

TEMPLE UNIVERSITY POLICIES AND PROCEDURES MANUAL

Title:	Camera and Video Imaging Systems
Policy Number:	04.61.11
Issuing Authority:	Office of the President
Responsible Officer:	Senior Vice President
Date Created:	August 15, 2010
Date Last Amended/Reviewed:	September 2012
Date Scheduled for Review:	August 2014
Reviewing Office:	Financial Administration and Planning

Scope of Policy

This policy provides guidelines for the approval, installation, use and standard maintenance of video imaging systems (VIS). Temple University permits the use of VIS and access to the resulting images only when approved by the department of Campus Safety Services or the cognizant senior university officer.

This policy applies to all personnel, administrative offices, schools/colleges and academic programs of the university.

The existence of this policy does not imply or guarantee that VIS will be monitored or recorded in real time, continuously or otherwise. The university is not responsible for the integrity of images or gaps in image retention.

Definitions

Video Imaging System (VIS): a camera device, and the components thereof, capable of capturing images (not audio), and transferring such images to a data storage system.

Policy

This policy is intended to address the university's safety and security needs while respecting and preserving individual privacy.

Campus Safety Services has the authority to select, operate, manage, and monitor all VIS pursuant to this policy. All installations by purchase, lease, or rental of VIS are subject to the prior review and approval of Campus Safety Services. All departments using VIS are responsible for implementing and complying with this policy. All existing uses of VIS shall be brought into compliance with this policy within 12 months of the approval of the policy. Unapproved or nonconforming devices will be removed.

Images captured strictly for academic research are exempt from the scope of this policy. Capture and viewing of any such images is to be conducted in a professional, ethical, and legal manner.

The university's VIS audit team is an operational committee established by the senior officer designated by the President to oversee implementation of this policy.

Procedures

The VIS audit team, comprised of representatives of Campus Safety Services, Telecommunications, Facilities Management, and Financial Administration and Planning, will review all requests for video imaging systems to be installed on campus, and make recommendations to Campus Safety Services regarding approval.

VIS may be utilized in public areas, as well as controlled access areas, positioned within and around university facilities and campuses. VIS are not to be used as a tool for routine performance management of employees. Images captured by a VIS are viewable by Campus Safety Services. Others who wish to view VIS images must have the approval of Campus Safety Services.

Purchasing Approval

Departments/Schools/Colleges proposing to purchase a VIS, or components thereof, must follow the standard process for university purchasing. The purchasing process will include providing the justification and usage for the VIS which is subject to the approval of Campus Safety Services. Any VIS purchased for academic research will be included in the university's inventory with their location and intended function duly noted as academic research.

Once Campus Safety Services approves the use of the VIS, Facilities Management will provide a job specific estimate for installation. Telecommunications will then provide specifics for wiring and connections to the main server. A timeline for project completion and an estimate of long-term maintenance costs will be prepared for the requesting department.

Departments may not install a VIS independently and departments are prohibited from installing fake or 'dummy' VIS that do not operate.

Retention of Images

Images retrieved from a VIS will be stored in a central data storage system and will be maintained for a period in accordance with the then-current procedures of Campus Safety Services.

Implementation and Maintenance

The VIS audit team will meet as needed to consider requests for new installation, prioritize enhancements and review policy. Departments are responsible for all costs incurred for the purchase, installation and ongoing maintenance costs of any VIS.

Notes

1. Dates of official enactment and amendments:

Officially enacted on September 15, 2010

2. History:

This policy was created to provide oversight and protocol for the approval, installation, inventory and maintenance of VIS on campus. The May 2008 audit of our university camera system, conducted by Siemens, found many of our VIS to be malfunctioning, outdated, not recording, or missing. Going forward, Temple 20/20 projects will require extensive security and video imaging as part of the development of new facilities.

Supersedes:

Special Order No. 2002-01 Campus Safety policy on Closed Circuit Television Camera Use.

Reviewed By:

VIS Audit Team members from Campus Safety Services, Facilities Management, Telecommunications, and Financial Administration and Planning.

3. Cross References: