

Video Safety & Security Program Information

The Provost-established Infrastructure Safety and Security Committee (ISSC) proposed a multi-year Video Safety and Security System (VSSS) program for buildings and facilities as part of the FY24 Capital Plan. The program allocation was approved in FY24 and will be considered again in FY25.

It is the goal of the ISSC to use this process to develop long-term compliance with the established VSSS Standards (link below) and to provide a centrally coordinated safety and security mitigation across a variety of campus spaces. Below are two possible pathways to engage the ISSC on your project. Both pathways would require submission of the VSSS request form (attached).

Video Safety and Security Standards:

<https://uit.stanford.edu/sites/default/files/2023/06/02/Stanford%20University%20Video%20Safety%20and%20Security%20Systems%20Standards%20-%20May%202023.pdf>

1- Central Funding Request (Capital Plan Facility Coordinators)

To be considered for possible central funding of a VSSS project in the FY25 Capital Plan cycle, Capital Plan Facility Coordinators who are **eligible** have been provided with the request form, process, and timeline for each proposed project, which must be submitted to vsss_request@lists.stanford.edu by **8/11/23**. Note that an assessment by the Department of Public Safety must also be completed prior to submitting your request; contact Bill Larson at: wlarson@stanford.edu. Following the assessment, which includes determining camera locations based on the purpose or intent in compliance with the VSSS standards, a quote is then generated by University IT.

The ISSC will review and prioritize submissions and review the prioritized submissions with the ISSC Executive Steering Committee. If a project is prioritized, it will be carried forward as part of a central Capital Plan submission for review by the Provost Capital Plan Group. Project prioritization status will be conveyed to project requestors by 9/30/23. Projects that are not prioritized may be resubmitted in future Capital Plan cycles or may be included in the FY25 Capital Plan request of individual schools/departments. Funding outcomes for the FY25 Capital Plan cycle are expected to be communicated in the March/April 2024 timeframe.

2- Self-funded request (Building Managers)

As a building manager with a VSSS project that you plan to complete using budgeted funds, you would use the same request form to initiate review by the ISSC. These will be considered as off-cycle requests and will not follow the extended timeline that parallels the capital plan cycle. As with the central funding VSSS request, the DPS assessment must be completed prior to [submitting the request](#).

VSSS Program and Funding Request

To scale the implementation based upon current UIT project support and infrastructure capacity, UIT can support deployment of 240 cameras per year. The infrastructure, installation, and programming support will be incorporated into the proposed annual funding request.

Beginning in FY29, VSSS deployed through the initial program year will be due for refresh. UIT and ISSC plan to request an annual refresh allocation beginning in FY29 and each year after.

It should be noted that two recurring charges would be borne by the local department directly (even if the installation is centrally funded); these include the monthly maintenance/support charges, and the video storage charges (since different retention periods will have different costs). Below is a link to the charge rates page.

<https://uit.stanford.edu/rates/campuscard/systems>

Funds Management

The VSSS program will be brought forward via the Business Affairs/CFO Capital Plan.

Project Criteria

The following project criteria and scope are intended to define parameters for design and installation of Video Safety and Security Systems (VSSS) on the Stanford campus and throughout Stanford University properties. In concert with the VSSS Standards, these statements will be the basis for project selection.

- 1 VSSS are intended to assist in mitigating risk to people, property, and the educational, institutional, and operational processes at Stanford. All VSSS will comply with the university standards established in the VSSS Standards at the time of design approval and installation.
- 2 Approved standard signage must be incorporated into the project budget and posted in areas for which VSSS is installed.
- 3 Minimum scope of VSSS for facility safety and security applications will record views of entrances and exits, inclusive of other building access points as identified in the security assessment.
- 4 Cameras may not be installed with the intent of recording spaces in which there is a reasonable expectation of privacy; cameras installed indoors shall take steps to eliminate extraneous recording of activity beyond the scope of safety and security.
- 5 UIT will manage all VSSS infrastructure, installation, and maintenance, regardless of whether a project receives central funding or is locally funded.
- 6 In accordance with the VSSS Standards, prior to approval, UIT and DPS determine the appropriate technology specifications, camera placement, and recorded views, in consideration with other safety and security measures at the proposed site
- 7 All installed cameras must record, and recordings must be stored for a minimum of 32 days (90 days is recommended). Storage costs are the responsibility of the local department managing the VSSS.
- 8 Maintenance and repair costs are the responsibility of the local department managing the VSSS.
- 9 Expansion of existing VSSS must be approved during the annual review cycle by the ISSC and the Department of Public Safety or as an off-cycle request to the same entities.
- 10 Continuous, routine video monitoring is not permitted unless otherwise detailed in the VSSS Standards. VSSS shall not be used for general, student, residence, workplace, or workforce monitoring unless there is evidence or reasonable suspicion that criminal activity is occurring.

In Scope for VSSS Program

- 1 Entrance and exit cameras at university facilities, near pedestrian and vehicle pathways
- 2 Views of high-value assets and retail Point-of-Sale areas at university operated facilities
- 3 Stanford performance and sporting venues, other gathering spaces and open areas
- 4 Stanford owned and operated housing facilities
- 5 Mission-critical campus infrastructure (such as utilities, IT, etc.)

Out of Scope for VSSS Program

- 1 Privately-owned or university-leased single-family homes
- 2 Telecommunications camera equipment in conference rooms and other spaces
- 3 Video streaming and recording in direct support of classroom instruction or academic research
- 4 Food, lodging, and retail establishments that are not a part of university operations and Stanford ground leases on which there are no Stanford operations
- 5 Stanford Hospitals and other care and treatment facilities
- 6 The SLAC National Accelerator Laboratory

On behalf of the Infrastructure Safety and Security Committee

Please advise if you have any questions about this process.

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