

## Non-Custody Augmentation Procedural Memo

This Memorandum is being created as clarification and guidance regarding the filling of correctional posts by non-custody staff. This process has been reviewed by the Union and Management and it was determined that the following steps will be utilized to fill positions and shall be adhered to when doing so.

1. No non-custody staff will be augmented to a custody post until all correctional officers on day watch are utilized. Ordinarily, non-custody staff will be augmented for day watch shifts. Although the agency has the right to assign, typically they should not pull special assignment officers already scheduled on off shifts to day watch for the sole purpose of preventing an augmentation.
2. Management will only augment the custody roster with non-custody staff during mandatory training and emergency medical trips. This includes Annual Refresher Training (including firearms, DCT, and self-defense), Emergency Preparedness Team training, (SORT, DCT, CNT, PST, ERT, CST, MO, Breaching Team), the annual staff retreat, and mock scenarios. The agency will not arbitrarily or capriciously create training in order to utilize this procedure. Staff being utilized for emergency trips will get credit for augmentation only if the augmentation is four hours or more. Use of force situation will not be given credit for augmentation. Any qualified staff member at any time can be utilized for this purpose. If the staff member is not qualified to do so, they will replace a correctional staff member who is qualified. Nothing in this memorandum will limit or infringe upon management's right to assign bargaining unit staff where needed during an institutional emergency.
3. The Agency will use one consolidated list of all non-custody staff for augmentation except those excluded by statute or regulation. The initial list will be mutually compiled by the Union and Management.
4. The initial list will place staff in order based on their seniority using their Bureau of Prisons EOD, with the least senior being at the top of the list. As staff is augmented, they will go to the bottom of the list. No staff member will be required to be augmented twice, until every staff member has been augmented once, unless no other staff member is available. Four hours or more of augmentation will be required to count as an augmentation period for the purpose of the list. If for some reason (i.e. annual leave, training, scheduled day off, etc.) staff cannot work their assigned augmentation shift, they will be passed over on the list, but will remain next to be

augmented. Staff will only move down the list after they work four or more hours on a custody post. If an Augmented staff has to leave for any reason, they will be replaced by the next staff member on the augment list, that replacing staff will receive credit for augmentation no matter what the length of time in the post is. Staff will not be utilized if their assignment to an augmentation post will create overtime for their respective department.

5. As much advance notice as possible will be given to a staff member that is required to work a custody post. Obviously there will be occasions when staff will not be afforded much advance notice. The augmented staff's respective department head will provide accommodations for lunch relief.
6. There will be occasions that augmented staff may be adjusted to work a post other than the vacated post. Control #1, SHU, and the Rear Gate will be filled by a qualified, trained correctional officer who has the knowledge, skills and ability to serve in that post. With the exception of these posts, no correctional officer will be roster adjusted from their quarterly post to create an opening for augmented staff and augmented staff will not be re-assigned from a vacant post to accommodate a correctional officer. Augmentation will not be used to fill correctional officer posts created by roster adjusting correctional officers to fill a supervisor position. All shift adjustments will be done in accordance with Article 18 of the Master Agreement. Participating in collateral duties does not qualify as an augmentation turn.
7. The lists and logs of augmentation will be maintained in the Lieutenant's office. These records will be maintained for no less than 1 year. The Union will view or receive full copies of these logs upon request.
8. In the event a staff member believes there is an error to the assignment or tracking of the augmentation roster, they should immediately bring it to the attention of the Union.
9. If a department head cannot spare the selected staff member due to work priorities, the department head will need to obtain their respective Associate Warden's written approval to have the staff member passed over on the list. If for some reason (i.e. annual leave, training, scheduled day off, etc.) staff cannot work their assigned augmentation shift, they will be passed over on the list, but will remain next to be

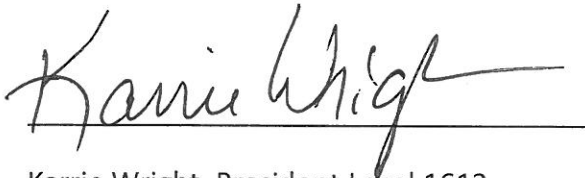
augmented. These should be a very rare occurrence and the Warden and the Union will be provided a written copy of the notification and any exceptions.

10. Management and the Union will address and attempt to resolve any issues that may arise on a case by case basis.

11. Each year, prior to Annual Refresher Training and firearms, the Agency will meet with the Union to go over augmentation procedures.

12. These procedures will be in full effect until it is rescinded.

Executed on 12/23/16.



Karrie Wright, President Local 1612



Linda Sanders, Warden