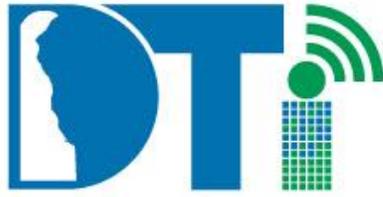


STATE OF DELAWARE
DEPARTMENT OF TECHNOLOGY AND INFORMATION
 801 Silver Lake Blvd.
 Dover, Delaware 19904

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Document Type:	Enterprise Policy	Page:	1 of 8
Policy Title:	Video Surveillance Policy		

Synopsis:	The goal of this policy is to establish the permissible uses for the State's Video Surveillance Information. The primary purposes of surveillance monitoring or recording of State facilities are to deter crime and to assist the Police and the State in protecting the safety and property of the State community.		
Authority:	Title 29, Delaware Code, §9004C - General powers, duties and functions of DTI "2) Implement statewide and interagency technology solutions, policies, standards and guidelines as recommended by the Technology Investment Council on an ongoing basis and the CIO, including, but not limited to, statewide technology and information architectures, statewide information technology plans, development life cycle methodologies, transport facilities, communications protocols, data and information sharing considerations, the technique of obtaining grants involving the State's informational resources and the overall coordination of information technology efforts undertaken by and between the various State agencies;"		
Applicability:	This Policy is applicable to all users of the State of Delaware communications and computing resources. DTI is an Executive Branch Agency and has no authority over the customers in Legislative and Judicial Branches, as well as School Districts, and other Federal and Local Government entities that use these resources. However, all users, including these entities, must agree to abide by all policies, standards promulgated by DTI as a condition of access and continued use of these resources.		
Effective Date:	8/15/2014	Expiration Date:	None
POC for Changes:	Elayne Starkey - Chief Security Officer		
Approval By:	James Collins, Chief Information Officer		
Approved On:	8/15/2014		





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I. Policy

EXECUTIVE SUMMARY

This policy sets forth the permissible uses for video surveillance. The State must protect its citizens, employees and property while ensuring that privacy is maintained and security requirements are not neglected.

This policy does not limit or redefine FOIA (Freedom of Information Act) laws or regulations. In case of any conflict, the law shall prevail.

PURPOSE

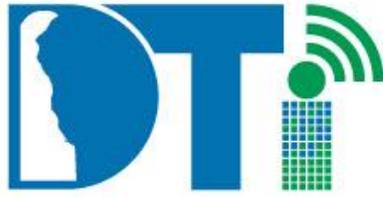
The increased availability of surveillance devices and cameras has raised questions concerning their appropriate use, particularly inside the workplace. The following policy statement outlines where and when these devices may be employed.

The primary purposes of surveillance monitoring or recording of State facilities are to deter crime and to assist the Police and the State in protecting the safety and property of the State community. This policy regulates all uses of surveillance cameras and surveillance monitoring and recording in order to achieve these purposes while also protecting the legal and privacy interests of the State, its citizens and employees.

Excluding law enforcement, only DTI authorized surveillance equipment is allowed to be used for surveillance. The use of personally-owned surveillance equipment is



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thereby prohibited from being used for surveillance of any nature. If theft of personal property or inappropriate behavior is suspected, please notify your management or law enforcement.

This policy will be reviewed and revised periodically. However, the State is obligated to comply with new laws or regulations coming into effect between revisions.

This policy is expected to be referenced by other State policies and standards that will further define the implications of this Policy.

SCOPE

The State of Delaware considers digital video to be data and is therefore subject to the State's IT Policies and Standards. The State categorizes digital surveillance videos as Classified data and all restrictions thereto apply.

This policy applies to all State employees, contractors, guests and affiliates including vendors and agents. In addition this policy covers all State property, including all buildings, offices, common spaces, grounds, and all other spaces.

This policy does not apply to videoconferencing-equipped rooms as installed by DTI or its designees.

This policy does not apply to correctional or law enforcement facilities.

This policy does not apply to the use of any surveillance, monitoring, or recording equipment covert or otherwise, by law enforcement agencies during criminal investigations.

Personal information contained on the footage shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law.

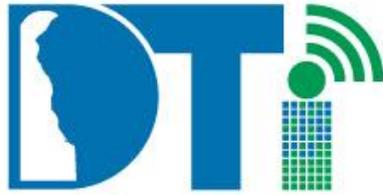
POLICY

I. GENERAL

1. DTI will oversee the implementation of this policy in consultation with the affected organizations, Facilities Management, and law enforcement. (The justification for installation of a video surveillance system is based upon the specific operational needs of the agency operations in question.)



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2. The decision to install such a system should be made by the Agency based upon a risk assessment of the operations being conducted at that facility location. Agencies are reminded that the responsibility for funding and maintenance of a video surveillance system exists at the Agency and Department level and is not a responsibility of Capitol Police, OMB or DTI.
3. The use of surveillance equipment is limited exclusively to practices that will not violate the standard of a reasonable expectation of privacy as defined by law. Any camera not meeting this standard must immediately be moved so that it does not violate the law.
4. Surveillance equipment is to be placed such that it cannot view areas generally considered to be private.
5. Cameras shall NOT be used to observe employee work areas without prior notification of employees, with the exception of police investigations of criminal activity.
6. Cameras that are used to record employees at work will be so positioned that keystrokes, screen contents or documents cannot be viewed. Any camera so positioned, must immediately be moved so that it does not violate this rule.
7. All recording or monitoring of video images will be conducted in a professional, and ethical manner.
8. The locations of all authorized surveillance equipment used for the recording and monitoring of public areas will be updated and maintained by DTI.
9. Approval from DTI is required prior to:
 - a. the acquisition of any surveillance equipment
 - b. the installation or operation of any surveillance equipment
 - c. access to monitor live video data
 - d. access to recorded video data
 - e. access to surveillance equipment's management interface
10. Surveillance equipment specifications will adhere to the standards as published by DTI and will promote a centralized approach.
11. Surveillance data or recordings will be treated the same as all other electronic data and will be subject to the IT Policies and Standards of the State of Delaware <http://dti.delaware.gov/information/standards-policies.shtml> . Specifically this data will be archived in a secure location and will be



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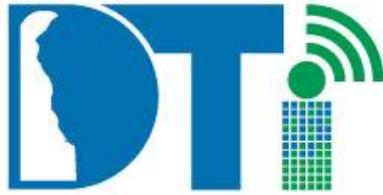
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- accessible only to personnel authorized by DTI and law enforcement. All recorded images will be destroyed after the defined retention period, except those that are being used as part of an ongoing investigation of criminal activity.
12. In public areas, signage giving notice of monitoring by non-public-safety surveillance cameras will be posted as deemed appropriate in compliance with appropriate legal statutes.
 13. DTI may authorize access to any non-public surveillance equipment as appropriate. An example of this, but not limited to, would be the authorization of access to physical plant staff from cameras viewing a construction site. The use of software privacy "blocking" may be required.
 14. Any and all access to surveillance video from the Internet must be coordinated with DTI and will only be supported where surveillance devices are isolated from the Intranet.
 15. Any and all streaming of surveillance video to the Internet must be coordinated with DTI.
 16. IP Video System (IPVS) Data Storage - Data storage, unless otherwise requested, should provide enough capacity to meet a minimum retention of 14 days.
 17. All transmitters and IP cameras, including high-definition (e.g. license plate) cameras will be placed in the Surveillance Private subnet and use dedicated camera servers for storage, access and management. If the high-definition cameras need special software running on a PC to interpret images then the PC will be in the Surveillance Public subnet.
 18. The IP Video System (IPVS) must be designed to meet the current and near-future needs of the State. In order to accomplish this goal the IPVS should strive to incorporate the most current and advanced technologies and capabilities. At a minimum the IP Video System must be designed to meet these minimum requirements:
 - a. Must be an open architecture system.
 - b. Must support an IP network infrastructure.
 - c. Must be flexible and scalable to allow for system future growth.
 - d. Should be interoperable with analog legacy systems currently in place.
 - e. Should avoid proprietary or sole source procurement systems.
 - f. Should support advanced analytics such as congestion detection, motion detection and object tracking.
 - g. Should be capable of supporting H.264 or High Definition.



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19. Storage – All tapes or other storage devices that are not in use must be stored securely in an access-controlled area.
20. Viewing Images – When recorded images from the cameras must be viewed for law enforcement, investigative reasons, or other purposes, this must only be undertaken by authorized personnel, in a private, controlled area that is not accessible to other staff and/or visitors.

IMPLEMENTATION RESPONSIBILITY

DTI and/or the organization’s technical staff will implement this policy during the course of normal business activities, including business case review, architectural review, project execution and the design, development, or support of systems.

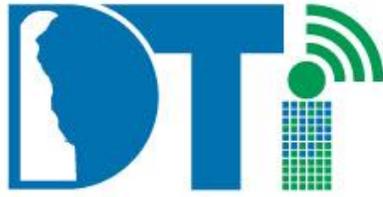
ENFORCEMENT and WAIVER

DTI will enforce this policy during the course of normal business activities, including business case and architectural review of proposed projects and during the design, development, or support of systems. This policy may also be enforced by others during the course of their normal business activities, including audits and design reviews.

If there is ambiguity or confusion regarding any part of this policy, contact the party named in the header of this policy.



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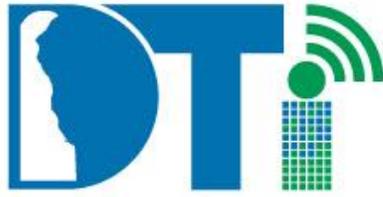
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II. Definitions

1. Surveillance Equipment — any item, system, camera, technology device, communications device, or process, used alone or in conjunction with a network, for the purpose of gathering, monitoring, recording or storing an image or images of State property and/or people on State property. Images captured by surveillance cameras may be real-time or preserved for review at a later date. Such devices may include, but are not limited to the following: IP Video Surveillance Systems, closed circuit television, web cameras, and cell phone cameras.
2. Public Surveillance Equipment — any surveillance equipment whose images are intended for viewing by the general public. These currently consist of, but are not limited to, traffic cameras.
3. Surveillance Monitoring or Recording — the process of using equipment to observe, review, or store images.
4. State Property — all State owned, leased or controlled property, both internal and external.
5. Monitoring - means real-time viewing or viewing footage deposited on a storage device.
6. Recording - means capturing images on a computer disk or drive, Internet storage site, CD-ROM, or videotape 24 hours a day, seven days a week, yearlong.





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III. Development and Revision History

Initial version established **8/15/2014**

Updated content related to surveillance video **12/21/2015**

IV. Approval Signature Block

Name & Title: State Chief Information Officer	Date

V. Appendix

<http://dti.delaware.gov/pdfs/pp/VideoSurveillanceStandard.pdf>



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