

COLLECTION PLANNING FOR VIDEO EVIDENCE

Definition

A Collection Plan helps investigators and lawyers communicate their needs to frontline activists so the footage activists collect can better support a legal case. It is an advanced practice for activists who intentionally seek to capture video documentation to use as potential evidence for long-term justice and accountability.

A Collection Plan consists of three lists:

- LIST 1: "Elements of a Crime" you seek to prove;
- LIST 2: Evidence you have already collected to prove those elements;
- LIST 3: Evidence you still need to collect.

Create a Plan

STEP 1: ASK WHY? Determine why it is worth the time, resources and risks to collect this footage.

STEP 2: INCLUDE BASIC DETAILS. Write down basic information about the situation or violations you seek to document, such as a summary of the incident, names, dates, locations, etc. Download a blank Collection Plan form at bit.ly/WITNESSLibrary_VaE.

STEP 3: FIND THE ELEMENTS OF THE CRIME. List the elements of a crime you need to prove by working with a lawyer, researching the elements online, at a library or making an educated guess.

STEP 4: DETERMINE WHAT YOU HAVE AND WHAT YOU NEED. Write down two lists, "Completed" and "To Do", for all the evidence you:

- Have already collected to prove each individual element of the crime;
- Still need to collect to prove each individual element of the crime.

Highlight the video images you need.

STEP 5: REVIEW THE PLAN. If possible, go over the plan with the people you are filming with and those who you intend to give the footage to and then, go film!

Learn More about the "Elements of a Crime" and Collection Planning at bit.ly/WITNESSLibrary_VaE.

SAMPLE COLLECTION PLAN: VIDEO "TO DO" LIST

CRIME: Excessive Police Force by an Officer on Scene

*The elements are based on Brazilian Law --- two of the eight elements of this crime are listed here.

<input type="checkbox"/> The Element of the Crime we need to prove <input type="checkbox"/> The suspect was acting within the scope of his/her employment as an employee of a civil or military service.	<p>TO DO: List of images that could help prove this element if possible to capture safely.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Medium shot of the suspect in full uniform. <input type="checkbox"/> Close-up shot of the suspect's badge number, nameplate and face and anything that shows rank. <input type="checkbox"/> Wide shot of the vehicle the suspect was driving. <input type="checkbox"/> Close-up of the license plate and any identifying marks on the vehicle the suspect was driving/riding in. <input type="checkbox"/> Close-up video or photos of any documentation showing the suspect was on duty that day --- timecards, signed and dated reports, etc. <input type="checkbox"/> A variety of shots placing the suspect at the scene of the crime. <input type="checkbox"/> A variety of shots of the suspect giving orders on scene.
<input type="checkbox"/> The suspect intended to undermine the physical safety of the victim.	<ul style="list-style-type: none"> <input type="checkbox"/> Continuous footage of force being used by the suspect against the victim. <input type="checkbox"/> Images that allow for identification of the weapon being used. <input type="checkbox"/> Images showing the severity of the injuries to illustrate disproportionality. <input type="checkbox"/> Any images showing the violation of prescribed protocols. For example: <ul style="list-style-type: none"> <input type="checkbox"/> Images showing the use of live ammunition versus rubber bullets; <input type="checkbox"/> Close-up shots of the bullet cases including the head stamp on the casing as the stamp is the most important part; <input type="checkbox"/> Wide and medium shots showing the number of rounds fired; <input type="checkbox"/> If official protocols call for officers to aim and shoot below the waist, capture images that show the height of the shot fired as compared to the ground. <input type="checkbox"/> Any audio of the suspect giving orders or making statement that would go to show intent to violate prescribed protocols.



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MINI GUIDE: COLLECTION PLANNING V 1.0