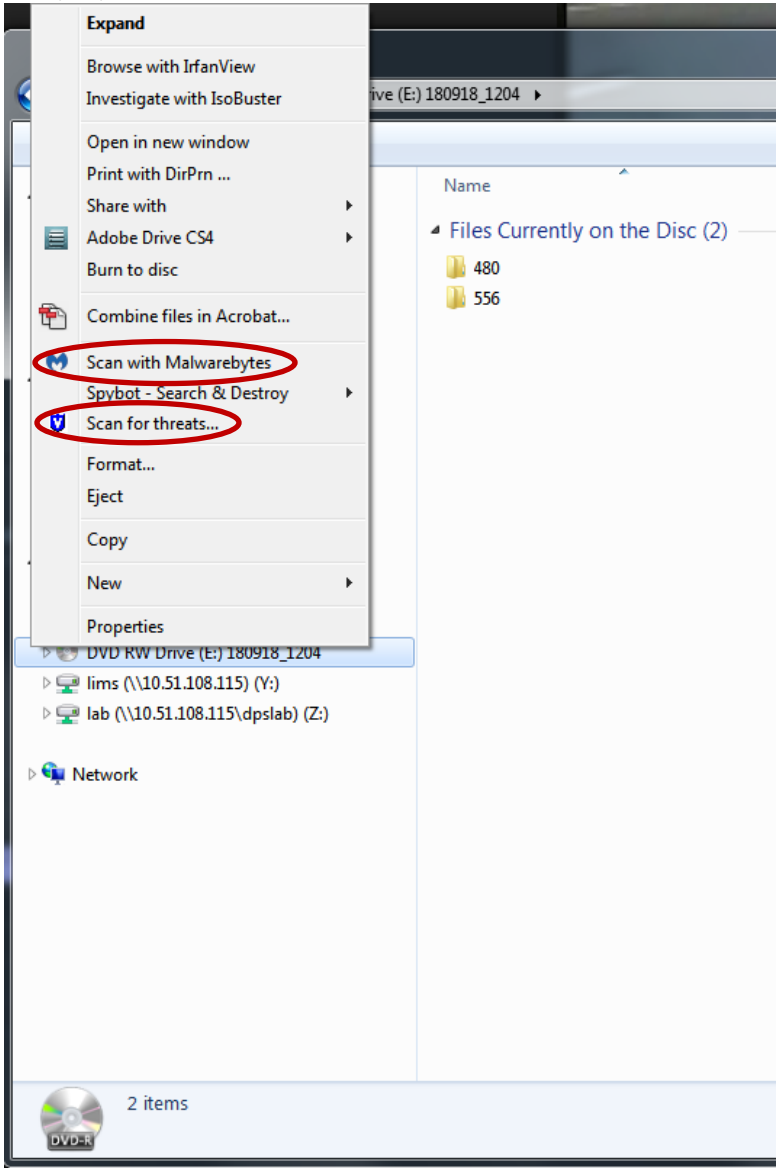
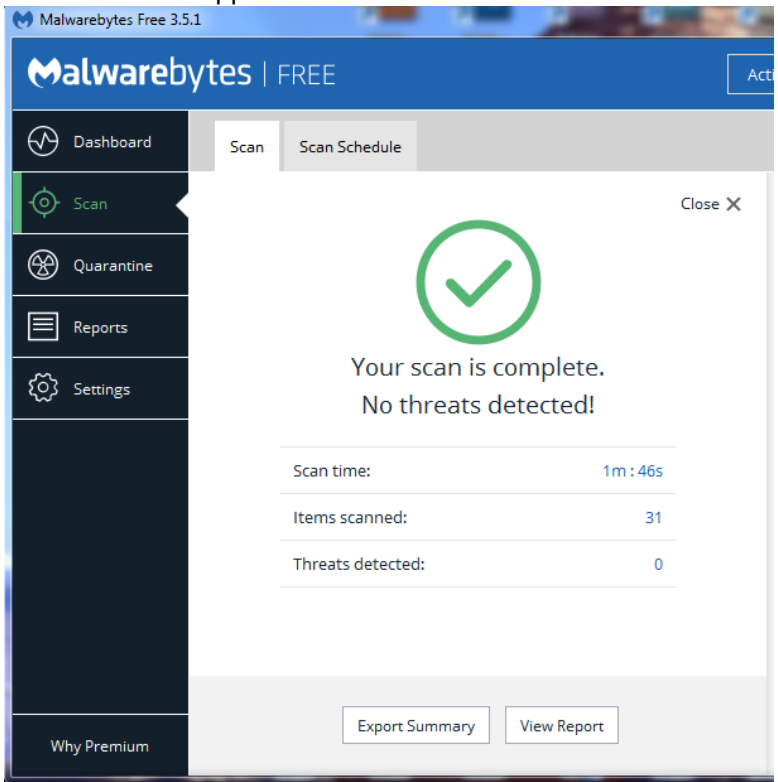
1. If a folder hasn't already been made, create a folder on the Documents folder with the DSS Case Number and the Town of Incident. When the media is inserted/downloaded into the computer, right click on the media and run both a Malwarebytes Scan and a McAfee Virus Scan.



2. Once the scan is complete, screenshot the results for the purpose of documentation and save that into the document folder.

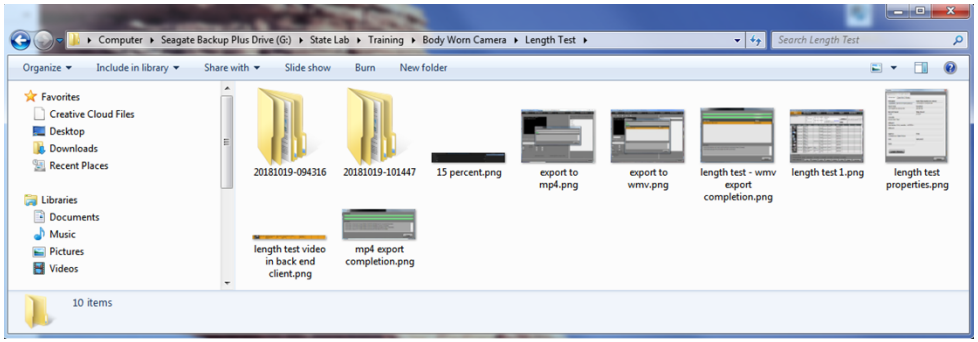


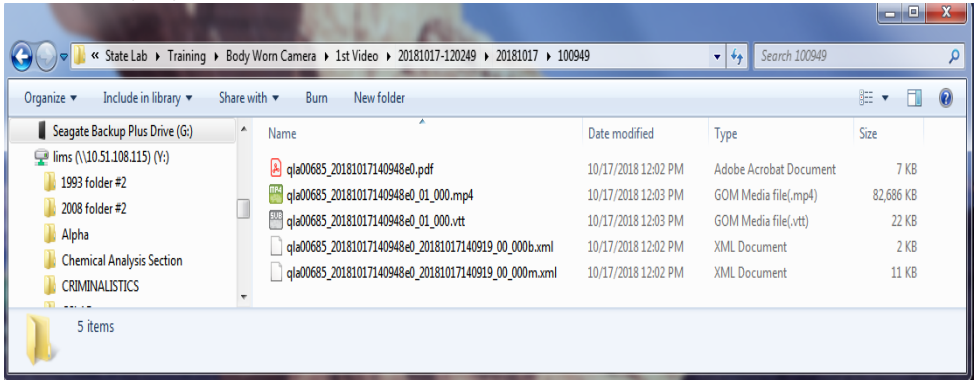
3. After making sure that there are no viruses and malware is present on the media, document what is present on the submitted media by performing screen captures including the sub-folders. A copy of the submitted media should be placed into the document folder.

Downloaded files should first be write-protected. To accomplish this, right click on the file/folder and under "Properties" in the "General" tab, select the and check off "read only". Click "Apply" and then "Ok".

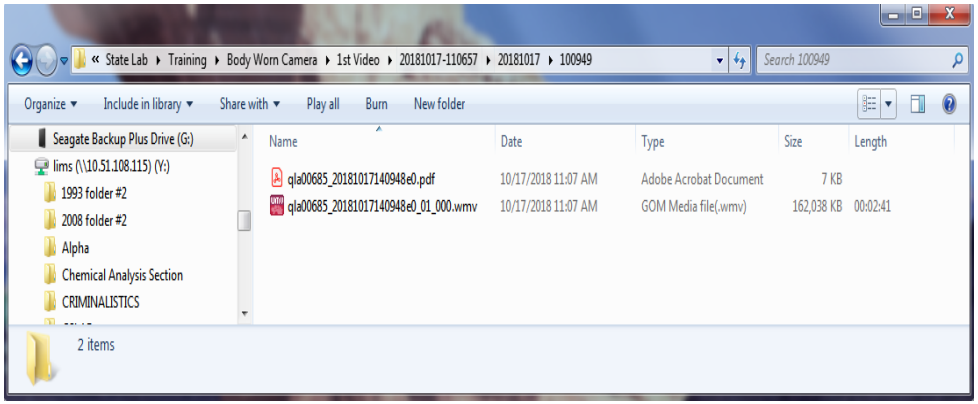
After the media has been write-protected, a hash value of the original and the copy should be obtained to verify that it is an exact copy. A screen shot of the hash values should be placed into the case documentation.

Note: if downloading from the "Arbitrator Back-End Client" this original hash value cannot be obtained.

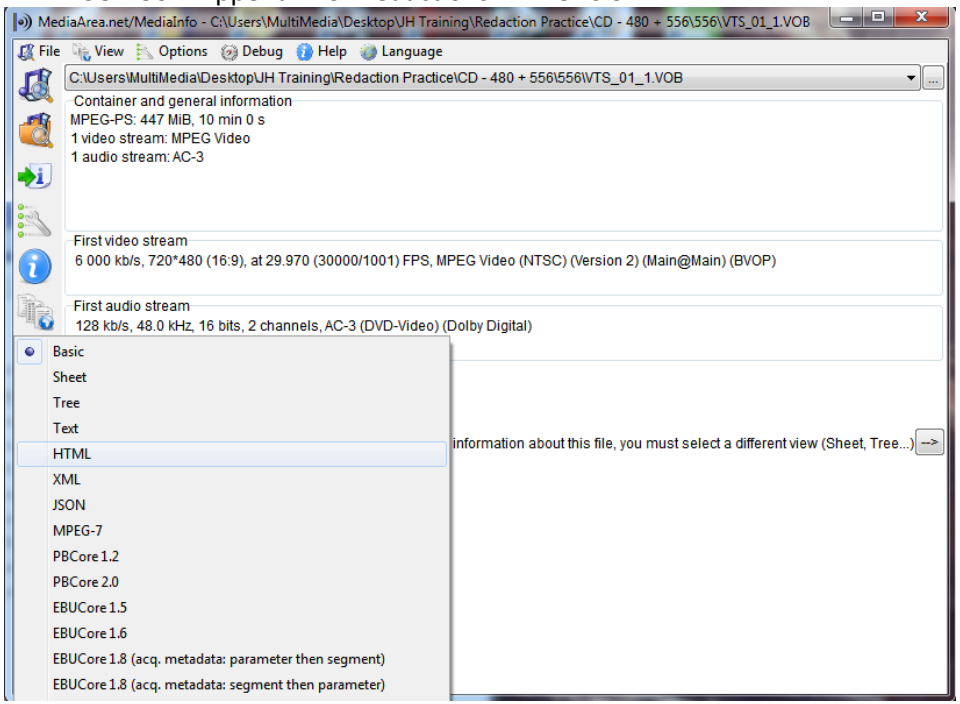




4. Once the media has been copied, drag the working files into “Media Info”



View the information in HTML (or whichever format is easier for you to read), and screenshot/print the information.



