



## CITY OF KIRKLAND

### Police Department

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## MEMORANDUM

**To:** Kurt Triplett, City Manager  
Michael Olson, Director of Finance and Administration

**From:** Cherie Harris, Chief of Police  
Melissa Petrichor, Administrative Commander  
Veronica Hill, Senior Financial Analyst

**Date:** November 28, 2022

**Subject:** Body Worn Camera Public Disclosure Redaction Cost Recovery

### Background

Currently, all commissioned officers are expected to be authorized to use and/or equipped with Body Worn Cameras (BWC). These cameras will capture recordings that are public records, subject to the Washington Public Records Act, Chapter 42.56 RCW (PRA). The Department respectfully requests approval to set the cost of BWC video redaction at \$.84 cents a minute.

### Introduction

The PRA allows an agency to charge a requestor the reasonable costs of redacting, altering, distorting, pixelating, suppressing, or otherwise obscuring any portion of the body worn camera recording prior to disclosure, with the exception of the following requestors:

- A person directly involved in an incident recorded by the requested BWC recording;
- An attorney representing a person directly involved in an incident recorded by the requested BWC recording;
- A person or his or her attorney who requests a BWC recording relevant to a criminal case involving that person;
- The executive director from either the Washington state commission on African-American affairs, Asian Pacific American affairs, or Hispanic affairs; or
- If relevant to a cause of action, an attorney who represents a person regarding a potential or existing civil cause of action involving the denial of civil rights under the federal or state Constitution, or a violation of a United States department of justice settlement.

An agency that charges redaction costs must use redaction technology that provides the least costly commercially available method of redacting BWC recordings, to the extent possible and reasonable.

### Proposed Policies

- Charge for redactions based on the parameters provided in the PRA
- Charge staff time directly applicable to redacting videos
- Charge staff time (salary and benefits cost only) for no more than the lowest-paid employee assigned responsibility for redacting video

- Use redaction technology that most effectively and efficiently meets the administrative and operational needs of the Department
- Do not charge requestors any costs related to the redaction technology software
- In addition to allowed redaction costs, charge requestors the actual cost of copies of BWC recordings as provided in the PRA

**Time Study**

The following BWC program time “costing methodology” was developed for 2023 by recording estimates of current video redactions that are occurring by Staff. The Public Disclosure Analyst confirmed that the estimated times for these types of redactions are consistent with those of other agencies in the area using similar technology. The following redaction times are proposed for 2023:

Redaction Method	Actual Time to Redact Raw Footage	Minutes to Redact Per Minute of Raw Footage
Targeted Video Redaction with or without Targeted Audio Redaction*	1 Minute per individual or object redacted	10 Minutes per individual or object redacted
Targeted Audio Redaction Alone	1 Minute	5 Minutes
Screen Blur or Screen Blackout	1 Minute per segment	1 Minute per segment

\*Most time intensive form of redaction, focused on an individual face or object

The Department will provide a Kirkland specific BWC video redaction time study for 2024, by capturing the actual time of BWC video redactions in 2023.

**Cost Analysis**

Based on the Public Disclosure Analyst salary and benefits, and in compliance with the PRA, it is appropriate and reasonable for the City to charge the rate of \$.84 per minute of video redaction time to requestors that are not exempt under RCW 42.56.240(14)(e). This will compensate the City for the actual staff time spent redacting body worn camera footage, while passing through only reasonable costs to the requester. The following table depicts the calculations of the lowest paid Public Disclosure Analysts salary and benefits:

Video Redaction Fee Calculation			
PCN #869 - JC 6002	Hours/Yr	Rate/Hr	2022
Salary	2,080	33.0957	\$ 68,839
Benefits			\$ 36,411
<b>Total Salary/Benefits</b>			<b>\$ 105,250</b>

  

	Days	Hours/Day	Totals
Salaried Hours	260	8	2,080

  

<b>Total Minutes</b>	<b>124,800</b>
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<b>Total Cost Per Minute</b>	<b>\$ 0.84</b>
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Most agencies are not recouping the cost of benefits and only charge \$.60 cents (Seattle) to \$.63 cents (Tukwila).

**Estimating Redaction Costs**

The following table provides estimates of redaction costs for BWC video:

Redaction Method	Estimated Cost Per Minute to Redact	Minutes to Redact Per Minute of Raw Footage	Estimated Cost of Redaction Per Minute of Raw Footage
Targeted Video Redaction with or without Targeted Audio Redaction	\$.84 per individual or object redacted	10 per individual or object redacted	\$8.40 per individual or object redacted
Targeted Audio Redaction Alone	\$.84	5	\$4.20
Screen Blur or Screen Blackout	\$.84	1 Minute per segment	\$.84/segment

If the estimated cost of redaction exceeds \$25.00, the requester will be required to provide a 10% deposit for the body worn camera footage redaction time before the video is redacted. A completed Body Worn Camera Cost Estimation Template will be provided to the requester at the time the deposit notification is made.

**Program Revenue**

Video redaction fees are the revenue generated under the auspice of a federal grant. While the grant is active, this revenue is considered Program Income and must be deducted from the total allowable grant funded activity. The federal guidelines, 2 Code of Federal Regulations, Part 200.307, allow for alternate treatment of Program Income with prior approval of the Grantor. In this instance, the alternative of using the Program Income to meet the matching requirement for the grant aligns with how the revenue is generated. Staff costs, which provide the grant match, were used to calculate the per minute fee. The Department will seek the Grantor approval to recover the cost of redaction without reducing the DOJ grant award.

The Department respectfully requests approval to set the cost of BWC video redaction at \$.84 cents a minute.

 11/29/22  
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Kurt Triplett, City Manager – City of Kirkland

- Approved
- Not Approved

 11-28-2022  
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Michael Olson, Director of Finance and Administration

- Approved
- Not Approved

