

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.

The university's VIS review team is an operational committee established by Vice President of Public Safety or their designee to oversee the implementation of this policy.

Procedures

The VIS review team, comprised of representatives of Public Safety, Information Technology Services (Telecommunications), and Facilities Management will review requests for VIS to be installed on campus, and make recommendations to the Vice President for Public Safety, or their designee, regarding approval. The VIS review team will also support the annual audit plan to identify and address needs for maintenance, updates, and additions to the on-campus security camera system.

VIS is a critical part of the university safety and security infrastructure. Public Safety officials must 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 may not be used as a tool for routine performance management of employees. Images captured by VIS are viewable by Public Safety only. Others who wish to view VIS images must have the approval of Public Safety.

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 Public Safety. 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 Public Safety 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 Public Safety.

Implementation and Maintenance

The VIS review team will meet as needed to consider requests for new installations, prioritize enhancements in accordance with the annual audit cycle, and review policy. Departments are responsible for all costs incurred for the purchase, installation, replacement 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.

Updated in September 2023 following an external audit of the Department of Public Safety and the recommendation to implement an annual audit plan for the university security cameras.

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 Public 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 Public Safety, Facilities Management, Information Technology and University Counsel.

3. Cross References:

Access Controls for University Facilities, policy no. 04.61.20