Investigative Procedures

1. Initial contact with the prospective client/site representative should be made by the case manager. This may include a brief phone interview or even e-mail contact. At this time a basic summary of the situation should be collected along with necessary contact information for the case (i.e. phone numbers, address, etc.) A time for a full personal interview should also be established at this time if the case manager fells that it is appropriate.

2. The full in-person interview should be conducted by the case manager either alone or with an assistant. This interview should be conducted in person, and at the site if possible. History of the location, chronology of events that have occurred there, and witnessed activity should be collected. Along with contact information for witnesses other than the client. If there are multiple witnesses, it is best to interview each separately. It is also best to map the location at this time (at least roughly), so that events can be better documented. It is also appropriate to establish a time and date for the initial on-site investigation during the interview process. All investigation permission forms and release should be signed at this time, and the clients should be given a solid idea of what they can expect during the investigation. In most cases it is preferred that the clients are not present during the active investigation and this should be explained to them at this time so that they can make arrangements.

3. Prior to initiating the active on-site investigation the investigation coordinator will confirm with the case manager that all permission forms have been signed by the property owner or site representative.

4. The location will be accurately mapped to scale, including the structure's entire floor plan when possible. Graph paper is appropriate for this purpose. The scale used should be recorded a long with the actual dimensions of the structure or site. Mapping maybe conducted at the time of the full interview.

5. The investigation coordinator will prepare investigation chronology and the photo logs. Team members will be given individual investigative assignments (i.e.. Investigation coordinator, interviewer, videographer, EMF tech, IR Thermometer Tech, Photographer, Sensitive) and they will be documented in the investigation chronology prior to the beginning of the active investigation. This can be done as the first phase of the road-mapping process (see below). The investigation coordinator will record any change in investigative duties during the course of an active investigation. Furthermore, each piece of equipment to be used will be calibrated, tested, numbered, and documented in the investigation record. (i.e.. EMF Detector #2; Still Camera #4). It is also best if the loading of the film and audio tapes is recorded on video so that it can be confirmed that the material used were taken directly form the manufacturer's packaging. Red or yellow filters for flashlights are recommended so that accidental reflections can be discerned.

6. Accurate time will be kept throughout the on-site investigation. The time each phase is initiated will be documented as well as the time (i.e.. 2300 hrs.) they are terminated.

The time of any noteworthy events during the investigation will be documented as well as the general progress of the investigation (i.e.. "Moving to the second active sweep of the house, 8:35 pm.) or (i.e. 10:23 pm "Audio anomaly in hallway"). Official investigation chrono will begin at the initiation of the road mapping process, and is the responsibility of the investigation coordinator.

7: Photographic and video graphic road mapping will be used to document the location. This process begins with wide range photos of the exterior area (i.e.. Block or street), moves on to exterior photos of the structure or specific location, and then photos moving through the structure in an orderly manner. During this process, and throughout the investigation, every photo will be documented. This documentation is to include: number of cameras, sequence number of photo, and CR time. The road mapping photos will be accompanied by a dictated description of the location including investigative impressions. If recording on video, audio dictation can be, included on that recording. However, photographic road mapping is still expected.

8. Initial Active Sweep-This phase will begin with a thorough documentation of the current weather (temperature, approximate wind speed, humidity, cloud cover, etc.) And lighting conditions. This will be immediately followed by a sweep of the exterior of the property, or the surrounding area if the investigation is of an outdoor location. During the exterior sweep, measurements will be taken with EMF detectors and IR thermometers. A base reading will be taken at the beginning of the sweep and every 20 minutes following. Audio recording, still photography, and video will also be utilized. The end of the exterior sweep will be documented in the chrono log and a final set of based readings will be taken. The team will then move through the structure in an orderly fashion following a preset route.

If the team divides into separate cells, each subgroup's course will be clearly documented. Each cell will check in with the IC by radio at least every 30 minutes. Any significant activity will be reported immediately to the IC. Base readings will be taken as stated above and upon entering each new area of the structure (i.e., each room). This process will be repeated while exiting the structure. Movement through the structure will be recorded on the CR logs (i.e. 9:26 pm, Cell 2 entering upper hallway). This is necessary so that simultaneous activity in separate locations can be properly documented. The initial active sweep should last at least 60 minutes, even if this means repeating the sweep multiple ties. The close of the initial active sweep will be documented in the chrono log and team members will record individual impressions and report these to the investigation coordinator.

* Special Note Photographic Burst- As stated previously, all photos will be documented in both the photo log and the investigation chrono log. 1f there is reason to believe that activity has been encountered (i.e.. EMF spike or cold spot) a photographic burst may be utilized in an attempt to capture photographic anomalies. A photographic burst should always consist of 3 rapid photos of the immediate area. This allows for the investigation coordinator to maintain the photo log. If necessary, double burst or even triple burst may be used, but always in sets of 3 photos.

Audio Recording- If the team is using questioning techniques in order to attempt to initiate spirit communication, EVP's, the following process should be followed. The audio tech states a simple question in basic language (i.e. "Is anyone here?" "Will you speak to us?"). The time of each question should be recorded on the chrono log. Then the audio tech should remain silent for at least 2 minutes before asking another question. It is best if each question is repeated at least twice before moving on to another question. Anyone else in the area should remain silent throughout this process. It is best if all individuals in the structure, regardless of separation, remain silent through this process. A questioning sweep may be conducted near the close of the initial active sweep with only the phase of the investigation, the tapes should be removed, sealed in envelopes, and replace with new ones.

9. Dormant Observation- Following the conclusion of the initial active sweep, all team members and others should be removed from the majority of the locations. All unnecessary electrical equipment and lighting should be shut off, and camcorders and audio recorders should be set up throughout the location. This equipment should be located throughout the structure, but special attention should be given to areas where activity has previously been reported. The equipment should be allowed to record undisturbed for a minimum of 60 minutes, and longer periods should be considered when this is practical. No one should be allowed within the site during this period. However, if it is necessary to enter the site such movement should be documented in the chrono log with an exact time.

10. Final Sweep- After the conclusion of the Dormant Observation, a second active sweep should be conducted. This sweep should follow the same procedure as the interior initial sweep, except that the duration may be less than the recommended length of the initial sweep.

11. At the conclusion of the on-site investigation, the lC should make sure that a final set of base reading are taken, especially from the exterior of the location, and should document the current weather conditions as was done at the beginning of the investigation. Final impressions from team members should be gathered, and a closing entry should be made in the chrono log. With this information and the time that the on-site investigation is concluded. The site should be left as it was found. Any equipment or other materials brought to the site should be removed. All tapes and film rolls should be sealed in secured envelopes until they can be properly reviewed.

12. Within 24 hours of the close of the on-site investigation, the case manager should contact the client or site representative to conduct an exit interview and gather questions they may have about the investigation.

13. After the investigation has been rested, and the final report has been approved by the team members, the client or site representative should be provided with a detailed summary of findings. This summary should be presented in person by the case manager

and the investigation coordinator so that any further questions may be answered. It is also important to make sure the client is left with contact information.