



**MEMORANDUM OF
UNDERSTANDING (MOU)
Mt. Baker Snoqualmie NF Security
Camera Installation and Use**

This Memorandum of Understanding (MOU) is between USDA – Forest Service, Mt. Baker-Snoqualmie NF, (Management) and the National Federation of Federal Employees Local 34 (Union) hereafter referred to as the “Parties”. This MOU pertains to the installation and use of security cameras on all Mt. Baker-Snoqualmie (MBS) National Forest (NF) buildings, facilities and external sites.

The parties stipulate the signatories to this MOU have the authority to bind their respective party and agree to the following:

1. The primary purpose of the installation and security cameras on all MBS NF facilities, buildings and sites is for ensuring employee and public safety by monitoring external safety, security, and criminal threats to Forest Service employees, visitors, buildings, fleet, and equipment by capturing images of unauthorized individuals, burglary suspects, and/or any criminal activity and by providing deterrence to such activities and unauthorized access to the property.
2. Camera images will not be used for monitoring of employee conduct, performance, behavior, or time and attendance.
3. Images from the security cameras will be stored on site for up to 30 days (if system capabilities allow) unless they are part of an ongoing investigation or subsequent law enforcement or administrative action. Forest Service Law Enforcement or Management will maintain custodial responsibilities for long-term archiving of the images related to the case or action if needed.
4. As system access allows, camera images/security footage may be viewed and used by authorized management officials and/or law enforcement for investigations into employee misconduct or other workplace violations, or for system maintenance or at any other time management deems appropriate for the safety and security of employees. Privacy Act and agency confidentiality policies will be followed.

5. When law enforcement, an employee, a contractor or a management official of the MBS NF expresses a concern about security, or other workplace violation affecting bargaining unit employees safety and security leading to the review of camera photos, the union will be notified of the reasoning in accordance with the privacy act and confidentiality policy of the agency and be invited to the viewing or can view footage at a later date.
6. When new security cameras are installed at a MBS NF building, facility or external site, bargaining unit employees will be notified of the installation, location of cameras and provided a copy of this MOU or a link to it on the Forest or HRM site, at least 30 days in advance of the installation and activation of the cameras.
7. Security cameras will be installed for the purpose of providing for the security of employees and facilities, including monitoring building entry points. Cameras will not intentionally be positioned to capture smoking areas and/or employee gathering areas but may do so if these areas are within camera view for its intended security purposes.
8. Signage disclosing security cameras will be posted at external sites.
9. This MOU supersedes and terminates all prior MBS NF MOU's pertaining to the installation and use of security cameras at any MBS NF building, facility or external site.
10. This MOU is effective on the date of the final signature of the parties.

This MOU will remain in effect unless either party requests to renegotiate it, in accordance with Article 11 provisions; or new polices, MA provisions or regulations render it ineffective.

For Management
JAMES DAVIS
Acting Deputy Forest Supervisor

For Union
KATIJO MAHER
Local 0034 Steward