

Paranormal Investigations
Of Rockland County

Members Handbook



Mission Statement

We at PIRC are a non-profit investigation team. Our services to our clients are considered a community service and under no circumstances will we ever accept money in exchange for our services.

We promise to treat all calls, clientele, team members and residences, including event locations with respect.

Our approach to each investigation is to gather evidence to support or explain any claims or questions our clients have. We must always look first for alternative explanations to what may present itself as a paranormal event. PIRC's approach is to use scientific means and tools to collect evidence and explain events. It is important to scrutinize and carefully evaluate all evidence with an analytical eye to ensure the integrity and confidence of any evidence we deem paranormal in nature. Many events that appear paranormal in nature have logical, scientific explanations and we must remain skeptical in our approach to maintain a high standard and reassure our clients that we have exhausted all possible explanations for the events occurring in their residence.

It is our goal to help our clients understand what is occurring and educate themselves as to the best way to coexist in their current environment. It is not our intent to make believers of people but to provide the information and guidance on the events in their residence and about the way our world and the paranormal world coexists.

No residential investigation should be treated as a fun, self indulged evidence seeking event.

If a client calls but chooses not to follow up with an investigation no member will contact or solicit them in any way.

We will not damage, deface or steal from any location.

All members will conduct themselves with the highest integrity at all times.

Privacy

Pirc has a strict policy concerning privacy.

Evidence collected on any residential investigation is handled in accordance with the client's waiver approval. No personal recording devices can be used during any residential investigations without the approval of the team lead.

Evidence will never be released from a residential without approval and we strive to keep the client's location, last name and personal information private. This may in fact require us to redact our report or edit this information from evidence.

All members must adhere to the concept that all evidence collected on any investigation is the property of Pirc.

It may not be transmitted, reproduced or shared with any person(s) outside of Pirc without expressed written consent. It cannot be uploaded to YouTube, Face Book, Twitter or any other social media or website.

Investigations

- 1. Residential Investigations:** These are investigations acquired as a result of being contacted by a perspective client. To be considered for a residential investigation a member must have completed the requirements outlined and have an Active status.
- 2. Urban Investigations:** These are investigations that do not have a direct client. These can be graveyards, woodland areas, vacant property or a historical location. To be considered for an urban investigation a member must have completed the requirements outlined and have an Active Status.
- 3. Paid Event Investigations:** These are investigations scheduled that require a member to fully fund the costs associated with the investigation. This includes but is not limited to admission, tolls, gas and lodging. To attend a paid event you cannot be an inactive member or on probation. New members in their probationary period will be allowed to attend on an individual basis.

There is no alcohol or other substance use allowed on any investigation. This would apply to a minimal of 8 hours before an investigation. If you are suspected of substance use or have the smell of alcohol on you, you will be asked to leave. This is a zero tolerance policy.

Status Description

Members will be assigned one of the following statuses. Members cannot be placed into more than one status at a time. The status that closely fits will be applied. Member status is assigned by Barbara, the Pirc director.

- 1) **Active:** The following defines the limitations of having an active status. To maintain an active status a member must fulfill the requirements defined below.
 - ⇒ Active Status members have no investigation restrictions. As such they may attend residential, urban and paid event investigations.
 - ⇒ Must have gone through equipment orientation
 - ⇒ Active status members must fulfill 9 reviews within a calendar year. This can be a mixture of audio and video or all of one type. Under certain conditions research may count as a cycle.
 - ⇒ Cannot be on probation
- 2) **Active Restricted:** The following defines the limitations of having an active restricted status. To maintain an active restricted status a member must fulfill the requirements defined below.
 - ⇒ Active restricted status members are active members which for some reason cannot fulfill any review requirements or attend investigations.
 - ⇒ Reasons a person might choose to be put into an active restricted status are;
 - ⇒ Personal or family health issues
 - ⇒ Special work conditions
 - ⇒ Travel
 - ⇒ Family issues
 - ⇒ Undisclosed issues not related to the above or probation
- 3) **Review Only:** The following defines the limitations of having a review only status. To maintain review only status a member must fulfill the requirements defined below.
 - ⇒ Review only status members are active members that are unable to attend physical investigations but still want to contribute to the team and be considered an active limited member. These may involve undisclosed issues not related to probation
 - ⇒ Have received a minimal equipment orientation on the equipment they use.
 - ⇒ They cannot attend residential or urban investigations. Under certain circumstances they may attend paid event investigations. To attend a paid event they must have gone through the full equipment orientation
 - ⇒ May contribute by performing research function for team
 - ⇒ To move to another status review only members need to meet the requirements of that status

4) Paid Event Only: The following defines the limitations of having a paid event only status. To maintain a paid event status a member must fulfill the requirements defined below.

