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: April 2023
Date Scheduled for Review: December 2027
Reviewing Office: Public Safety

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. 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 review team is an operational committee established by the senior officer designated by the President to oversee implementation of this policy.

**Procedures**

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

VIS is a critical part of the university safety and security infrastructure. Campus Safety officials are to be involved in the earliest phase of new construction and renovation projects to ensure university facilities are planned and developed with the necessary VIS and access controls.

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, Telecommunications will then provide specifics for wiring and connections to the main server as well as a timeline for project completion and an estimate of long-term maintenance costs 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 review 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.
Reviewed and updated in November 2022 to reflect organizational and environmental changes.

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.

VIS is a critical part of the university safety and security infrastructure. It is the VIS review team’s recommendation that all new construction and renovation projects include Campus Safety in the earliest phase of projects to ensure university facilities are planned and developed with the necessary VIS and access controls.

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

Reviewed By:
VIS Review Team members from Campus Safety Services, Facilities Management, Telecommunications, and the Office of the Chief Operating Officer.

3. Cross References: