

NNIRR: Martus Database Training Documenting Human Rights Abuses

Main Page

Martus Human Rights Bulletin System

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Saved Bulletins (1)
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Status	Sent	Date of Event	Title	Author	Last Saved
Draft	Yes	Unknown	Pakistani family detained by IC...	Laura Rivas	11/08/2007 14:39
Sealed	Yes	12/01/2004	Immigrant detainees are denie...	Laura Rivas	11/27/2007 14:15
Sealed	Yes	11/03/2006	Palestinian family detained un...	Laura Rivas	11/07/2007 13:18
Sealed	Yes	12/01/2006	Peruvian woman coerced to sig...	Laura Rivas	11/07/2007 12:31
Sealed	Yes	01/08/2007	ICE raids in Richmond- use inti...	Laura Rivas	11/07/2007 12:50
Sealed	Yes	02/07/2007	Police collaborate with ICE, pro...	Laura Rivas	11/07/2007 13:03
Draft	Yes	02/20/2007	Parents arrested by ICE during...	Laura Rivas	11/05/2007 14:11
Sealed	Yes	06/01/2007	Cuban dad forced to leave fam...	Laura Rivas	11/05/2007 13:54
Sealed	Yes	06/20/2007	ICE raids the home of Norma V...	Laura Rivas	11/07/2007 13:23

Header
 Bulletin Details...
 Last Saved 11/07/2007 12:50
 Version 3
 Headquarters 1 Headquarter account(s) can view this private information

Private Information
 Keep ALL Information Private Yes
 Language
 Author
 Date Created
 Organization
 Title

Ready

The Martus interface is pretty simple. The toolbar at the top allows you to perform most functions, and the 4 tabs below it make it easier to perform the most common functions. It is as easy to use as an email program. The folders at the left of the screen can be modified according to how you want to organize your bulletins: you can organize them by type of abuse or by location. At the top, you see a list of the bulletins that have been entered in this account; it shows only the status, date, title, author, and date last saved. Then below that, you can see a preview of the selected bulletin, just like you would in an email program.

In the Martus Program, a bulletin is like an ‘in-take’ form. It is where you enter the information to each case of abuse/rights violation you document.

To create a new bulletin, you simply click on the tab labeled “Create” and you will see this:

Header

Bulletin Details...

Version 1

Headquarters 1 Headquarter account(s) will be able to view this private information

Private Information

Keep ALL Information Private

Language English

Author Laura Rivas

Date Created 01/08/2008

Organization National Network for Immigrant and Refugee Rights

Title

Source of bulletin information:

Interviewee Name

Interviewee Speaks

Date(s) of interview(s)

media/press
legal or other report
personal interview
letter(s)
eyewitness
immigrant rights agency
city/state agency

wn

You can see that the Language, Author, Date Created, and Organization fields are already filled in. When you set up an account, you will have a chance to enter your information by going to Options > Contact Information.

TITLE: This should be as brief and descriptive as possible. I.e. ICE leaves young child unattended when arresting immigrant father.

SOURCE OF BULLETIN INFO: This field allows you to select one source only. It allows you to answer the question of how did you find out about this case/incident? If there is more than one source, you can opt to include this in the ‘Details’ field.

The next three fields about interviewee are only to be used if there was an actual first-hand interview with the person affected.

INTERVIEWEE SPEAKS refers to language spoken- you can select from a drop-down menu with 50 languages.

Interviewee/Witness (relation to person abused):

If "Interviewee/Witness" is "other", please specify:

If "Interviewee" is not "Witness", specify how s/he found out about incident:

Interviewee wishes to remain anonymous

Interviewee is available to speak with media/press

INTERVIEWEE/WITNESS (relation to person abused): This field allows you to discern whether the interviewee is the person affected or if they are a witness, what is their relationship to the affected person (i.e. ‘I saw my neighbor get taken by la migra’-- neighbor, or ‘On my way to work, I noticed the cops harassing the day laborers in front of the Home Depot’—passer-by). If interviewee is the person directly affected, select SELF.

IF INTERVIEWEE IS NOT WITNESS, specify how s/he found out about incident: In some cases, a person may want to report an incident of abuse that they know about through another source, such as hearing from their child that a parent was taken by la migra from their school.

Affected Person(s)

Row #	First Name	Last Name	Not Identified	Date of Birth
1			<input type="checkbox"/>	Unknown

Here you can enter the personal info of the person(s) affected. You can select “Insert Row” to add more than one person’s info to this table. If you scroll to the right, this is what you’ll see:

Affected Person(s)

Row #	Gender	Ethnicity	Immigration/Citizenship Status
1	female	Latina	Unknown

Exact Date
 Date Range

Date of Event

The GENDER and ETHNICITY fields allow you to write in any word you choose to describe these categories. The drop-down menu for ‘Immigration/citizenship status’ allows you to select only one option.

DATE OF EVENT: This field gives you the option to select the exact date or a date range if you are not sure about the exact date.

⇒ Time of event/incident
 ⇒ Location: City/town/province
 ⇒ Location: State (please use 2 letter abbreviations)
 ⇒ Summary Instructions
 ⇒ Summary

All of these fields above allow you to write text in freely. In TIME OF EVENT/INCIDENT it is preferable to write the exact hour (i.e. 1:30pm), but it allows you to also be more general (i.e. morning, afternoon, evening).

SUMMARY: This field allows you to write as much text as you want, but the more concise the better. More specific details can be included in the ‘Details’ field coming up.

⇒ Place description
 ⇒ If "Place description" is "other", please specify:
 ⇒ Perpetrator:
 ⇒ If "Perpetrator" is "other", please specify:
 ⇒ Course of Action Taken

- airport
- border region (desert, etc)
- bus or other vehicle
- cemetery
- courthouse
- detention facility or jail
- hospital or clinic
- house or apartment

PLACE DESCRIPTION: You can select one of 18 options describing ‘place’ where abuse happened. You can specify with more detail if “other”.

⇒ Perpetrator:
 ⇒ If "Perpetrator" is "other", please specify:
 ⇒ Course of Action Taken
 ⇒ Filed complaint
 ⇒ Did complaint result in an

- city, county, state elected official (mayor, governor, etc)
- city employee
- business-owner
- employer (boss, contractor)
- immigration judge or other courtroom personnel
- landlord
- law enforcement (local, county, state, federal)

PERPETRATOR: There are 10 options to select from, which include: city, county, state elected official (mayor, governor, etc), city employee, business-owner, employer (boss, contractor), immigration judge or other courtroom personnel, landlord, law enforcement (local, county, state, federal), member of organized hategroup, prison guard, private security officer, and other.

Perpetrator:

If "Perpetrator" is "other", please specify:

Course of Action Taken

Filed complaint

Did complaint result in an investigation or did it get filed and forgotten?

Held Press Conference

Filed lawsuit- hired lawyer

Wrote letter to elected official

Told supervisor

Spoke to authority

Organized rally

Other or No action taken

If you checked "other" above, please specify:

COURSE OF ACTION TAKEN: This field is to help us track community responses to abuses & violations. You can select more than one of the 8 options (checkboxes).

Details

Keywords Instructions

Keywords

Attachments

Name	Size(Kb)

DETAILS: This is where the bulk of the story can be narrated in the first-person. In other words, as told to you by the person affected: what happened.

KEYWORDS: This field is key especially when it comes to searching through your bulletins to determine how many cases of abuse you have documented pertaining to a particular issue. For example, how many cases of deportation, detention, sexual harassment, police misconduct or police collaboration, etc.

ATTACHMENTS: You can attach documents, images, audio recordings related to this case/incident.

Private Information

≡ Private

≡ Attachments

Name	Size(Kb)

Add Attachment
Remove Attachment

≡ Headquarters

The selected Headquarters account(s) will be able to view the private information in this bulletin, or send this bulletin to a server, after you save it.

To add a new Headquarters account use the Tools/Configure Headquarters menu option.

Headquarters	Selected?	Label
	<input checked="" type="checkbox"/>	NNIRR Hurricane

Save Sealed
Save Draft
Cancel

This section labeled “Private Information” is designed to allow us to store confidential information that no one can access except for the person who entered it and the NNIRR headquarter account once it is configured on your account (we will walk you through this upon joining HURRICANE).

Public information in bulletins may be available to researchers, the press, and others interested in human rights issues. If you store the bulletins on your computer, only you have access to the information; if you send them to a server that is connected to the web-based Martus Search Engine, others can learn about the public information in the cases you document. Sending bulletins to the server is also a way of backing up the bulletins in case there is any damage or loss of the computer on which it was entered.

Once you finish inputing information into the bulletin, you can choose to “Save Sealed” or “Save Draft”. Martus allows you to save a draft of a bulletin if you plan on returning to it in the short-term (that same day or week). Once you save a bulletin as ‘sealed’ you can no longer modify it. However, Martus allows you to create a new version of that same bulletin.