Print out this information and highlight the following:

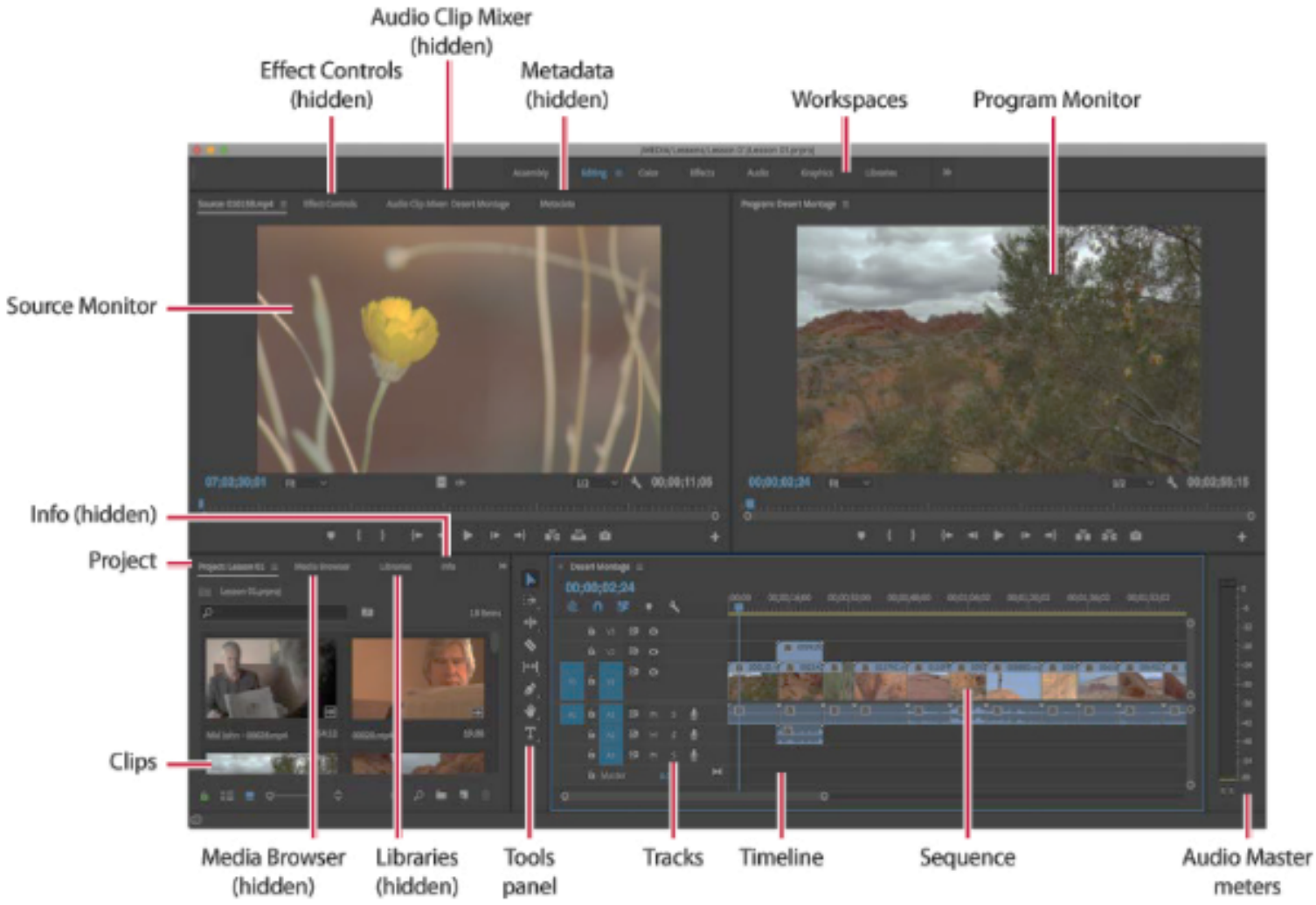
Video

ID :	2
Format :	WMV2
Codec ID :	WMV2
Codec ID/Info :	Windows Media Video 8
Description of the codec :	Windows Media Video V8
Duration :	2 min 45 s
Bit rate mode :	Constant
Bit rate :	8 000 kb/s
Width :	1 280 pixels
Height :	960 pixels
Display aspect ratio :	4:3
Frame rate :	29.970 (29970/1000) FPS
Nominal frame rate :	30.000 FPS
Bit depth :	8 bits
*Bits/(Pixel*Frame) :*	0.217
Stream size :	157 MiB (97%)
Language :	English (United States)
NumberOfFrames :	4932

Audio

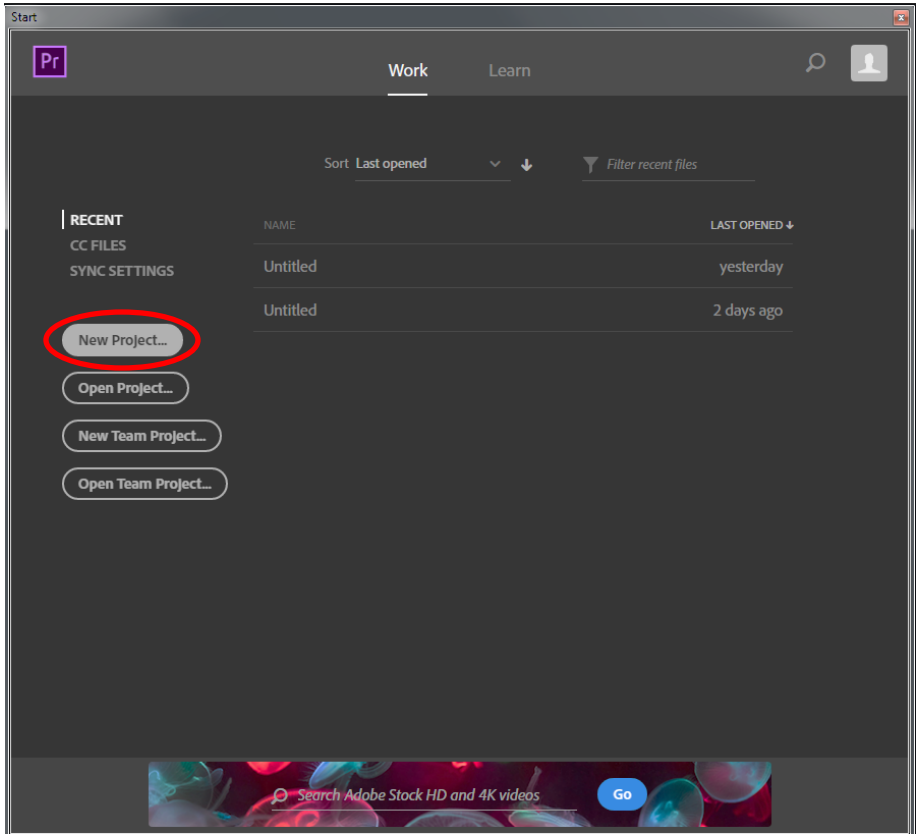
ID :	1
Format :	PCM
Codec ID :	1
Duration :	2 min 45 s
Bit rate mode :	Constant
Bit rate :	128 kb/s
Channel(s) :	1 channel
Sampling rate :	8 000 Hz
Bit depth :	16 bits
Stream size :	2.52 MiB (2%)
Language :	English (United States)

Premiere Pro CC - basic workspace layout for reference.

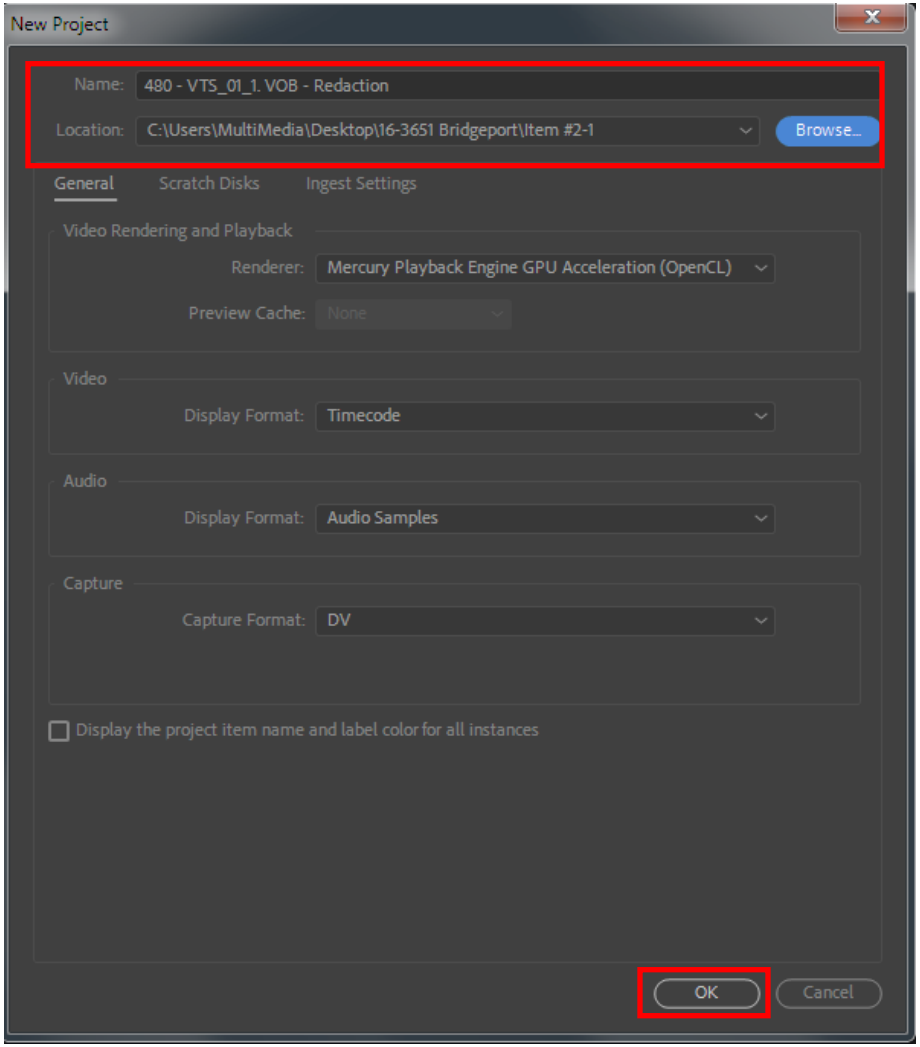


5. Open Adobe Premiere Pro CC:

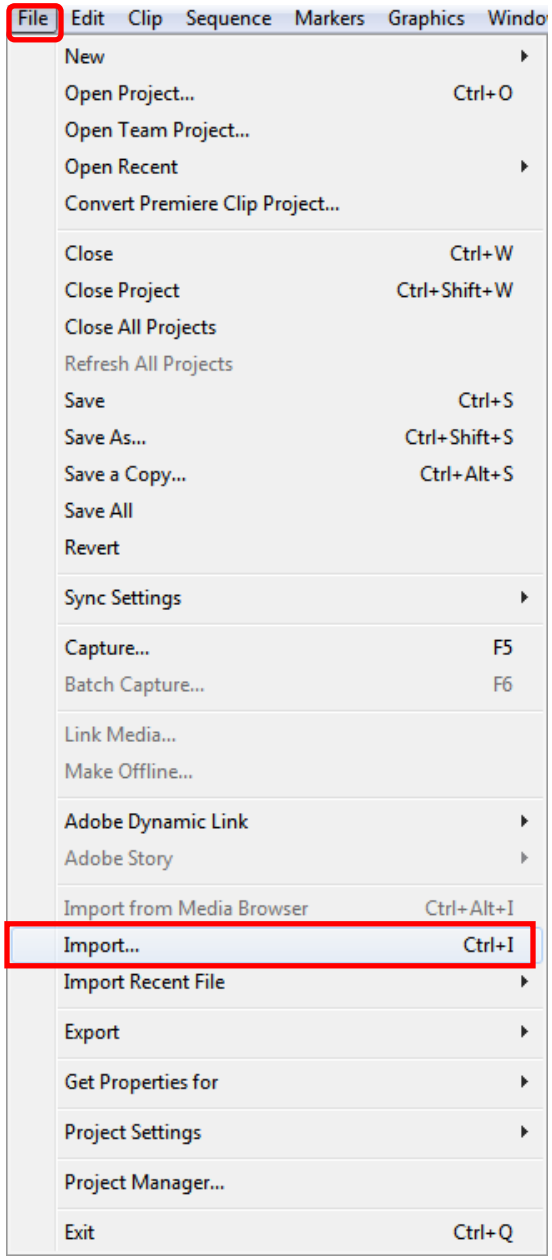
Select: new project.



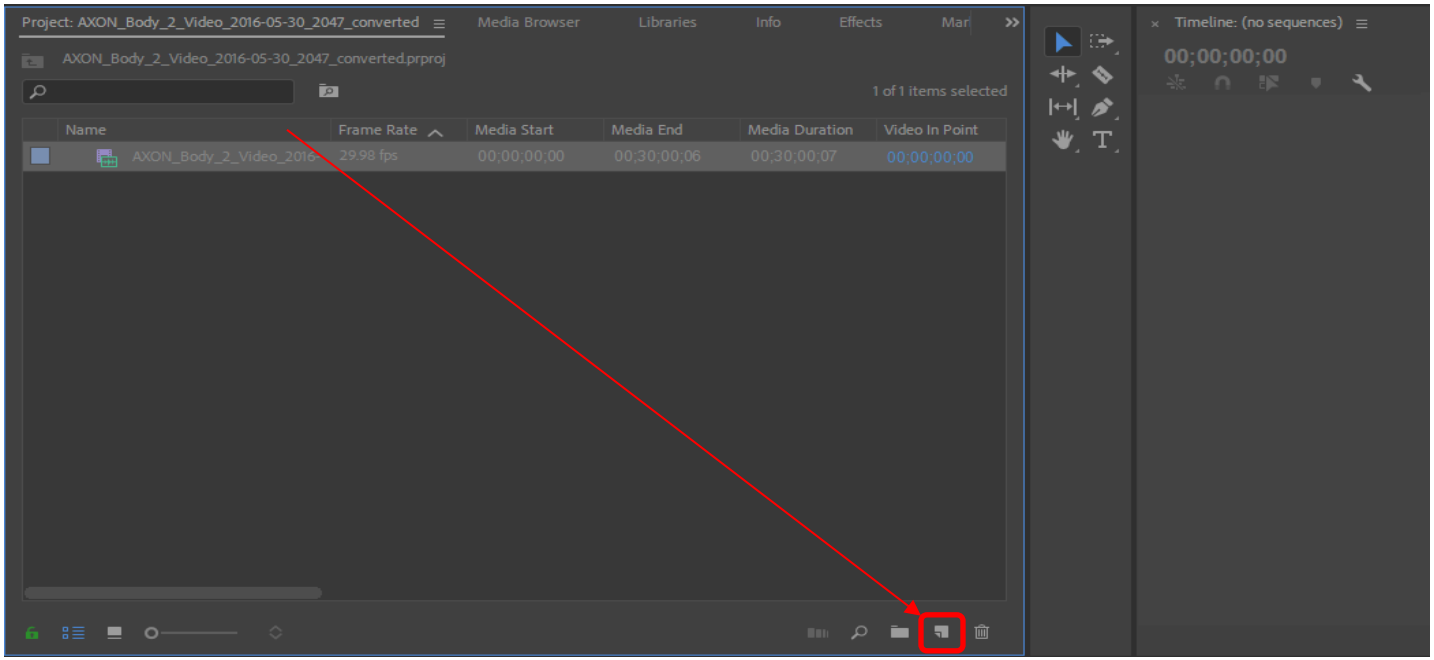
6. The following image depicts the setup of the menu when you select “New Project”. In the Name Section, add a name for your project. This is usually the case number and other identifiers. Select “browse” to be able to select the designated folder created in Step 1. Once that is completed select “OK”.

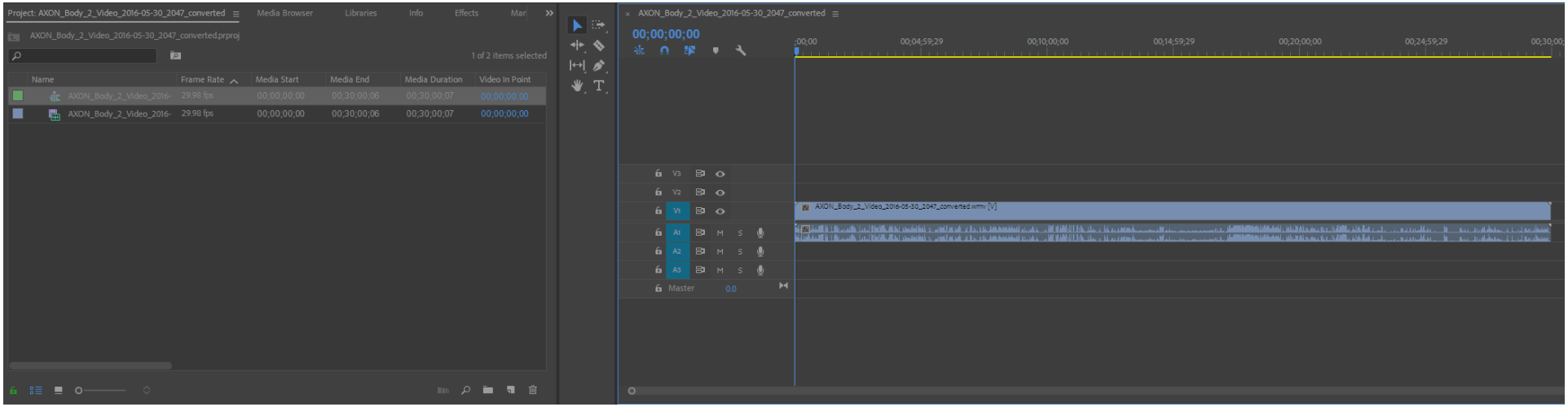


7. Once the workspace opens, import the media file to be redacted. Use the following to perform this import: File → Import and then browse for the folder on your desktop containing the copy of the submitted media. This step would also be used to access media that was downloaded directly from the Arbitrator program and placed in the document folder.



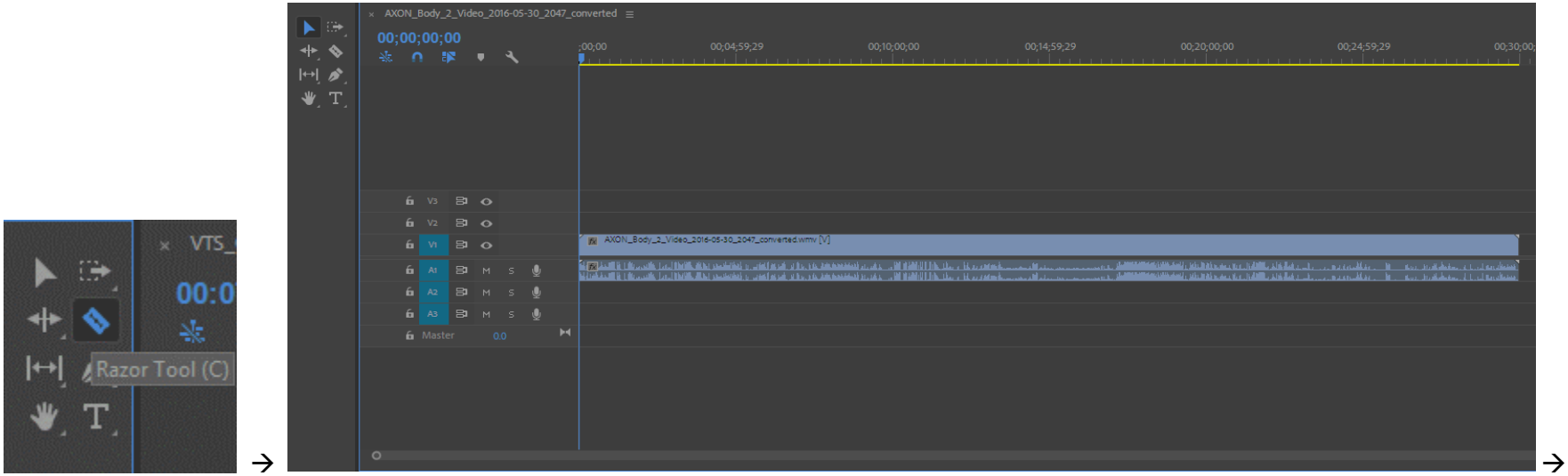
8. Once the media is imported, click and drag the media to the "**Add Item**" button (shape of a sticky note). This will create a sequence that fits the settings of your original video.

