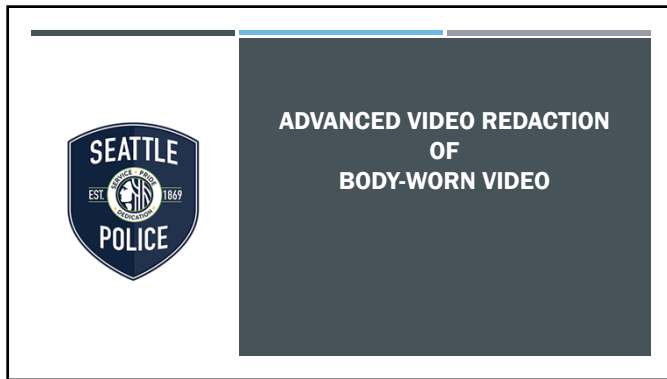




1

MEET THE TEAM

Tara Collings

- Joined SPD in 2016 as a paralegal.
- Processed public disclosure requests as main role from 2016 through 2020.
- Currently serves as the Legal Unit Manager, overseeing public disclosure and criminal & civil litigation.

Sarah Ricci

- Joined SPD in 2017 as the Legal Unit's initial Video Specialist II.
- Has a video production background.
- Currently works in a team of three Video Specialists to process ICV & BWV requests for the Legal Unit.

Eric Ancheta

- Joined SPD in 2021 as a Video Specialist II.
- Has a video production background.
- Currently works in a team of three Video Specialists to process ICV & BWV requests for the Legal Unit.

Jeremy Stewart

- Joined SPD in 2022 as a Video Specialist II.
- Has cinematography, editing, and live production background.
- Currently works in a team of three Video Specialists to process ICV & BWV requests for the Legal Unit.

2

2

PUBLIC DISCLOSURE REQUEST STATS

Seattle Police Public Disclosure Dashboard

All PDR Count	36,611
Avg Days Open	51.97
Avg Hours	10.0

2017: 5,884 PDRs received (BWV implemented mid-year)
 2018: 6,236 PDRs received
 2019: 8,045 PDRs received
 2020: 7,955 PDRs received
 2021: 9,493 PDRs received
 2022: 12,129 PDRs received
 2023: currently on pace to receive 16,000 PDRs

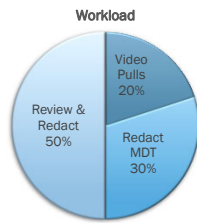
3

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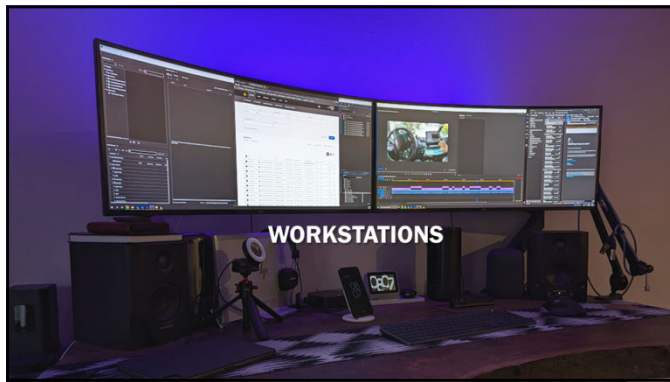
TYPICAL DAY OF A VIDEO SPECIALIST

- Researches and pulls ICV (In Car Video) and BWV (Body Worn Video) for an incident number.
- Redacts BWV for MDT (Mobile Data Terminal or the computer in officer's car) and DOL (driver's license)
- Reviews and redacts BWV and ICV for non-disclosure of victims, witnesses, juveniles, and medical.

Currently, we have 650+ open video activities split between 3 video specialists (3,680 open PDRs total).



4



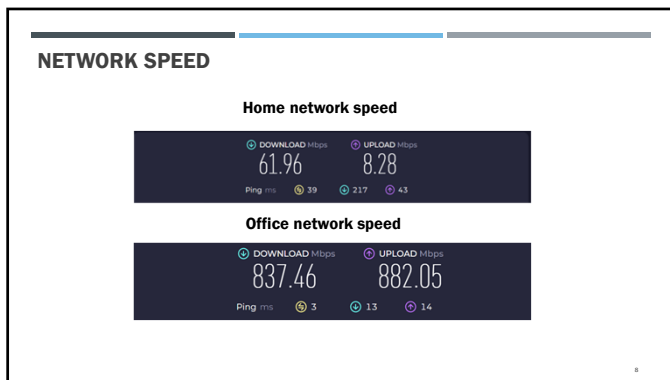
5



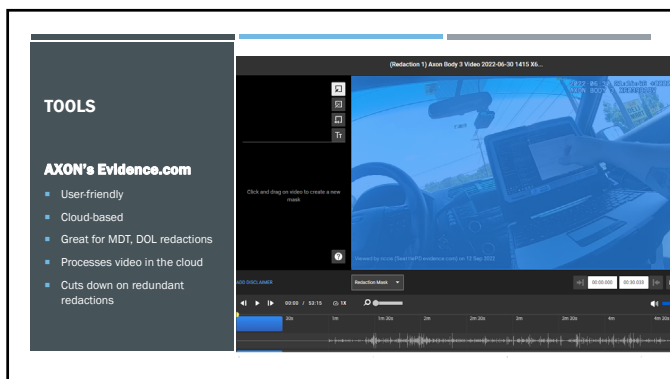
6



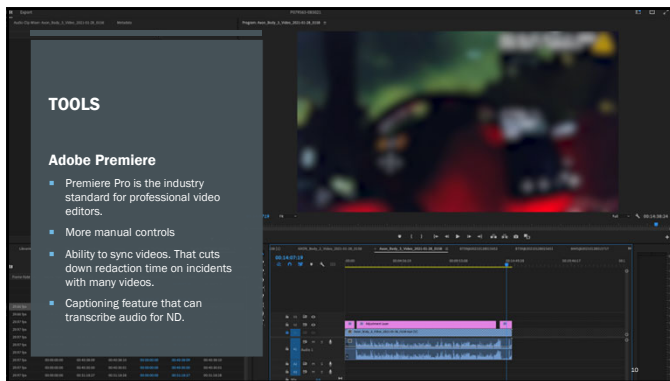
7



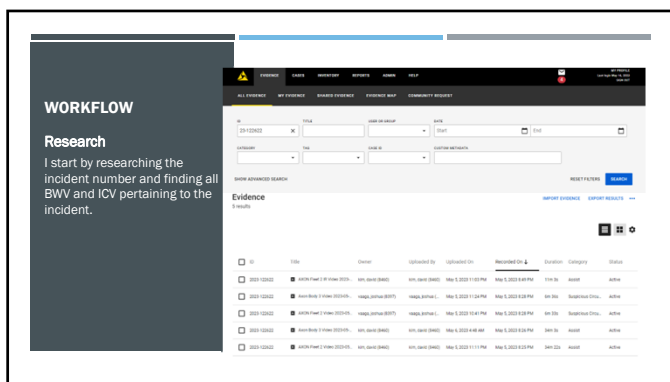
8



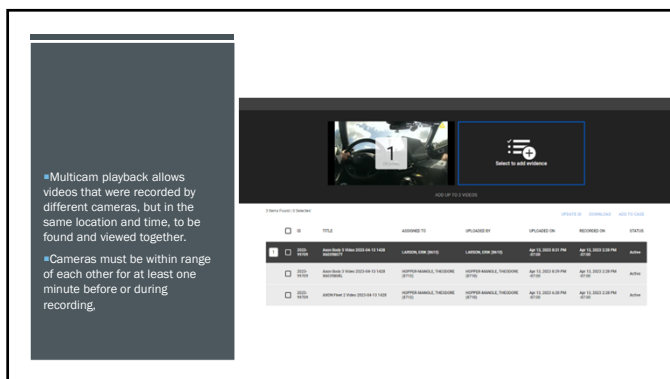
9



10



11



12

PDR: P091320-042422 Requestor is victim							
File name	Redact from	Redact to	Redaction Detail	Full	Audio	Video	Blur
Geo_2021-08-16_2337_X6039AGSJ	00:00 08:27	05:55 09:12 (end)	MDT MDT			X X	X X
Geo_2021-08-16_2337_X6039B13Y	00:00 09:06	05:30 09:11	MDT MDT			X X	X X
Geo_2021-08-16_2343_X6039B2JT	00:00 33:12	21:13 34:49 (end)	MDT MDT			X X	X X
WORKFLOW Review This happens two ways. A video specialist reviews the BWV and ICV and redacts. Or a Public Disclosure Officer reviews the video first and provides a spreadsheet with necessary redactions.							

13

WORKFLOW
Redact
 Apply necessary redactions to BWV and ICV

14

WORKFLOW
Review
 Check the exported video to make sure redactions are accurate.

15

TYPICAL REDACTIONS

MDT - Full screen Gaussian blur at 50%, or medium blur in evidence.com.
Exception: Screen is too dark to make out any information, or you can clearly see that it is not WACIC/NCIC on screen (such as ICV playback or the map is displayed).



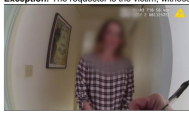
DOL - Targeted Gaussian blur at 50%.
Exception: The requestor's DOL. The requestor's attorney can also get it unredacted.



16

TYPICAL REDACTIONS

Non-disclosure, juveniles, victims, and witnesses - Targeted blur that is motion tracked at 50%+. Blur intensity will vary depending on how close the subject is to the camera. Adjust to ensure privacy.
Exception: The requestor is the victim, witness, or juvenile's parent or attorney.



Inside the residence or hospital - full screen black out with the text "redacted" on screen. Audio continues with the blacked-out screen.
Exception: The requestor is the homeowner or there is a legitimate interest to the public (ex. Use of force by officers occur inside a suspect's residence).



17

TYPICAL REDACTIONS

Inside AMR, medical treatment by medics - Full screen Gaussian blur at 50-75%. Audio of medical information is cut (blood pressure, medical conditions, and medications).
Exception: The requestor is the person being treated or their attorney.



Domestic Violence - Full black out of the screen and the audio of the victim and/or witness is cut when talking about the incident. Audio of the victim and/or witness stays in the ICV.
Exception: The requestor is the victim and/or witness.



18

OTHER THINGS TO LOOK OUT FOR

- Officer's cellphone – when showing passcodes, private text messages, or private photos (ex. Officer's phone background is his baby's photo) use a targeted blur
- Officer using the restroom – full screen blackout and the audio is cut
- Nudity
- Graphic images, including body parts not covered by a tarp (blood pools can stay in) – full screen blackout
- Social Security numbers
- Credit card numbers
- Passports
- Mugshots or previous criminal record not relating to the incident
- FBI or State ID numbers (they come from WACIC/NCIC) – AFIS, DOC, CCN numbers can all stay in, they are not exempt.
- Apartment/condo door codes
- Precinct door codes

19

19

SHORTCUTS LIST

SPACE	PLAY / PAUSE	W	INCREASE MASK SIZE
U	FORWARD 1 FRAME HOLD FOR .5 SPEED	S	DECREASE MASK SIZE
A	REWIND 1 FRAME HOLD FOR .5 SPEED	DELETE	DELETE SELECTED MASK
E	FORWARD 2 SEC	←	MOVE SELECTED MASK
Q	REWIND 2 SEC	→	
1	1x PLAYBACK SPEED	M	CREATE AUDIO MASK (PRESS & HOLD AT ANY TIME)
2	2x PLAYBACK SPEED	[	TRIM TO PLAYHEAD (START OF SEGMENT)
4	4x PLAYBACK SPEED	]	TRIM TO PLAYHEAD (END OF SEGMENT)
		+	ZOOM IN ON TIMELINE
		-	ZOOM OUT ON TIMELINE

