

BASIC PRACTICES 1: GETTING READY TO FILM

IMPLEMENT THESE BASIC PRACTICES TO ENHANCE THE EVIDENTIARY VALUE OF THE VIDEO YOU CAPTURE.

STEP 1

Know your rights before you press record.

STEP 2

Protect, encrypt or delete sensitive personal information and contacts on your filming device in case it's confiscated.

STEP 3

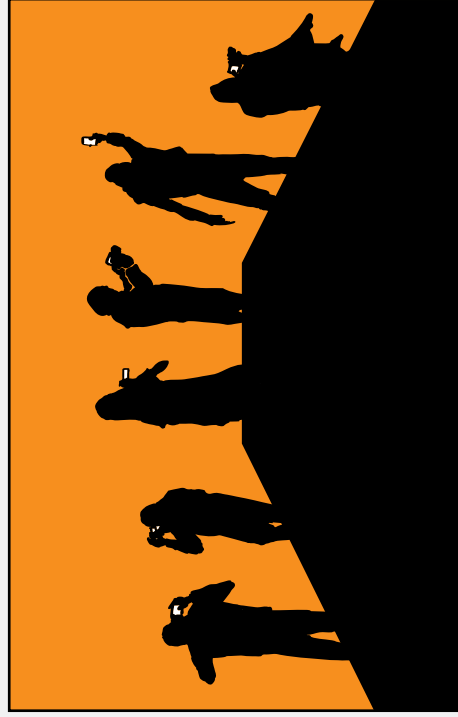
Complete a security assessment to protect yourself and those you are filming.

STEP 4

Determine which images you should film (see other side).

STEP 5

Learn more at bit.ly/WITNESSLibrary_vae.



DETERMINE WHAT TO FILM

To hold someone accountable for a crime, lawyers must prove:

What crime was committed?

Who committed the crime?

How the perpetrator committed the crime?

Capture images and details that provide information about “WHAT”, “WHO” & “HOW”

Example Images to Prove “WHAT”

- A death caused by gunshot
- Persons being beaten or tortured
- Injuries resulting from abuses
- Damage to civilian property
- Damage to cultural objects
- Children bearing arms or participating in military activities

Example Images to Prove “WHO” & “HOW”

- Police formations at a protest
- Uniforms and badge numbers
- License plates of official vehicles
- Military equipment & serial numbers
- Speeches

BASIC PRACTICES 2: FILMING FOR EVIDENCE

IMPLEMENT THESE BASIC PRACTICES TO ENHANCE THE EVIDENTIARY VALUE OF THE VIDEO YOU CAPTURE.

STEP 1

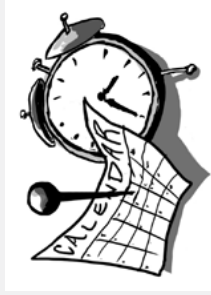
Set the correct date, time and GPS location on your device.

STEP 2

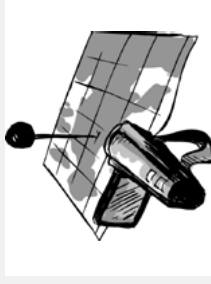
Use the camera microphone and/or written documentation to record:

- Date, time and location
- who is filming
- who and/or what is being filmed
- others on scene with information

WHEN?



WHERE?



WHO?



STEP 3

Film strategically and logically:

- ✓ Film continuously
- ✓ Film a variety of shots from the incident scene
- ✓ Hold all shots for 10 seconds or more
- ✓ Move the camera slowly
- ✓ When possible, use a tripod, monopod or level surface to stabilize the camera

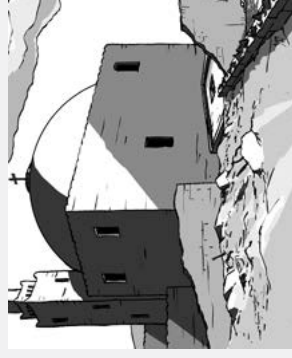
STEP 4

create written documentation that summarizes key information, including security information.

FILMING FOR EVIDENCE: SHOT LIST



LANDMARK



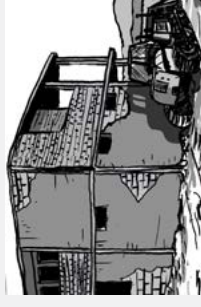
360°



WIDE



MEDIUM



CLOSE UP



OVERVIEW



HORIZON WITH SUN OR MOON



BASIC PRACTICES 3: SAFEGUARD YOUR FOOTAGE

STEP 1

Protect your media in the field:

- Keep your memory cards safe from physical damage and confiscation:
- swap out the used card with a blank card and hide the used one;
- create an immediate backup to a drive that you carry with you or to a secure server.



STEP 2

Protect your media in your home or office:

- set the write-protection lock on your memory card before transferring your media;
- Back up the original file at least once, twice if possible.
- Once copied, don't alter the original file in any way; and
- Keep backup copies on separate devices and in a separate physical location from your primary copy.



STEP 3

organize your videos once you are out of the field:

Do not alter the format, filenames or directory structure. Instead, place in folders with standardized names.



STEP 4

Track your videos

Use a spreadsheet or database to keep track of where you store the footage and who you share it with.

