

# **ENGLEWOOD POLICE DEPARTMENT**

## ***PROCEDURE TO ESTIMATE FEES FOR VIDEO RECORD REQUESTS***

### **Background**

1. The City of Seattle did a cost study in 2017. They found that it took 10 minutes to redact 1 minute of video of an individual or object. It took 5 minutes to redact 1 minute of audio.
2. Using this study and our own experiences of redacting video files for several years, we have created this procedure document. This document may be updated anytime the steps change, new information comes to light, technology changes, or any other time deemed necessary to make our estimates as accurately and efficiently as possible.

### **Steps to create a fee estimate**

1. Video request is received and added to the records request To Do list. We must have a method to contact the requester so we can provide them with the fee estimate. Email is preferred, but if email is not available, a phone number or address for us to send the information should be requested.
2. An employee with redaction experience must watch the video to see what redactions must be made, including audio. One hour of video would require the employee to spend one full hour watching that video.
  - a. Watching the video will likely take more time than one-to-one as the employee will need to note what needs redacted, and may need to refer to the police report, the policy, and/or the records redaction law. However, we have determined we will count this as one-for-one time for the fee estimate.
  - b. All times for the estimate will be rounded up to the next ¼ hour. Example: If the video is 8 minutes long, this will be considered .25 hours.
3. The employee reviewing the video will use their previous training and experience to estimate how long it will take to complete redactions.
  - a. In general, this step will require at least twice the length of the video to redact, but it could be 10 times the length or even more. This is very dependent upon multiple factors, including, but not limited to: how many items must be redacted; if multiple items must be redacted during the same time; if audio is included; and how many times the person or object enters and exits the screen. Some redactions are simple, especially if the item is static on the screen and the object and camera are not moving very much. Other redactions are much more complicated and require the employee to go through the video frame-by-frame, manually moving the redaction box with the item.
4. When complete, an employee must watch the video again to ensure everything needing redaction is completed. This will be estimated at a one-for-one time as well.

Including all the steps above, a single one-hour video recording that requires simple redactions would likely require 3-4 hours of an employee's time. A one-hour video recording with multiple, overlapping redactions, items that enter and exit the frame, and/or redactions that require the employee to go frame-by-frame could take 10-12 hours or more.

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### **Clips**

If a requester wants only a portion of the video, the preparer may be able to create a clip instead of redacting the entire video. This could save on employee time and cost to the requester. Preparers may speak with requesters to determine if this would be beneficial. For example, a media outlet requested two videos to show officers were not in pursuit of a suspect who fled and crashed. The two video files were several hours long each and would have required audio and video redactions, probably amounting to at least 5 hours of time to complete. We confirmed the reporter only need a few minutes of each video at the beginning, and by creating the clips he needed, we were able to avoid having to do any redactions and completed the request in about 30 minutes. Creating a clip may still require the preparer to review the recording in full to find what the requester wants, but the redaction time and final review should be shorter.

### **Each video record shall receive a separate estimate form**

Our current in-car video camera systems have three separate cameras: a front dash cam, a wide-angle front view, and a rear seat view. Each one is a separate video record and requires separate redaction and time to prepare, so each requested would get its own estimate form. Generally, the wide screen view is immaterial and is only used if someone was captured on it that was not in view of the regular front camera. The rear seat camera is usually only applicable if someone was seated in the rear seat. Preparers may discuss this with the requester to see exactly what they want to save time and fees.

### **Examples:**

- Requester asks for body-worn camera (BWC) from three officers who were on one call. All three BWC videos would be considered separate video records and therefore would receive their own estimate form.
- Requester asks for two officers' body cams, two officers' in-car dash cams, and one officer's rear seat cam. This would be five total video records, and the requester would receive five estimate forms.

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### **FEE EXAMPLES**

The following examples are meant to show the estimated fees for videos with the most basic redactions versus those with complicated, time-intensive redactions. Most video redaction cost estimates will likely fall in between these examples.

#### **Hourly Rates (2026)**

The cost per hour to prepare the video is based on the employee's hourly rate plus their fringe benefits. The City pays a fringe benefit rate of 46.12% for sworn employees, and 50.28% for civilian employees:

- Communications & Records Manager (CRM): \$59.32/hour
- Sergeant: \$80.98/hour (\$75.00 MAX ALLOWED)

#### **Minimal Redactions (small number of minor redactions; not expected to go frame-by-frame)**

- 15 minute video requiring 15 min to review, 30 min to redact, and 15 min to verify
  - o CRM: 1 hour x \$59.32 = \$59.32 + \$10 overhead = \$69.32
  - o Sergeant: 1 hour x \$80.98 = \$80.98 (\$75 MAX) + \$10 overhead = \$85.00
- 1 hour video requiring 1 hour to review, 2 hours to redact, and 1 hour to verify
  - o CRM: 4 hours x \$59.32 = \$237.28 + \$10 overhead = \$247.28
  - o Sergeant: 4 hours x \$75.00 = \$300.00 + \$10 overhead = \$310.00

#### **Multiple complicated redactions (multiple people/items to remove, significant movement leading to frame-by-frame manual redactions, items moving in and out of frame repeatedly, more than one redaction on the screen at the same time, etc.)**

- 15 min video requiring 15 min to review, 2.5 hours to redact, and 15 minutes to verify
  - o CRM: 3 hours x \$59.32 = \$177.96 + \$10 overhead = \$187.96
  - o Sergeant: 3 hours x \$75.00 = \$225.00 + \$10 overhead = \$235.00
- 1 hour video requiring 1 hour to review, 8 hours to redact, and 1 hour to verify
  - o CRM: 10 hours x \$59.32 = \$593.20 + \$10 overhead = \$603.20
  - o Sergeant: 10 hours x \$75.00 = \$750.00 = \$750.00 (MAX ALLOWED)