

A. MEMORANDUM OF UNDERSTANDING
BETWEEN
WASHINGTON STATE DEPARTMENT OF REVENUE
AND
THE OFFICE OF FINANCIAL MANAGEMENT (OFM),
STATE HUMAN RESOURCES, LABOR RELATIONS SECTION

Following a demand to bargain with the WPEA in 2014, regarding the installation of cameras installed to protect the assets and security of staff due to the significant influx of cash, an MOU was reached regarding the purpose of the cameras, the use of footage, etc. The current MOU below reflects minor modifications as a result of additional bargaining that has occurred since 2014 related to security cameras used to protect assets and security of staff.

- ~~This agreement applies to the cameras installed and activated between August 2014 and September 2018.~~
- It is agreed that the sole purpose of the security system cameras is for ensuring the security of property and safety of employees and is not to be used for evaluating or monitoring of employees.
- Camera footage is to be primarily used to investigate criminal activity or security incidents involving the security of assets or safety of employees. Camera footage may also be used for training/coaching purposes for employees handling cash. When recorded video is reviewed in response to a security incident, DOR will have the option to investigate policy violations revealed in the recording even if they are not central to the initial incident.
 - a) In accordance with Part 1 of this agreement and CBA Article 26.7, no additional footage will be utilized in the secondary investigation of the alleged policy violation, unless the violation qualifies as a security incident or criminal activity.
- Recorded footage will be retained for no more than thirty (30) days, except in the case of investigating a security incident.

- 1 • Recorded camera footage and live feed will only be accessed by designated DOR
2 employees in accordance with Agency Policy 6.3.3 and the Least Privilege
3 Principle outlined therein. Should agency policy change, DOR will give WPEA
4 notice and opportunity to bargain.
- 5 • If the Agency is considering utilizing the video content for disciplinary action, the
6 footage shall be made available for WPEA review upon request.
- 7 • The DOR will provide WPEA an initial list of individuals who have access to the
8 recorded footage and live feeds. The DOR will provide an updated version of the
9 list at least semi-annually, upon request.
- 10 • If any modifications are performed to the cameras or their field of vision, the WPEA
11 will be provided notice and an opportunity to bargain. Upon request, WPEA will
12 also have an opportunity to review the modifications.

TENTATIVE AGREEMENT REACHED

An electronic signature to this Agreement shall be given effect as if it were an original signature.

For the Employer



Tanya Aho, Labor Relations Manager
OFM/SHR Labor Relations &
Compensation Policy Section

For the Union



Steve Sloniker, Contract Administrator
WPEA