated with the Truscope computer program become available, the Union will be provided a copy.
2. Truscope will not be utilized to monitor regular duties of bargaining unit members.
3. The Union will be notified via e-mail in the event of a Truscope outage.
4. The Union will be notified of any additions to the Truscope program, so the Union can exercise their right to negotiate such changes.
5. Truscope will not be utilized to monitor "start times" or "ending times" for bargaining unit members.
6. The Truscope computer program will not be utilized to monitor "watch calls" of bargaining unit members.
7. In the event of a Truscope outage, staff will revert back to the green "log book" labeled as "Temp Log."
8. If any additions to the Truscope computer program are made, additional training will be provided away from the inmate population.
9. All log books will be removed from Special Housing "Ranges." The only Log Book will be utilized by the SHU #1 Officers.
10. The Union will be provided a list of all Supervisors and Agency Representatives that will have access to view bargaining unit members' entries into the Truscope computer program.
11. There will be two (2) computer monitors located in the Special Housing Unit Office for the SHU #1 Officer to utilize.
12. All changes to the Post Orders relating to the Truscope computer program will be negotiated thru the Union and updated.

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13. The Truscope computer program will not be utilized to monitor Housing Unit, Special Housing Unit, Cadre Housing Unit, or any bargaining unit members' rounds.
14. Both parties agree that failure to complete mandatory entries is a performance issue only after sufficient training has been obtained.
15. 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 bargaining unit employees.
16. There will be no unfavorable actions for any bargaining unit member making a "late entry" into the Truscope computer program or the "temporary Truscope log book." This is not to include the content of the log entry.
17. Supervisors will make log entries utilizing the Rounds (Supervisor) log event button. If the Supervisor needs to make any remarks, it will be inputted utilizing the text box located on the screen of that event.
18. Bargaining unit staff and/or their Union Representative will be informed of and shown any log entries that could be used in the disciplinary process prior to any questioning during an official investigation.
19. Any error entry shown on a bargaining unit members' log will not be utilized in disciplinary action or in the evaluation process unless deemed inappropriate.
20. Management and the Union agree that Truscope does not give full detail to any event.
21. Any changes made to the Truscope computer program utilized by bargaining unit members will be made known to the Union and negotiated.
22. The Agency and the Union agree that the Truscope computer program will not be utilized as a "Time Clock."
23. Any questions arising about bargaining unit members' log entries pertaining to shift status, events, or location, the bargaining unit member will be allowed to contact the Union, per the Master Agreement, prior to any questioning by a supervisor.
24. Failure to log all inventory items on the Truscope computer program, when all items are present, is not a disciplinary concern, but a training issue.

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- 25. Bar Taps will be conducted and logged into Truscope in accordance with the established policies and Post Orders.
- 26. The Truscope "Base Count Verified" log entry, will not be the sole verification for the inmate population. The Sentry E-1 will be utilized through the Control Center to verify counts.
- 27. Any login and logout of the Truscope computer program will not be used to alleviate portal issues.
- 28. The "Inmate Duress Alarm Check Log Entry" will not be utilized at the Federal Transfer Center.

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

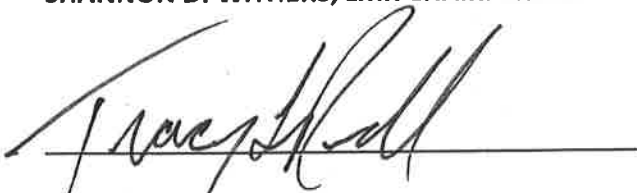
FEDERAL BUREAU OF PRISONS



SHANNON D. WITHERS, LMR CHAIRPERSON



DATE



TRACY RUSSELL, LOCAL 171 CHIEF STEWARD



DATE