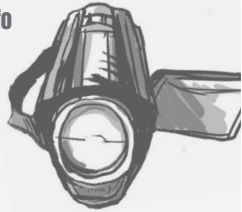


ADDING INFORMATION

If you have determined it is safe to include essential information then, use the camera microphone or a piece of paper to add the following information:

STEP 1 Who, When, and Where: Introductory info

Begin by recording your name, contact information, date, time, location and the names and contact information of other individuals that may have information about the incident.



STEP 2 HOW: Orient Your Viewers by Describing How You Will Film

While filming, clearly state how you are filming the scene – from north to south, from above the scene, etc.

STEP 3 (optional) What: Factually Describe What the Video Documents

If appropriate for your situation, add a concise and factual description of the human rights content the viewer sees to the recording.

STEP 4 Wrap Up Filming

End by stating the time you completed filming.

- Adapt as necessary to fit your situation.
- Provide only factual information.
- Leave out unsupported opinions.
- If you need to film anonymously, see Techniques for Filming Anonymously.

HERE'S AN EXAMPLE

My name is Morgan Wells. I work for the organization EVIDENCE and can be contacted at morgan@xxxxx.com or +1 111.222.3333. This video footage was captured on January 25, 2015 beginning at 10:08 am at 800 Wall St., New York, NY, USA.

Other people who are here on scene with me and who may have relevant information about the likely arrest at the corner of Wall Street and Pearl Street in New York are:

- John Smith, 800 Wall Street, 5th Floor, New York, NY, USA, john@xxxxx.com , +1 111.222.3333; and
- Jane Williams, 800 Wall Street, 5th Floor, New York, NY, USA, jane@xxxxx.com , +1 111.222.3333

The footage is captured from a 5th floor window located on the southeast corner of the building. I am filming from the window looking down onto the scene on the street at the corner of Wall St. and Pearl St. This was the only vantage point from which I was able to film.

OPTIONAL: The video captured here documents an alleged use of excessive force by the New York Police Department against an African American man who appears to be in his early 20s. No protests were taking place at the time and I do not know what sparked the incident.

I completed filming this incident at 10:30 am.