Find more in-depth information about archiving footage at archive.witness.org.

BASIC PRACTICES 4: SHARE YOUR VIDEO PRIVATELY

STEP 1

Research

Sharing video footage and information with human rights organizations, investigators, law enforcement officers and courts triggers rights and responsibilities. These rights and responsibilities vary, so learn about this before sharing. Choose an intermediary you trust and has the skills, resources and infrastructure to keep your video secure.

STEP 2

Decide how to provide the original file

If you can meet and transfer your footage in person, do so. If you need to transfer footage online, research secure options to transfer footage safely. Find more information about securely transferring footage at bit.ly/vae_Techtools_Transferring

STEP 3

Provide Supplementary information

If possible, provide a printed or electronic summary that includes:

- Time, date and specific location of where the video was captured;
- A concise factual summary of what is shown in the video;
- Names and contact information for the videographer; persons filmed and others who may have valuable information about the incident; and
- Security information.



BASIC PRACTICES 5: SHARE YOUR VIDEO PUBLICLY

IF YOU DECIDE IT IS SAFE AND STRATEGIC TO SHARE VIDEO CLIPS ONLINE, FOLLOW THESE BASIC PRACTICES.

STEP 1

Title your video properly. include date, specific location, city, country and key descriptive words.

STEP 2

Add an accurate description. Repeat the information in the title and add a factual summary of what is shown in the video. Facts only. No opinions. If safe, include the name and contact information of the videographer or posting organization.

STEP 3

Make your video easier to find online by adding tags. Repeat the date, time, specific location, city and country then add words that describe the content.

STEP 4

Keep the original file. Video sites like YouTube optimize video files for web streaming. This means the video is often compressed and stripped of key information, so you must keep your original.

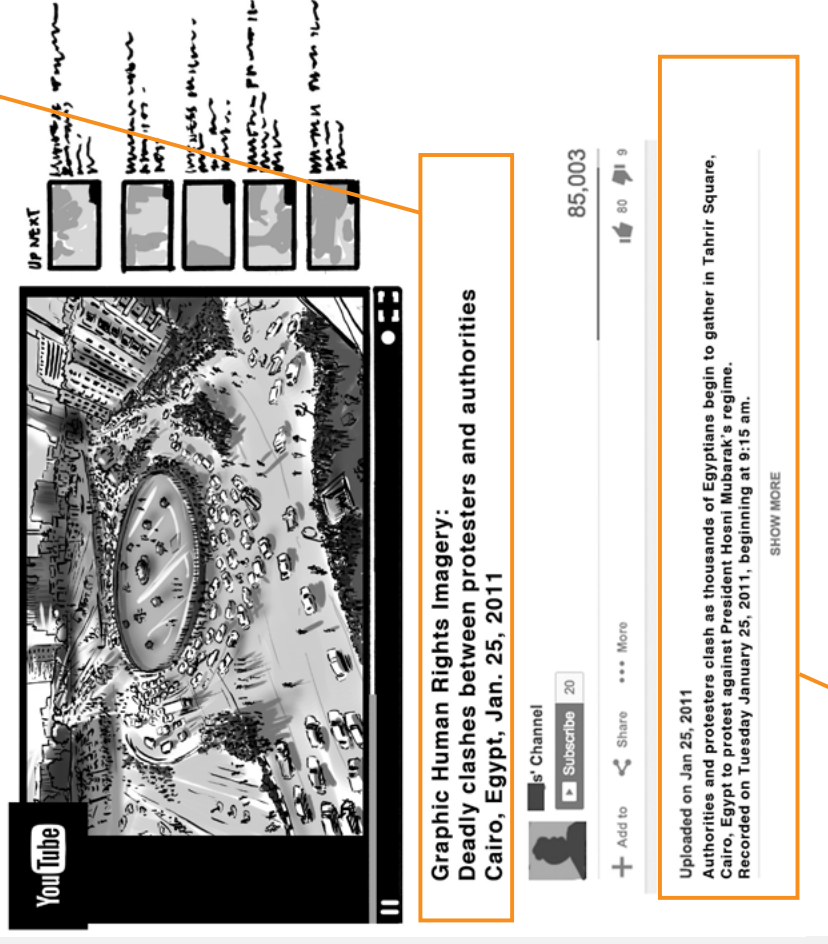
KEY POINTS

If the footage is graphic add "Graphic Human Rights Footage" to the title and description so viewers are aware of the content and online platforms know not to take it down.

Do not add false dates, locations or tags for any reason.

HERE'S AN EXAMPLE

Title



The screenshot shows a YouTube video player. The video title is "Graphic Human Rights Imagery: Deadly clashes between protesters and authorities Cairo, Egypt, Jan. 25, 2011". The description is "Authorities and protesters clash as thousands of Egyptians begin to gather in Tahrir Square, Cairo, Egypt to protest against President Hosni Mubarak's regime. Recorded on Tuesday January 25, 2011, beginning at 9:15 am." The video has 85,000 views and 9 likes. The channel name is "s' Channel" and it has 20 subscribers. The video is titled "UP NEXT" and shows a list of related videos.

Description & Tags

Find more in-depth information about uploading and sharing online videos at library.witness.org