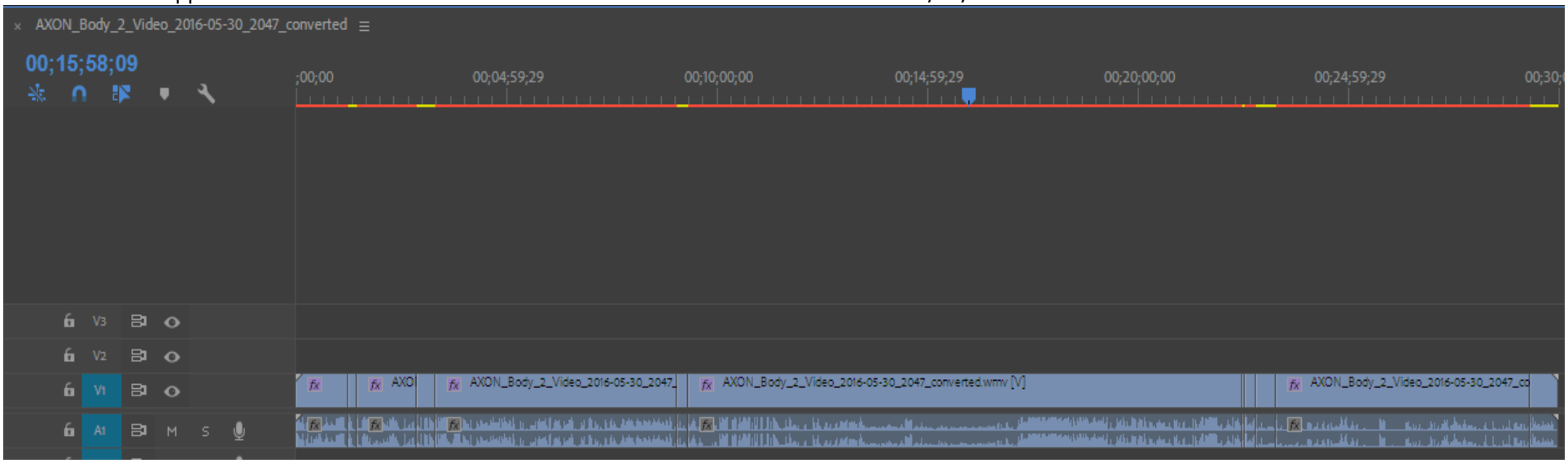




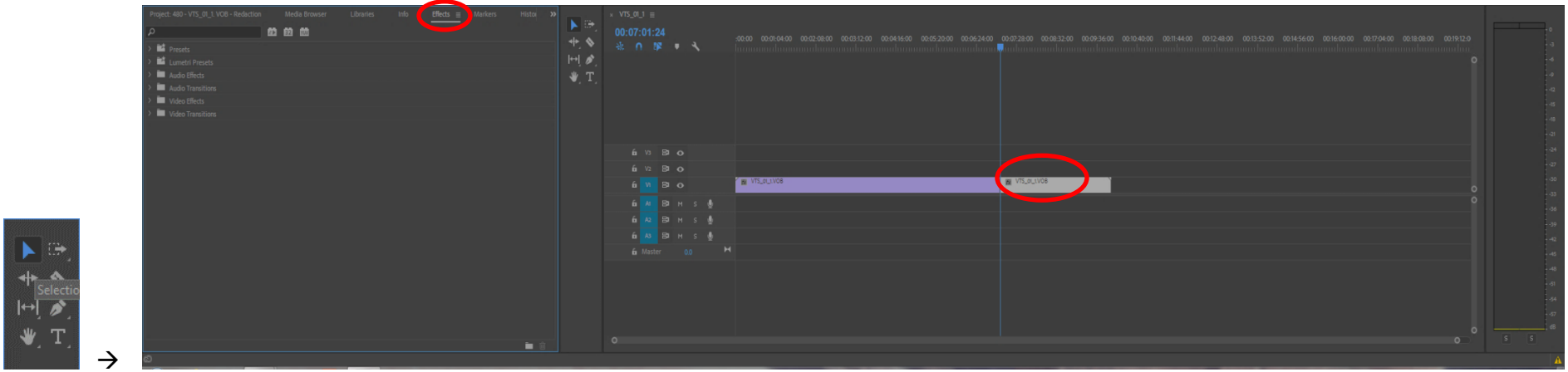
9. If redactions are needed to both audio and video, refer to page 16 of this work instruction. If no audio redaction is needed, proceed to Step 10. If redactions are needed only for audio, refer to page 16 of this work instruction.

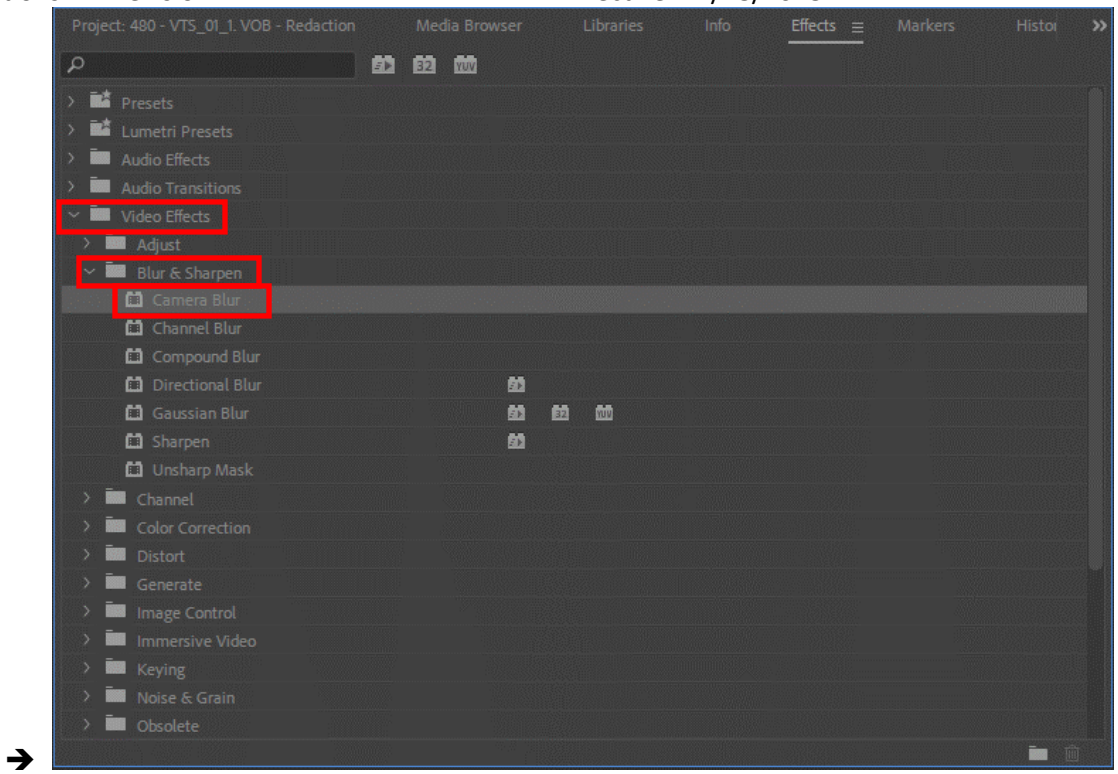
10. Review the video to determine what needs to be redacted by the requesting agency. Once it is clear what areas of the video need to be redacted, pause the video at the beginning of where the redaction should take place. In the tools menu, select the "**Razor Blade**" tool to cut the video, scroll to the end of the portion of the video needing redaction and again cut the video using the "Razor Blade" tool. The selected segment of video enclosed within the "razor blade" cuts should be the area in which the redaction is going to be applied. The left and right cursor arrows move the video frame by frame for a more accurate location to cut using the "Razor Tool".



