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](http://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!


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**SAMPLE COLLECTION PLAN: VIDEO “TO DO” LIST**

<table>
<thead>
<tr>
<th>CRIME: Excessive Police Force by an Officer on Scene</th>
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<tbody>
<tr>
<td><em>The elements are based on Brazilian Law --- two of the eight elements of this crime are listed here.</em></td>
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**TO DO: List of images that could help prove this element if possible to capture safely.**

- Medium shot of the suspect in full uniform.
- Close-up shot of the suspect’s badge number, nameplate and face and anything that shows rank.
- Wide shot of the vehicle the suspect was driving.
- Close-up of the license plate and any identifying marks on the vehicle the suspect was driving/riding in.
- Close-up video or photos of any documentation showing the suspect was on duty that day --- timecards, signed and dated reports, etc.
- A variety of shots placing the suspect at the scene of the crime.
- A variety of shots of the suspect giving orders on scene.
- Continuous footage of force being used by the suspect against the victim.
- Images that allow for identification of the weapon being used.
- Images showing the severity of the injuries to illustrate disproportionality.
- Any images showing the violation of prescribed protocols. For example:
  - Images showing the use of live ammunition versus rubber bullets;
  - Close-up shots of the bullet cases including the head stamp on the casing as the stamp is the most important part;
  - Wide and medium shots showing the number of rounds fired;
  - 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.
  - Any audio of the suspect giving orders or making statement that would go to show intent to violate prescribed protocols.

**MINI GUIDE: COLLECTION PLANNING V 1.0**