

**FCC FORREST CITY
CORRECTIONAL SERVICES DEPARTMENT (CSD)
COMPRESSED SHARED SERVICES AGREEMENT**

SHARED SERVICES: It is agreed that the management team in the CSD will be viewed as one team and will provide oversight throughout FCC Forrest City. It is agreed that the CSD department's management team is an integral part of the overall CSD program and has a vital role by virtue of position. If the Case Management Coordinator (CMC)/Supervisory Correctional Systems Specialist (SCSS) are absent due to annual leave, sick leave, training, etc, an electronic message will be disseminated to the CSD department advising staff of their absence and of the person acting in their assigned capacity. The acting personnel shall assume duties inherent to the position and discharge authority according to imminent need. The acting personnel will be available via their assigned phone extension(s), or contact may be initiated via radio. In the unforeseeable absence of both the CMC and SCSS, the affected Associate Warden will assume the oversight responsibilities or designate an acting via e-mail.

Bargaining Unit staff will be placed on an initial roster upon entry into the department. Once an employee has taken a place on a roster, this will become the employee's parent institution. Employee's will remain assigned to their parent institution unless there is an emergency (e.g. riot, fire, natural disaster etc.) somewhere other than the employee's parent institution. Employees will be available to volunteer for overtime in departments outside the CSD, at their parent institution in accordance with the MOU on overtime. If a vacancy exists within the CSD Department, the agency may fill the vacancy with a new personnel selection. If management allows a vacancy to be filled by switching of the parent institutions the employee will submit a memorandum for transfer to the CMC. If more than one request for a vacancy is submitted, seniority will be the deciding factor. It is agreed that the current compressed agreement dated July 28, 2005, and amended on September 21, 2005, with the exception of the drop down rotation, will be utilized with all areas and posts in the CSD Department.

Posts inside the CSD Department - Low & Medium, will be bid upon by seniority on a quarterly basis. Staff may stay in a specific bid post (i.e., Records Office 1, Mail Room 1, R&D 1), for up to four consecutive quarters. This will be done in accordance with Article 18 of the Master Agreement. Quarterly posts may be exchanged via a memo to management signed by both parties. It is agreed to by the Local and Management that R& D will be a gender specific post and out of the three R&D posts at least one will be a male.

All CSOs are to perform all functions in all three functional areas to maintain maximum knowledge and flexibility in all areas.

Annual Leave: It is agreed that three staff members from the FCI Low and three staff members from the FCI Medium shall be allowed annual leave at the same time. The leave roster will be completed and submitted to the Union for approval no less than thirty calendar day's prior to the start of the Annual Leave year effected.

Volunteers will be solicited by Management to work the *in lieu* of day. In the absence of a volunteer, Management has the ability to reconstruct *in lieu of holiday* days based on scheduled days off, scheduled leave and the work load of the department, during a holiday week.

Training: Training will be in accordance with Chapter Two of the Correctional Services Manual. Staff may be assigned to an experienced employee in each functional area to provide guidance on duties. It is agreed by the agency and Local, this time frame shall not exceed thirty (30) days.

Overtime: A quarterly overtime sign up sheet will be posted in the R&D area of both institutions. Management will maintain overtime sheets for the Low & Medium Facilities to ensure overtime is offered on a fair and equitable basis to all bargaining employees within the department. Overtime will be offered on the basis of seniority, based on the last overtime worked, to all employees at their parent institution. Management will make all attempts to contact staff on their days off and annual leave to offer overtime. The Overtime sheet to be used is attached.

In the event management has two hours or less to fill overtime, management will not be mandated to use the agreed upon overtime sheets. An Inmate Death Overtime Roster will be provided to the Operations Lieutenant via the I drive in read only format. In the event a manager cannot be contacted after hours, the Ops Lt will contact the responsible Administrative Duty Office (ADO) and give the ADO the name of the employee next in line for overtime on the Inmate Death Overtime Roster, so the ADO can contact the staff member or delegate to the Ops Lt. the responsibility to contact the CSD staff.

If no staff member accepts overtime through the above stated procedures at their parent institution, overtime will be offered to employees at the accompanying institution (i.e., Low/Medium), on the basis of seniority. In the case of no volunteers, overtime will be mandated in a fair and equitable manner using reverse seniority at the employee's parent institution. Separate Mandate lists will be kept at each institution for this purpose.

The Agency and Local agree the duties listed by post, are not all encompassing. The attached duties are a guideline. Duties are governed by the Position Description, and Correctional Systems Manual.

Records Office Procedures/Posts

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FCC Forrest City - Low/Medium

Caseloads are permanent assignments. The roster will be periodically reviewed by management, but no less than twice a year, to ensure equitable division.