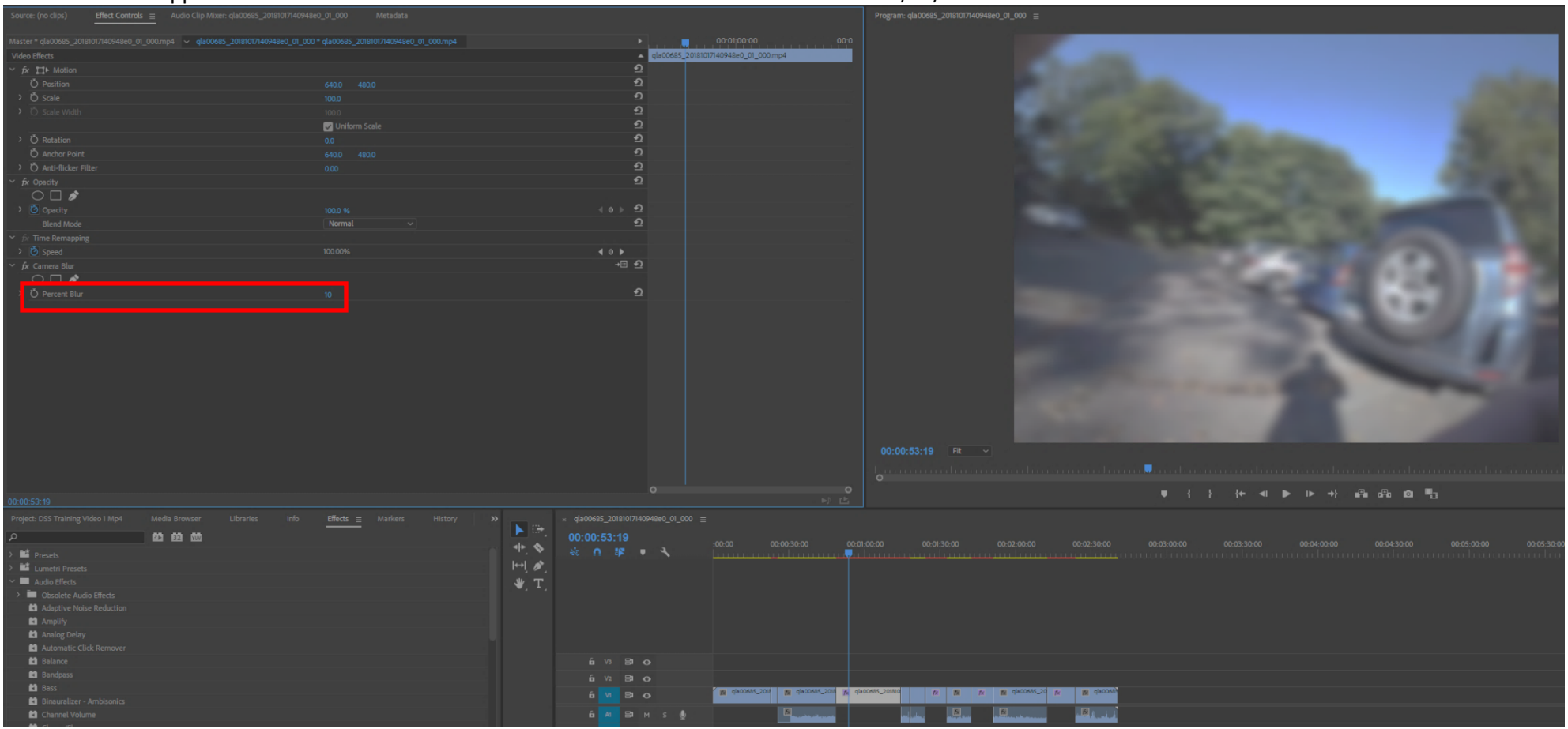


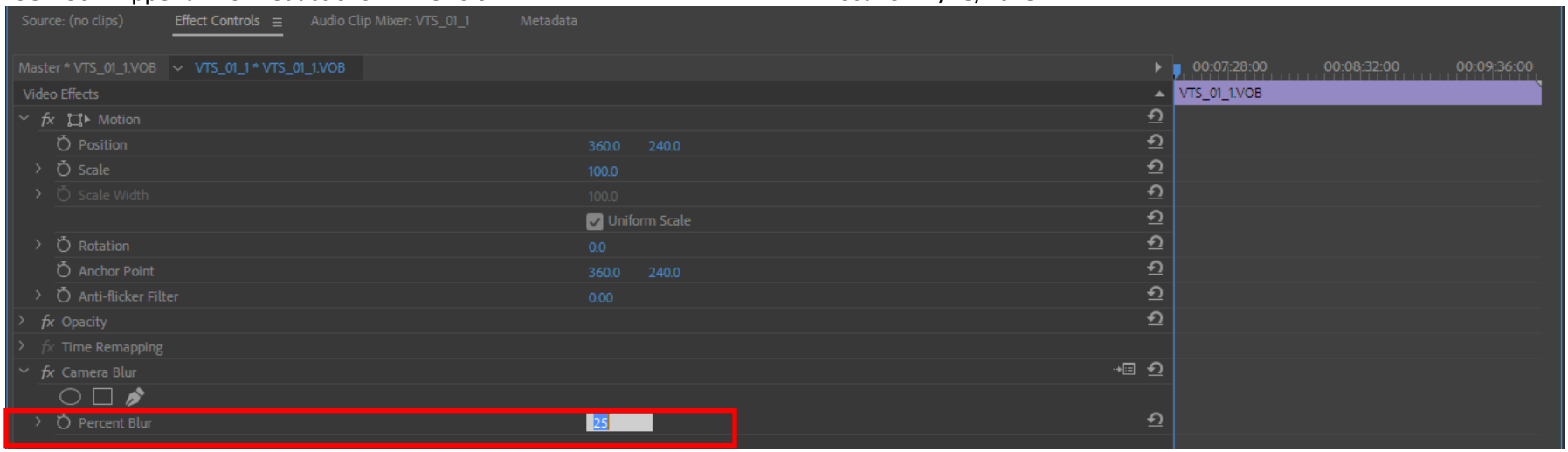
11. Once the video selection is isolated by the razor cuts, choose the arrow selection tool and go to the **Effects section**. In the "Effects" section select → **Blur & Sharpen → Camera Blur**. Once Camera Blur is chosen **Click and Drag** that effect and drop it onto the section of the video that you have isolated to redact.

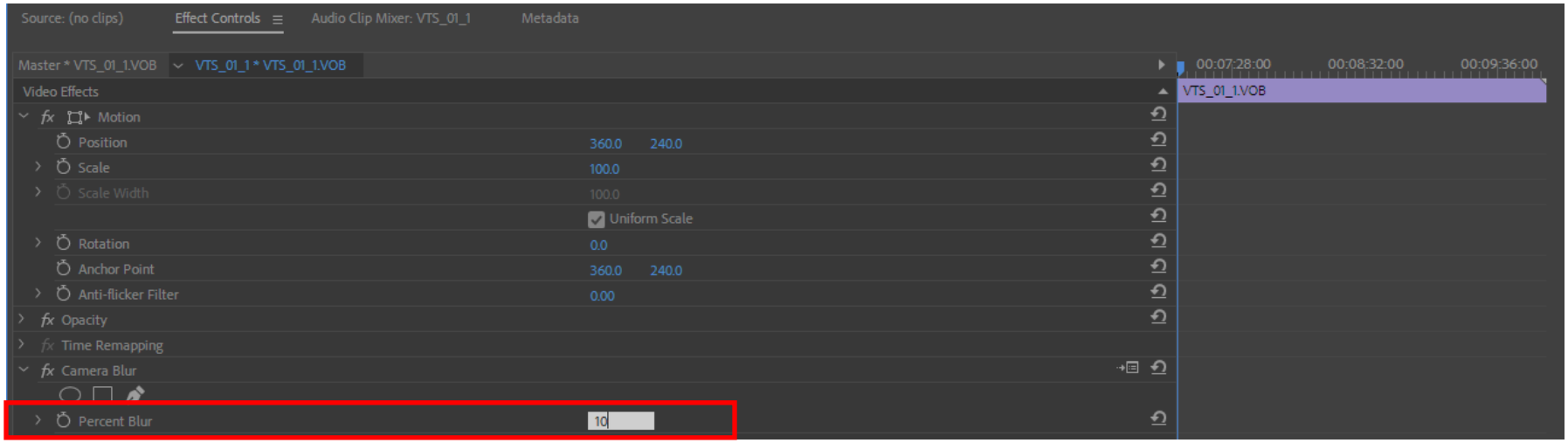


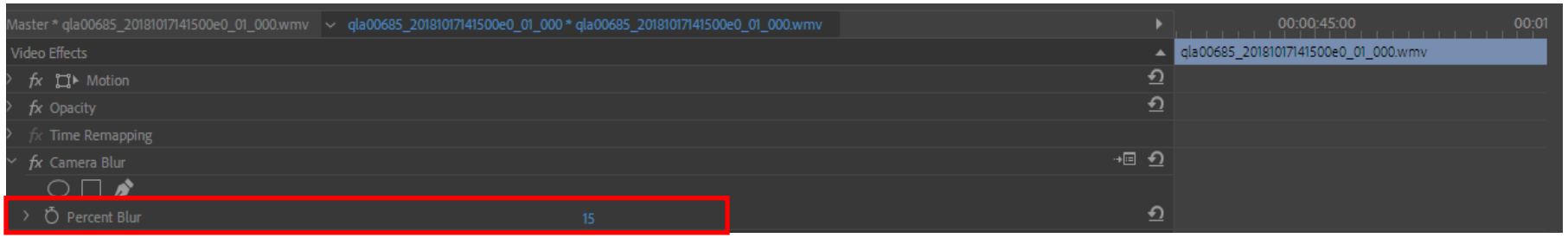


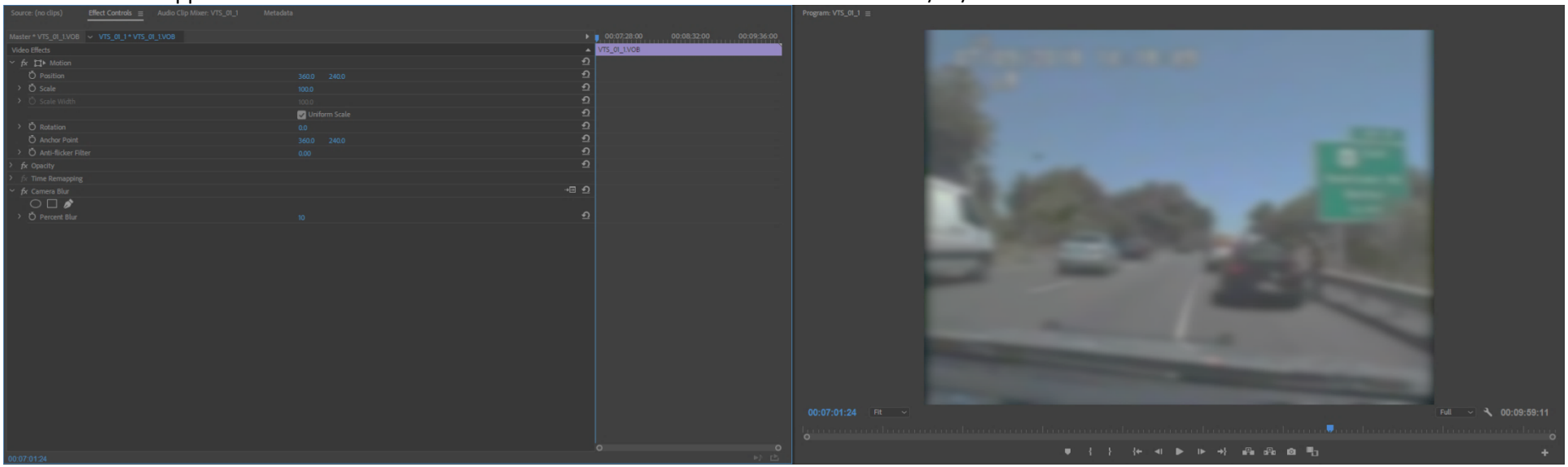
12. Once that effect is place on that section of the video, go to the effects control menu here you will need to adjust the “Percent Blur”. You can select a range from “25%” to “10%” as the blurring to apply to the entire video. It is preferable to use 15%, but if the details of the image are still legible, you may need to increase the blur up to 25%


Source: (no clips)
Effect Controls
Audio Clip Mixer: qla00685_20181017140948e0_01_000
Metadata
Video Effects
Motion
Position
Scale
Uniform Scale
Rotation
Anchor Point
Anti-flicker Filter
Opacity
Blend Mode
Normal
Time Remapping
Speed
Camera Blur
Percent Blur
Program: qla00685_20181017140948e0_01_000
00:00:53:19
Fit
Project: DSS Training Video 1 Mp4
Media Browser
Libraries
Info
Effects
Markers
History
Presets
Lumetri Presets
Audio Effects
Obsolete Audio Effects
Adaptive Noise Reduction
Amplify
Analog Delay
Automatic Click Remover
Balance
Bandpass
Bass
Binauralizer - Ambisonics
Channel Volume


Source: (no clips)
Effect Controls
Audio Clip Mixer: VTS_01_1
Metadata
Master * VTS_01_1.VOB
VTS_01_1 * VTS_01_1.VOB
00:07:28:00
00:08:32:00
00:09:36:00
Video Effects
VTS_01_1.VOB
Motion
Position 360.0 240.0
Scale 100.0
Scale Width 100.0
Uniform Scale
Rotation 0.0
Anchor Point 360.0 240.0
Anti-flicker Filter 0.00
Opacity
Time Remapping
Camera Blur
Percent Blur 25


