CITY OF SEQUIM
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Rates and Fees for Body Worn Cameras (BWCs)

At its November 13, 2023 meeting, the Sequim City Council approved the 2024 Rates and Fees schedule to include a fee charged for Body Worn Camera (BWC) Video Redactions at $0.75 per minute.

Fee Details: RCW 42.56.240 indicates how and to what extent jurisdictions may charge for the redaction ofBWC. This includes the following:

- Requestors will only be charged the actual staff time spent redacting recordings.
- Requestors will not be charged for the following costs associated with redacting BWC recordings: software/hardware, miscellaneous supplies, training fees, and office space for staff performing the work.

Requestors Exempt From Paying Costs to Redact BWC Recordings

Per RCW 42.56.240, the following individuals can request BWC recording at no cost:

- 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.
- 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.

Fee Amount: Many jurisdictions have done fee studies to determine the reasonable costs of redacting videos, such as the City of Olympia. The City of Sequim conducted a similar review to determine how much to reasonably charge. The City will charge staff time

(salary and benefits) for no more than the lowest paid employee assigned the responsibility of the videos accurately being redacted. This equates to **$0.75 per minute**.

Redaction Process: Unlike other jurisdictions, the video redaction process will not be occurring in-house with City Staff. Due to the lowest cost considerations and technology needs required to perform redactions, the City has contracted with LensLock to perform redactions. However, it is still the City's ultimate and sole responsibility for the accuracy and completeness of the redactions to comply with all state laws and regulations.

Our process is as follows:

1. Once a records request is received that includes BWC, City Staff reviews the video, taking note of what needs to be redacted, to what extent, and at which points in the video. **($)**
2. City Staff communicates with LensLock on what needs to be redacted.
3. LensLock performs the redactions and returns the video to City Staff for review.
4. City Staff reviews that the redactions were completed according to City Staff's direction. If needed, City Staff repeats all prior steps, making sure the video has been redacted per the requirements of the law. **($)**
5. City Staff finishes processing the public records request to include providing the requester with a link to view and/or download the BWC video and a redaction log, if necessary, that cites all exemptions.

As noted above, Steps 1 and 4 have dollar signs **($)** next to them. This indicates where, per RCW 42.56.240, the City may charge for staff time redacting the videos. Since the City currently has a contract with LensLock, the City will not charge requestors for steps performed by LensLock, nor will the City charge requestors for the technology used to perform the redaction. The City is only charging reasonable costs for the agency's staff time involved in accurately redacting the video. The City is responsible for the redaction process and has the final say in what is redacted and therefore plays a vital role in the process; LensLock is merely performing the least costly commercially available method of redacting the videos per the City's instructions.