Caseload assignments include all aspects of maintaining J&C files to include: running PD14s, all aspects of release preparation (e.g, file retrieval, typing authorization, running NCIC (QWI), coordinate/notify staff and outside agencies of releases w/detainers, run Sentry transactions (PP10, PD 15 Pend/Chrono/PPF5 or PP37, and satisfy computations), for all releases (writs, IADs, furloughs, transfers, permanent), 60-day writ/IAD follow-ups, terminal reports, and dead filing. **(Refer to local procedures)**.

FCC Forrest City - Low

Records Office #1

Records Office #2

FCC Forrest City - Medium

Records Office #1

R&D#3 - Movement/Records Office #2

PROCEDURES FOR PROCESSING MAIL FROM THE CENTRALIZED MAILROOM

Three (3) CSOs from the Medium and three (3) CSOs from the Low will be assigned to the Central Mailroom.

FCC Forrest City - Low

Mailroom #1

Collect and sort outgoing staff and inmate mail at the Low
Retrieve and log all outgoing accountable/special mail
Deliver mail to and receive mail from the downtown Post Office
Sort incoming mail for processing to the inmate population and staff
Retrieve and log all incoming accountable/special inmate and staff mail
Log all incoming accountable inmate and staff mail for the Low
Gather accountable mail logs for the Low
Deliver incoming staff and accountable inmate mail to the Low Facility *If all other inmate mail is processed for delivery, it may also be taken to the institution at this time. If not, the number #1 will contact the #2 to bring over the mail
Conduct Open House
Complete appropriate documentation for regular/sexual explicit rejects and any funds received through the mail and maintain all appropriate documentation

Mailroom #2

Draw Mailroom Keys from the Camp Message Center
Gather and sort outgoing staff and inmate mail at the Camp
Retrieve and log all accountable/special staff and inmate mail
Sort and process all incoming mail (special/accountable/publications/1st class/packages) for the inmate population and staff.
Log all incoming accountable/special mail for the Camp
Transport the camp inmate mail to the Camp Message center for distribution
Complete appropriate documentation for regular/sexual explicit rejects and any funds received through the mail and maintain all appropriate documentation
Deliver inmate mail to the institution upon being contacted by mailroom #1

Mailroom #3

Performs daily updates to the Mail-Fast program to include inmate to inmate correspondence, and SIS lists.
Responsible for forwarding all batch (institution to institution) mail.
Responsible for maintaining the 30 day writ drawer.
Sort and process all incoming mail (special/accountable/publications/1st class/packages) for the inmate population and staff.
Complete appropriate documentation for regular/sexual explicit rejects and any funds received through the mail and maintain all appropriate documentation

FCC Forrest City - Medium

Mailroom #1

Collect and sort outgoing staff and inmate mail at the Medium
Retrieve and log all outgoing accountable/special mail
Deliver mail to and receive mail from the downtown Post Office
Sort incoming mail for processing to the inmate population and staff
Retrieve and log all incoming accountable/special inmate and staff mail
Log all incoming accountable inmate and staff mail for the Medium
Gather accountable mail logs for the Medium
Deliver incoming staff and inmate mail to the Facility *If all other inmate mail is processed for delivery, it may also be taken to the institution at this time. If not, the number #1 will contact the #2 to bring over the mail
Conduct Open House
Complete appropriate documentation for regular/sexual explicit rejects and any funds received through the mail and maintain all appropriate documentation

Mailroom #2

Draw Mailroom Keys from the Camp Message Center
Gather and sort outgoing staff and inmate mail at the Camp
Retrieve and log all accountable/special staff and inmate mail
Sort and process all incoming mail (special/accountable/publications/1st class/packages) for the inmate population and staff.
Log all incoming accountable/special mail for the Camp
Transport the camp inmate mail to the Camp Message center for distribution
Complete appropriate documentation for regular/sexual explicit rejects and any funds received through the mail and maintain all appropriate documentation
Deliver inmate mail to the institution upon being contacted by mailroom #1

Mailroom #3

Performs daily updates to the Mail-Fast program to include inmate to inmate correspondence, and SIS lists.
Responsible for forwarding all batch (institution to institution) mail.
Responsible for maintaining the 30 day writ drawer.
Sort and process all incoming mail (special/accountable/publications/1st class/packages) for the inmate population and staff.
Complete appropriate documentation for regular/sexual explicit rejects and any funds received through the mail and maintain all appropriate documentation

R & D Procedures

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FCC Forrest City - Low

R&D #1

- Pick-up supplies at the Warehouse
- Conduct weekly inventory on in-transit property
- Maintain bus clothes, ensure adequate amount for movement
- Conduct weekly inventory and complete BIN cards on release clothing
- Process incoming inmate movement
- Process inmate releases/rollovers
- Process inmate property (packing out/issuing)
- Respond to Inmate Request to Staff Member
- Schedule release movement with Town Driver
- Assist w/filing
- Conduct Open House

