

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:	Vice President for Public Safety
Date Created:	August 15, 2010
Date Last Amended/Reviewed:	September 2023
Date Scheduled for Review:	December 2027
Reviewing Office:	Public Safety

Scope of Policy

This policy provides guidelines for the approval, installation, use, standard maintenance, and the annual audit 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 Public Safety 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.

Public Safety 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 Public Safety. 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. 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 must be conducted in a professional, ethical, and legal manner.