Source: (no clips)
Effect Controls
Audio Clip Mixer: VTS_01_1
Metadata
Master * VTS_01_1.VOB
VTS_01_1 * VTS_01_1.VOB
00:07:28:00
00:08:32:00
00:09:36:00
Video Effects
VTS_01_1.VOB
Motion
Position 360.0 240.0
Scale 100.0
Scale Width 100.0
Uniform Scale
Rotation 0.0
Anchor Point 360.0 240.0
Anti-flicker Filter 0.00
Opacity
Time Remapping
Camera Blur
Percent Blur 10

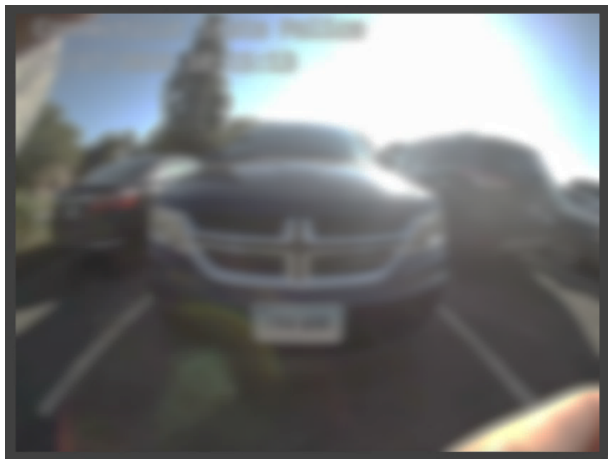

Master * qla00685_20181017141500e0_01_000.wmv
qla00685_20181017141500e0_01_000 * qla00685_20181017141500e0_01_000.wmv
00:00:45:00
00:01
Video Effects
qla00685_20181017141500e0_01_000.wmv
Motion
Opacity
Time Remapping
Camera Blur
Percent Blur 15



The images below illustrate the final results when using different levels of blurring percentage.

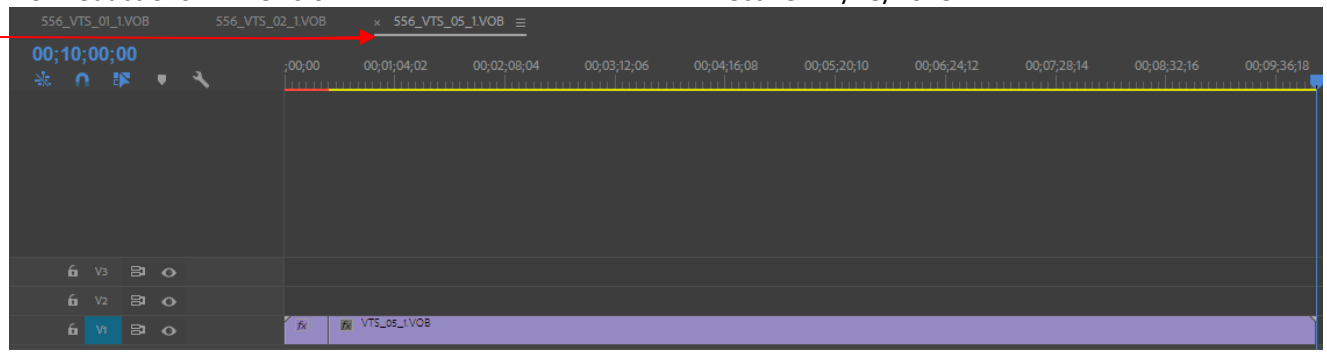
25% Blur vs.

15% Blur vs.

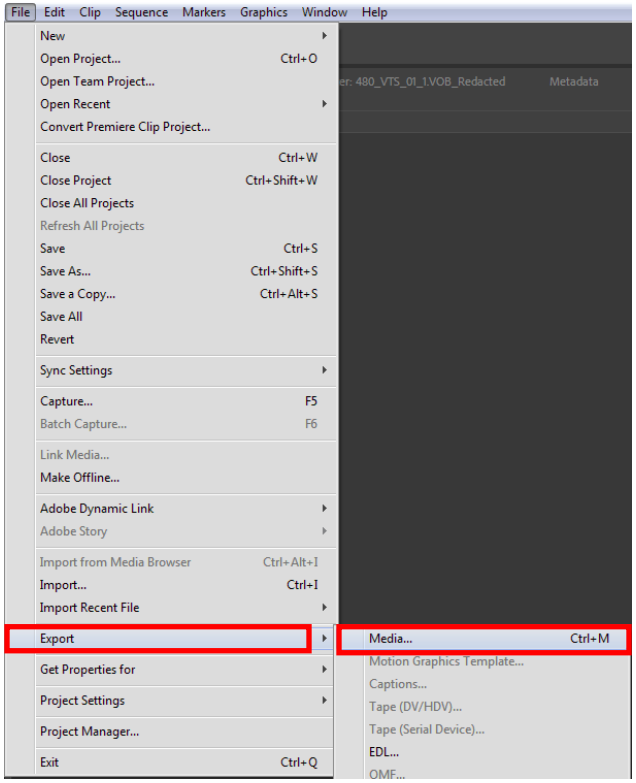


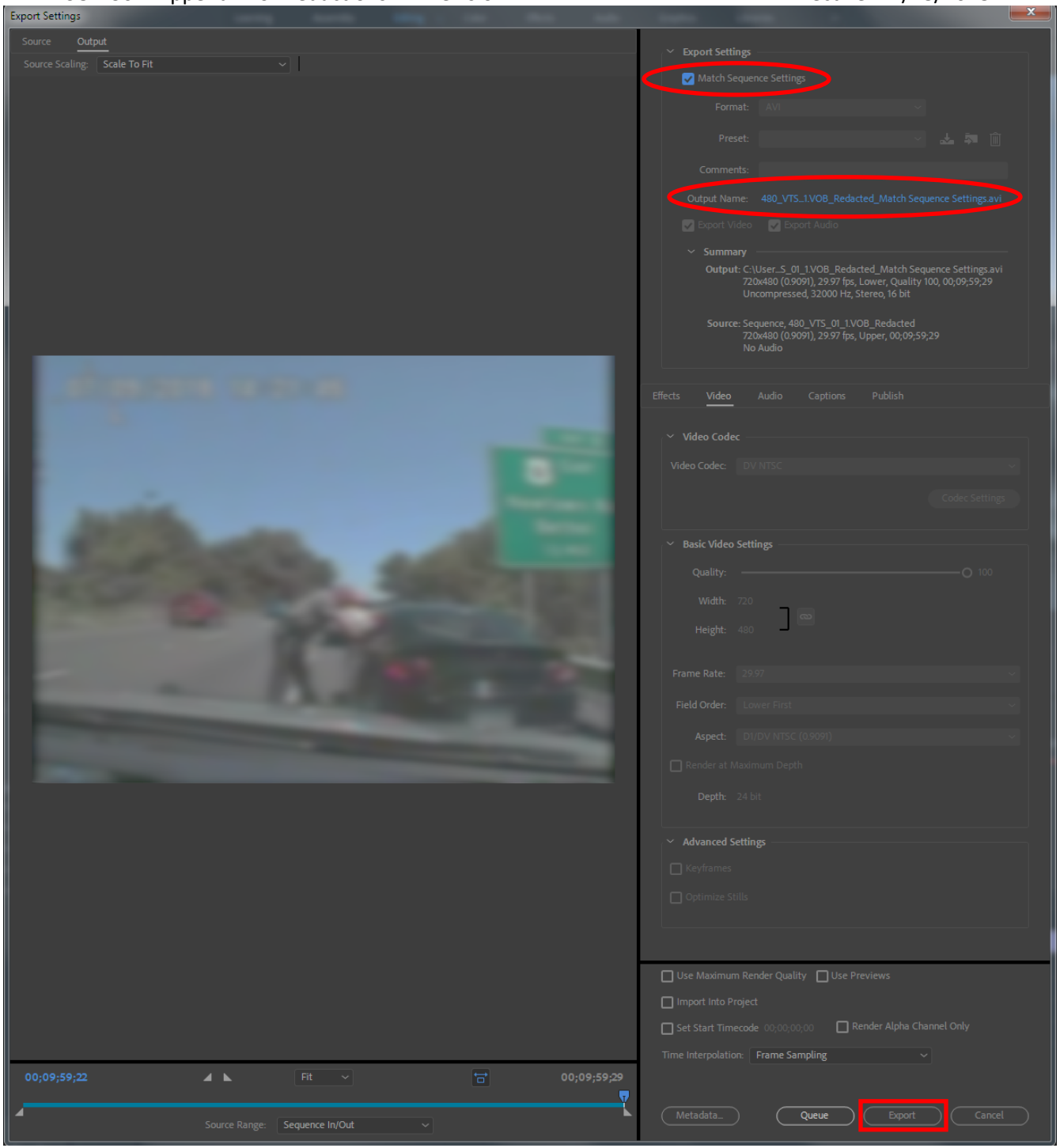
10% Blur

13. When there are multiple videos for the same case that require redactions, open up **"new sequence"**. This will create a **new tab** in your workspace under the name of that original case file. Use the following steps to achieve this: File → Import, and follow steps 8-11.



14. Once the video is redacted, **export the video** in a format that the requesting agency will be able to playback on their computers or devices available to them, using the following steps: **File → Export → Media.**





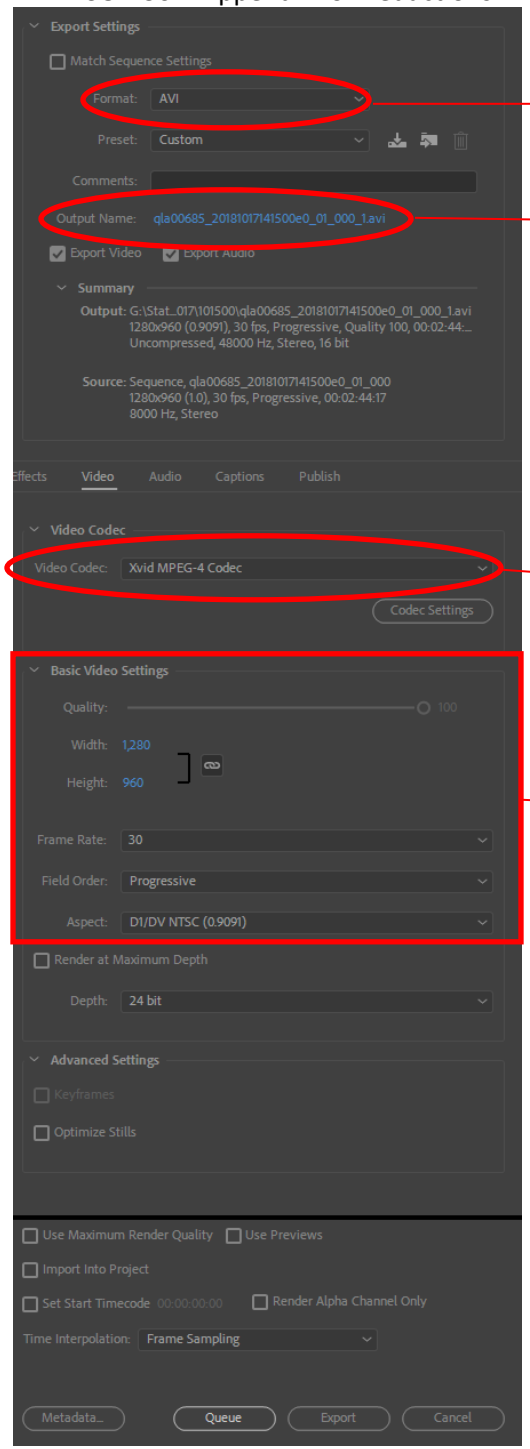
15. When exporting the MP4 file, check off the box that says "**Match Sequence Settings"** under export settings***.

Go to **"Output Name"** select the blue hyperlink in that section to reinsure that when the content is exported it is going to the correct folder and is named properly.

For example, if the media was originally labeled as "408_VTS_011.VOB" the media being exported out would be "408_VTS_01.1.VOB_Redacted". This way you will be able to tell which is the media you produced vs the file that came in for a redaction.

If you have more than one video in the project make sure to export each one. They all have to be individual exports.

******See below if exporting an imported WMV video***. **<u>Note: MP4 is the prefable format to export.</u>**

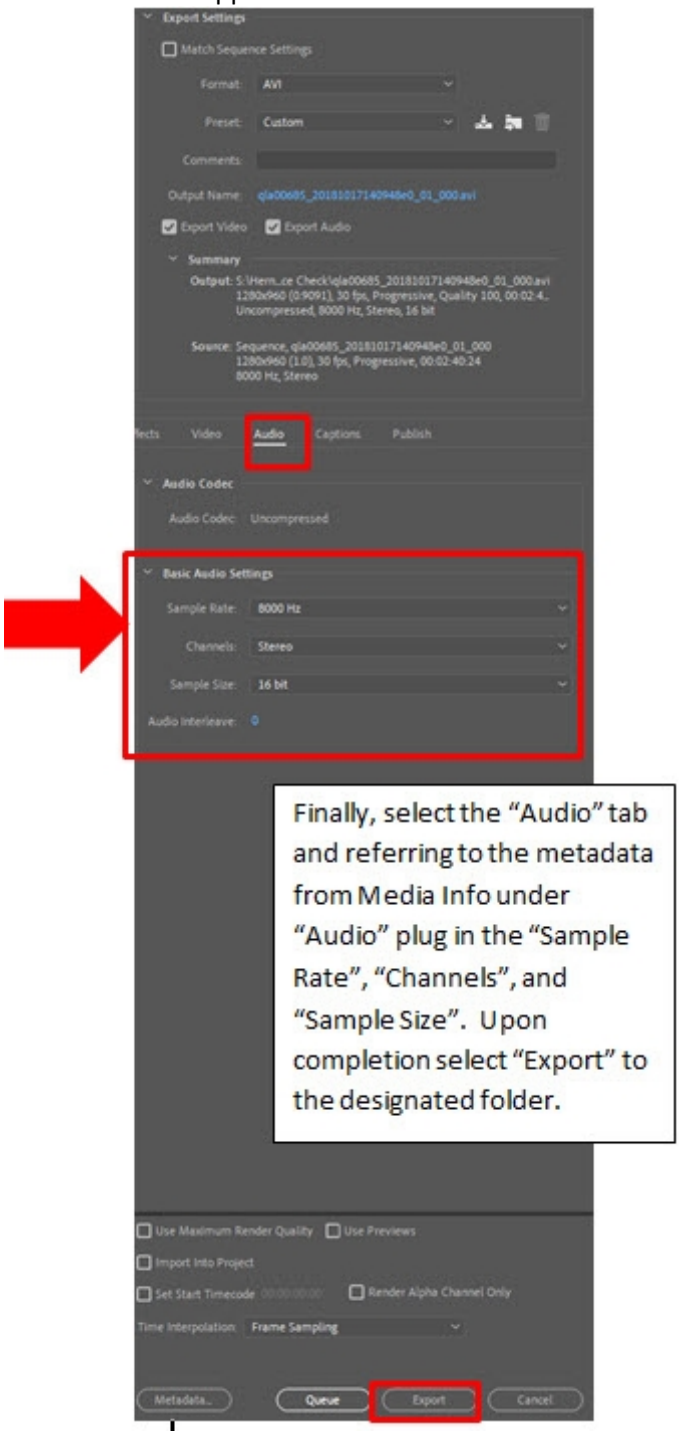


Select the format for the exported video to be an AVI

Change the output name to “the title of your video_redacted”, and select the designated folder for the case to save the video in.

Scroll to make the Video Codec is “Xvid MPEG-4”

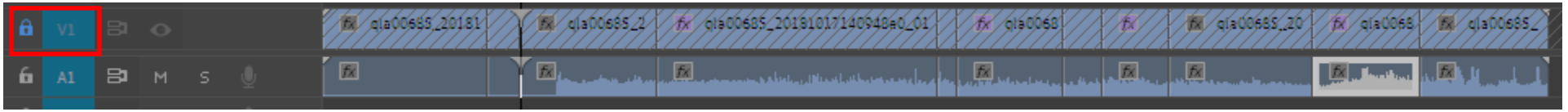
Referring to the metadata from Media Info, plug in the Width, Height, Frame Rate, and Field Order of the video.



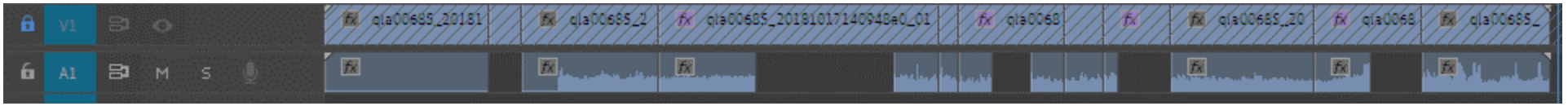
Finally, select the "Audio" tab and referring to the metadata from Media Info under "Audio" plug in the "Sample Rate", "Channels", and "Sample Size". Upon completion select "Export" to the designated folder.

Redacting the Audio in video using Premiere Pro CC

When redacting audio in a video. You want to “lock” the video by clicking the icon that looks like a pad lock. This prevents the video from being affected by your next cuts to the audio and next redactions.



Review the audio to determine what needs to be redacted as detailed by the requesting agency. Once it is clear what areas of the audio need to be redacted, pause the video at the beginning of where the audio redaction should take place. In the tools menu, select the “**Razor Blade**” tool to cut the audio at the place of the start of the redaction. Scroll to the end of the portion of the audio needing redaction and again cut the audio using the “Razor Blade” tool. The selected segment of audio enclosed within the “razor blade” cuts should be the area in which the redaction is going to be applied. Using the cursor, highlight the razor cut area and then hit “delete”.



Once the audio is redacted you can export your now redacted video and audio by following the instructions under number 14.

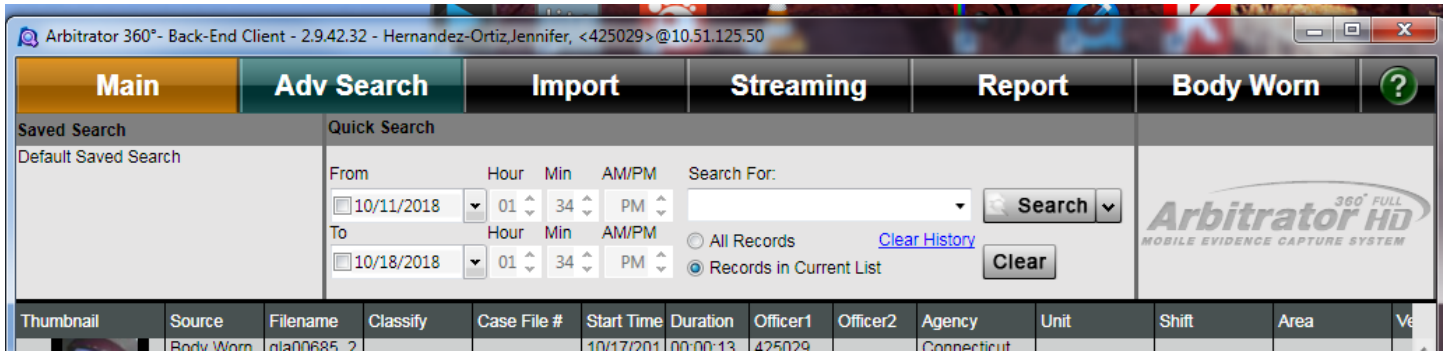
Note: when needing to conduct both video and audio redactions on the same file, it is preferable to “unlink” the video from the audio and lock the segment that is not being redacted at that time. This will present extra “razor” cuts from being applied to both areas (video and audio) of the timeline simultaneously.

Acquiring Video from Arbitrator 360° Backend Client

1. If a folder hasn't already been made, create a folder in the Documents folder with the appropriate case number and any other designator.

2. If the request for a redaction is submitted via an RFA to acquire the video from the Arbitrator 360° Backend Client, log into Arbitrator 360° Backend Client using your credentials.