R&D #2

- Conduct daily security reports, census counts, weekly bar taps, weekly Fire, Safety, and Sanitation Report, monthly safety talks, inmate pay, quarterly Fire Drills
- Process incoming inmate movement
- Process inmate releases/rollovers
- Process inmate property (packing out/issuing)
- Pick-up supplies at the Warehouse
- Conduct weekly inventory on in-transit property
- Maintain bus clothes, ensure adequate amount for movement
- Conduct weekly inventory and complete BIN cards on release clothing
- Respond to Inmate Request to Staff Member
- Assist w/filing
- Conduct Open House

R&D #3 - Movement

- Run all R&D Rosters
- Issue Manifests for all JPATS Movement - Incoming/Outgoing Lists
- Complete Pre-Arrival files for R&D
- Prepare property manifest as needed for airlifts and buses
- Process incoming inmate movement
- Process inmate releases/rollovers
- Process inmate property (packing out/issuing)
- Respond to Inmate Request to Staff Member
- Assist w/filing
- Conduct Open House
- Process Incoming/Outgoing UPS

FCC Forrest City - Medium

R&D #1

Pick-up supplies at the Warehouse
Conduct weekly inventory on in-transit property
Maintain bus clothes, ensure adequate amount for movement
Conduct weekly inventory and complete BIN cards on release clothing
Process incoming inmate movement
Process inmate releases/rollovers
Process inmate property (packing out/issuing)
Respond to Inmate Request to Staff Member
Schedule release movement with Town Driver
Assist w/filing
Conduct Open House

R&D #2

Conduct daily security reports, census counts, weekly bar taps, weekly Fire, Safety, and Sanitation Report, monthly safety talks, inmate pay, quarterly Fire Drills
Process incoming inmate movement
Process inmate releases/rollovers
Process inmate property (packing out/issuing)
Pick-up supplies at the Warehouse
Conduct weekly inventory on in-transit property
Maintain bus clothes, ensure adequate amount for movement
Conduct weekly inventory and complete BIN cards on release clothing
Process Incoming/Outgoing UPS
Respond to Inmate Request to Staff Member
Assist w/filing
Conduct Open House

R&D #3 - Movement/Records #2

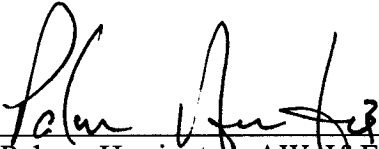
Run all R&D Rosters
Issue Manifests for all JPATS Movement - Incoming/Outgoing Lists
Complete Pre-Arrival files for R&D
Prepare property manifest as needed for airlifts and buses
Process incoming inmate movement
Process inmate releases/rollovers
Respond to Inmate Request to Staff Member
Assist w/filing
Assigned caseload A - B - see Records Office Procedures for further clarification.

CORRECTIONAL SYSTEMS - ROSTER
FCC Forrest City - Medium

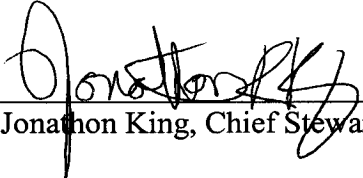
Post	Name	Duty Hours	Days Off
R&D #1		6:00 am - 4:00 pm	Sun, Sat & Fri
Mail Room #1		6:00 am - 4:00 pm	Sun, Sat & Fri
R&D #2		6:00 am - 4:00 pm	Sun, Sat & Thu
Mail Room #2		6:00 am - 4:00 pm	Sun, Sat & Thu
R&D #3 (Movement/Records)		6:00 am - 4:00 pm	Sun, Sat & Wed
Mail Room #3		6:00 am - 4:00 pm	Sun, Sat & Wed
Records #1		6:00 am - 4:00 pm	Sun, Sat & Mon

CORRECTIONAL SYSTEMS - ROSTER
FCC Forrest City - Low

Post	Name	Duty Hours	Days Off
R&D#1		6:00 am - 4:00 pm	Sun, Sat & Fri
Mail Room #1		6:00 am - 4:00 pm	Sun, Sat & Fri
R&D #2		6:00 am - 4:00 pm	Sun, Sat & Thu
Mail Room #2		6:00 am - 4:00 pm	Sun, Sat & Thu
R&D #3 Movement		6:00 am - 4:00 pm	Sun, Sat & Wed
Mail Room #3		6:00 am - 4:00 pm	Sun, Sat & Wed
Records #1		6:00 am - 4:00 pm	Sun, Sat & Fri
Records #2		6:00 am - 4:00 pm	Sun, Sat & Mon


 Palmer Herrington, AW, I&E, LMR Chairman

4-24-09
 Date


 Jonathon King, Chief Steward, Local 0922

4-24-2009
 Date