20

20

**AXON
EVIDENCE.COM
DEMO**

21

21



Premiere Pro system requirements

Recommended Processor: Intel 7th Gen or newer CPU with Quick Sync or AMD Ryzen3000 Series/ Threadripper2000Series or newer

Operating System: Microsoft Windows 10 (64-bit) version V20H2 or later

Memory: 16GB of RAM for HD media

GPU: 6GB of GPU memory for HD and 4K media

Storage: 8GB of available HD space for installation (will not start on a removable flash storage)

22

22

SHORTCUT KEYS AND SETTINGS

Editing

- (J,K,L) - Shuttle Controls
- (C) - Razor Tool
- (V) - Selection Tool
- (CTRL+S) - Save

Export

- (CTRL+M) - Export Media
 - ▢ **Format** - H.264
 - ▢ Bitrate Encoding - VBR,1 pass
 - ▢ Target Bitrate (Mbps) - 1.2

Miscellaneous Settings

- **Gaussian Blur**
 - ▢ (MDT, AMR) - Blurriness 60%
 - ▢ (Home, Nudity, etc) - Blurriness 120%

23

23

**ADOBE
PREMIERE
DEMO**

24

24

EXEMPTION LOGS

- We cannot add code overlays to redactions within the videos.
- PDOs will add a separate section within their exemption log to identify which exemptions were asserted within the videos.
- If a requestor asks, we will provide timestamps for each redaction.
- There are products available that can export a redaction log, but SPD does not utilize them at this time.

P12345		
Please note SPD did not prepare a detailed exemption log because the information normally provided in an exemption log, such as title, author, recipient, subject, and number of pages is readily ascertainable by looking at the responsive records.		
GD/GS Exemptions		
Redaction Code	Exemption	Comments
501	all Personally-Identifying Photos - RCW 70A.08.100	The records contain identifying photos and/or other jail records. (RCW 70A.08.100 Exemption: Disclosure of the records of a person confined or jail is prohibited except to the subject). Disclosure of information is absolutely prohibited and would violate the subject's right to privacy.
503	Social Security Numbers and Tax Identification Numbers - RCW 42.56.250(3), RCW 9A.36.005, RCW 42.56.250(3)	Exemption: Disclosure would violate an individual's right to privacy, and could be used for identity theft, fraud or other criminal activity. SDs of agency employees, volunteers, and their associates are a non-specifically exempt. (RCW 42.56.250(3)).
GD/GS Exemptions		
Redaction Code	Exemption	Comments
201	WACIC Information - RCW 42.56.010, 20 USC § 554, 28 CFR 20.58, RCW 42.42.710	Records contain information directly obtained from the Washington Crime Information Center (WACIC) system, which is a centralized state computerized index of criminal justice information processed with the National Crime Information Center (NCIC) available to federal, state, and local law.

25

RESOURCES

Premiere

<https://helpx.adobe.com/premiere-pro/using/masking-tracking.html>

<https://helpx.adobe.com/premiere-pro/how-to/blur-face-masking-tracking.html>

Evidence.com

https://my.axon.com/s/article/Using-Redaction-Studio-for-Video-and-Audio-Redaction?language=en_US

Best Practices for video redaction

<https://www.justice.gov/archives/oip/best-practices-video-redaction>

26

ADDITIONAL QUESTIONS?

Redaction Questions:

Sarah Ricci: Sarah.ricci@seattle.gov

Eric Ancheta: Eric.ancheta@seattle.gov

Jeremy Stewart: Jeremy.stewart@seattle.gov

PRA Questions:

Tara Collings: Tara.collings@seattle.gov

27

27