

Purpose:

This SOP will be used to provide guidance for requests for redaction of a video or audio file. The request for a redaction will be accompanied by a letter, email or other document detailing the areas of redactions and what type of redaction is needed.

Responsibility:

Forensic Science Examiner assigned to the Multimedia and Image Enhancement Unit or conducting casework in the Unit.

Redaction Procedure:

1. The analyst will use approved methods to open or obtain the media file needing redaction. This may consist of the media file being directly submitted to the Evidence Receiving Unit or of a digital download from the Arbitrator Backend Client System.

In the event that the request is directly from the Arbitrator Backend Client System, a Request for Analysis (RFA) form must be completed and an email or other document indicating the redaction request will accompany the RFA. The video will be downloaded and then placed on media to be submitted to Evidence Receiving. The kit "Arbitrator Download" will be used to create the evidence in Justice Trax.
2. Redactions will be conducted as requested by the submitting agency. If there is a question on the redactions needed, the requesting agency will be contacted and documentation will be contained in the case jacket of the discussion.
3. Redactions are conducted using the approved software. Documentation of software used and type of filters used for the redactions will be noted on MMIE General Worksheet.
4. Redactions will be assigned a Video/Audio Redaction request and this request will be released at Administrative Review milestone. A report will be generated indicating the media being requested to be redacted and that the redactions were completed.
5. The redacted media will be saved to electronic media (e.g DVD or a USB/External drive) depending on the size of the video/audio generated. The generated media will be created in Justice Trax as a sub-item. An archive copy of the original and redacted file will be created and maintained in Video Storage unless the file size exceeds any available storage media. This archive copy will be created in Justice Trax as a sub-item. When the file size exceeds any available storage media, a copy will be maintained on a server that has back-up safeguards and a notation will be placed in the case jacket as to its location.

MMIE SOP-30 Redactions

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Reference:

GL1 – Quality Manual

C.G.S. § 29-6d

Work Instructions for Redactions