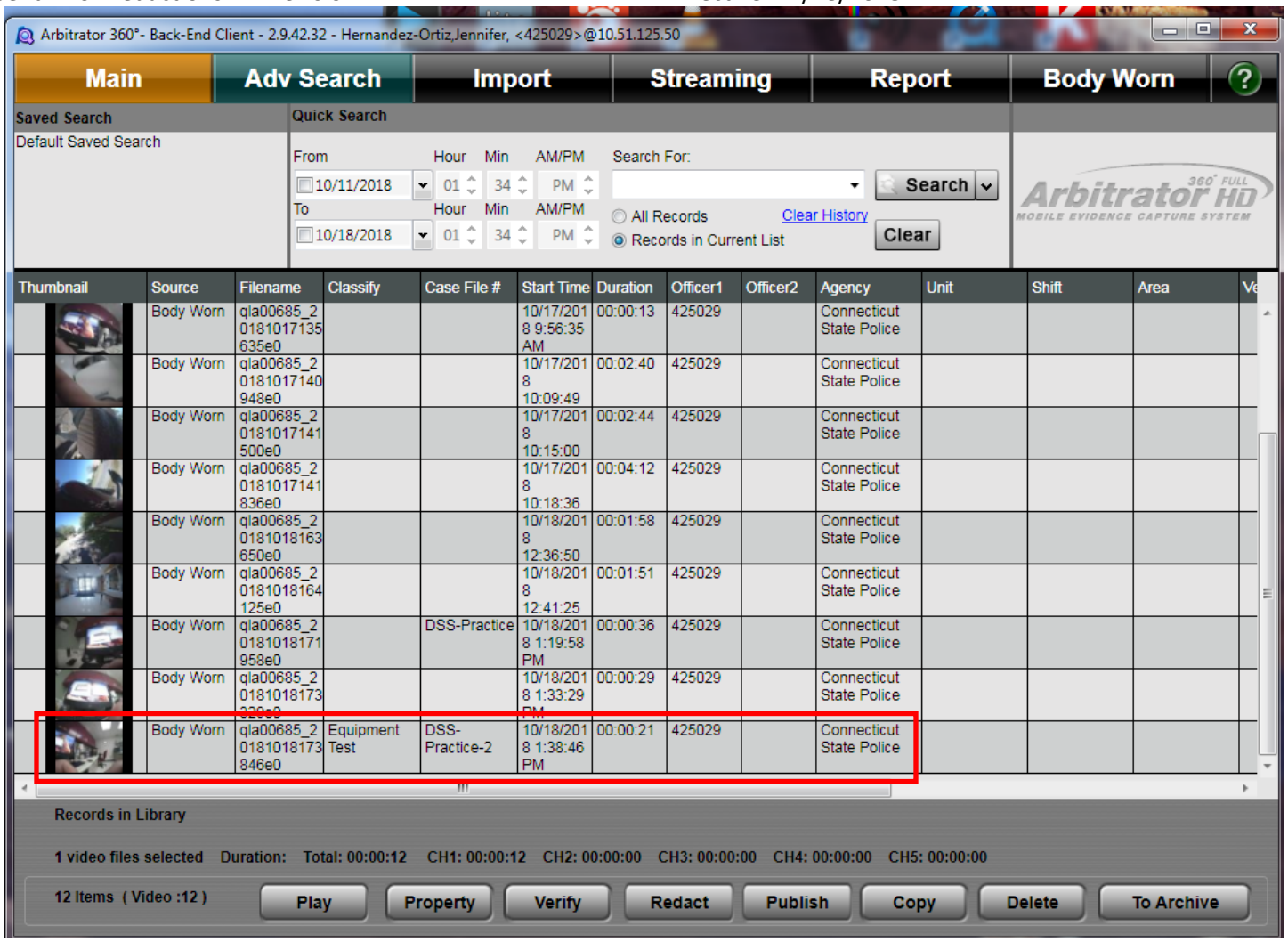
3. Search for video needed by using the "Quick Search Fields" and the provided information on the Request for Analysis.

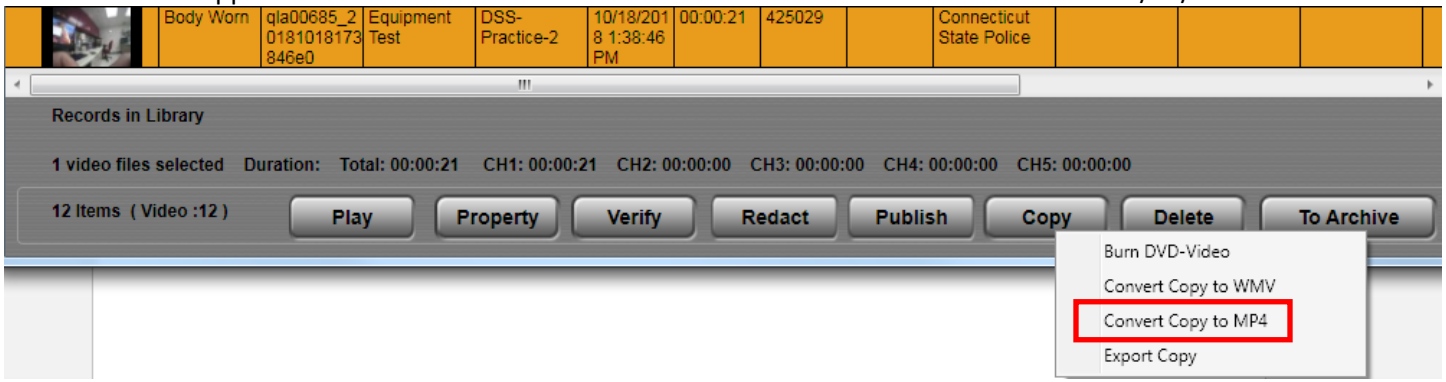


4. Once the requested video is located, select the file from the file list. You may have to refresh the list for the new video to show up. After the video is selected, use the "copy" tab from the options on the bottom of Back-End Client screen, and select "Convert Copy to MP4". The video will download into your selected folder, and you can then work with it in Premiere Pro.

Follow the highlighted inserts in the images.

Note: MP4 is a higher quality video and preferable over the WMV format.


Arbitrator 360°- Back-End Client - 2.9.42.32 - Hernandez-Ortiz,Jennifer, <425029>@10.51.125.50
Main
Adv Search
Import
Streaming
Report
Body Worn
Saved Search
Default Saved Search
Quick Search
From
Hour
Min
AM/PM
10/11/2018
01
34
PM
To
10/18/2018
Search For:
Search
All Records
Clear History
Records in Current List
Clear
Arbitrator HD
Thumbnail
Source
Filename
Classify
Case File #
Start Time
Duration
Officer1
Officer2
Agency
Unit
Shift
Area
Body Worn
qla00685_20181017135635e0
10/17/2018 9:56:35 AM
00:00:13
425029
Connecticut State Police
qla00685_20181017140948e0
10/17/2018 10:09:49
00:02:40
qla00685_20181017141500e0
10/17/2018 10:15:00
00:02:44
qla00685_20181017141836e0
10/17/2018 10:18:36
00:04:12
qla00685_20181018163650e0
10/18/2018 12:36:50
00:01:58
qla00685_20181018164125e0
10/18/2018 12:41:25
00:01:51
qla00685_20181018171958e0
DSS-Practice
10/18/2018 1:19:58 PM
00:00:36
qla00685_20181018173
10/18/2018 1:33:29 PM
00:00:29
qla00685_20181018173846e0
Equipment Test
DSS-Practice-2
10/18/2018 1:38:46 PM
00:00:21
Records in Library
1 video files selected
Duration:
Total: 00:00:12
CH1: 00:00:12
CH2: 00:00:00
CH3: 00:00:00
CH4: 00:00:00
CH5: 00:00:00
12 Items (Video :12)
Play
Property
Verify
Redact
Publish
Copy
Delete
To Archive


Body Worn
qla00685_20181018173846e0
Equipment Test
DSS-Practice-2
10/18/2018 1:38:46 PM
00:00:21
425029
Connecticut State Police
Records in Library
1 video files selected Duration: Total: 00:00:21 CH1: 00:00:21 CH2: 00:00:00 CH3: 00:00:00 CH4: 00:00:00 CH5: 00:00:00
12 Items (Video :12)
Play
Property
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Redact
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Convert Copy to WMV
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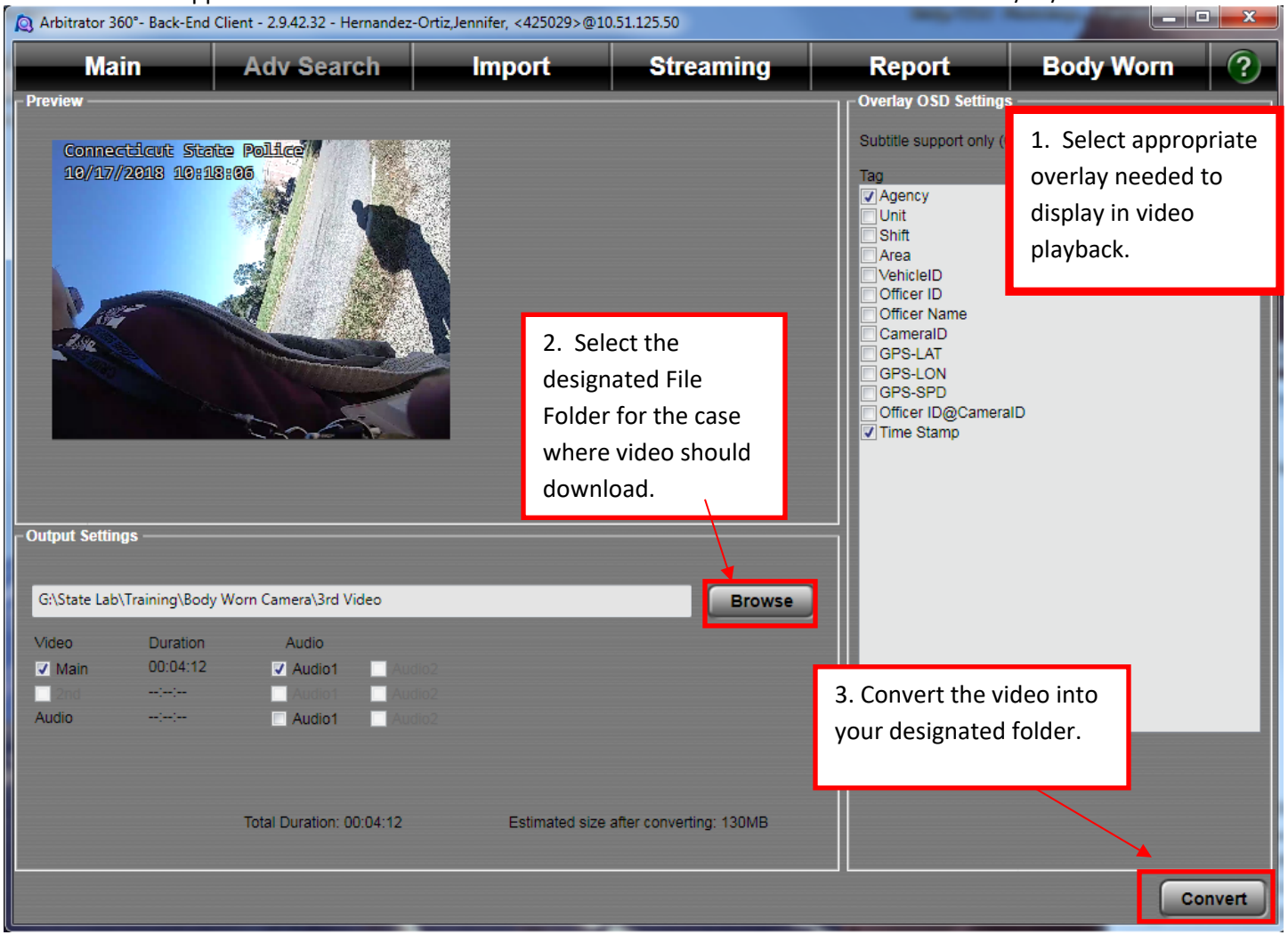

Once the video is downloaded into the appropriate folder on your computer, you may begin redactions and or enhancements as needed