- ⇒ Paid event only members cannot attend residential or urban investigations
- ⇒ Must have gone through equipment orientation
- ⇒ Cannot be on probation
- ⇒ Reasons a person might choose to be put into a paid event only status are;
 - ⇒ Cannot fulfill the review requirements for an active status
 - ⇒ Work restrictions prohibits availability on a regular basis
 - ⇒ Family reasons
 - ⇒ Location
 - ⇒ Or another undisclosed reason not related to probation

5) Inactive: The following defines the limitations of having an inactive status. Persons with an inactive status may not participate in any investigations. Persons with an inactive status have been placed there for various reasons which include but are not limited to the following reasons;

- ⇒ No signed waiver on file
- ⇒ No signed code/rules on file
- ⇒ No signed handbook acceptance on file
- ⇒ Failure to meet review requirements for active members
- ⇒ Requested to be placed on inactive

6) Probation: The following defines the limitations of having been placed on a probation status. Members with a probation status may not participate in any investigations. *Removal of Member status on Pirc website* which includes removal of ability to post, comment or visit members only sections.

Members on probation must strive to be removed from this status ASAP. Persons with a probation status have been placed there for various reasons which include but are not limited to the following reasons;

- ⇒ Failure to treat clients, other members or locations with respect.
- ⇒ Failure to follow the code/rules or handbook requirements
- ⇒ Provoking in any location
- ⇒ Use of drugs or alcohol on any investigation or location
- ⇒ Smoking on a residential investigation site or on a public investigation site where prohibited
- ⇒ Destruction of any property
- ⇒ Criminal behavior or criminal associations.
- ⇒ Possession of a fire arm or weapon
- ⇒ Possession of burglary tools

- ⇒ Breaking and entering a public location
- ⇒ Failure to meet review requirements for active members and not already in another status
- ⇒ Other conduct not already outlined but considered inappropriate or dangerous
- ⇒ ***Other potential Consequences of Probation status:***
 - ⇒ *Permanent removal from the team*

Members placed on probation a 2nd time will result in immediate removal from the team.

Some actions on the probation list could result in immediate removal as well.

7) New Member Probation: New member probation is the beginning status of all newly joined members. These members have not done any behaviors deemed unacceptable or on the probation status list. This is simply a starting point for Pirc to evaluate the member candidate and determine whether they will be a positive addition to the Pirc team. The following are the conditions, limitations and requirements to be considered for active member status.

- ⇒ Cannot be on Probation status or have met any of the conditions on the probation status list
- ⇒ This probationary period lasts a minimum of 6 months and may be extended for various reasons but not limited to the following: insufficient reviews available to complete requirements
- ⇒ Must complete a minimum of 8 audio reviews and 3 video reviews
- ⇒ Must go through equipment orientation
- ⇒ Must participate in investigation research
- ⇒ Only under certain circumstances can a member in their probationary term attend a paid event. This may be because they have nearly completed their probationary time or because they exhibit exemplary behaviors

8) Junior Member: Junior members are member under the age of 16. Junior members may participate in training exercises and event investigations pending approval of Pirc director and approval by a parent or legal guardian. Junior member will be required to pay full price as regular members on paid events.

- ⇒ Junior members do not have to complete equipment orientation
- ⇒ They are not required to perform reviews
- ⇒ Cannot participate in residential investigations
- ⇒ Cannot be placed on probation

Roles and Responsibilities

Members may be assigned more than one role and roles may be rotated or interchanged at the discretion of director.

Director - Barbara

The director has the responsibility to:

- Screen prospective clients and accept those cases deemed appropriate.
- Assign roles and responsibilities
- Assign statuses
- Determine which paid events Pirc will attend
- Screen Pirc applicants

Tech Managers – Kelly & Jason

Meetings will be held with tech managers prior to investigation to discuss approach and potential location for equipment however the tech managers are ultimately responsible for making sure we have good coverage during an investigation and for ensuring the setup and placement of any equipment.

Tech managers' responsibilities:

- Camera position and placement
- Audio recorder placement
- Unique equipment placement and usage
- Directing other member during setup and tear down

Research – Barbara, Kelly, Kimberly & Sherry

Researchers provide historical research to support current investigations and findings from the investigation. Research may need to be performed before, during and after an investigation. It is the duty of the researchers to provide links, documents and information to support the report. Researchers may be required to provide a research report in addition to links supporting any given investigation.

Research origins (some examples of searches used are given):

- Property lineage (zillow, county clerk searches and local historian contact)
- Area lineage (county clerk and historian contact)
- Geographical and environmental composition

- Historical lineage including historical maps and Wikipedia
- Social research (includes obituary, news and news headlines, criminal activity and other similar information)
- People (owners, past owners, ancestry searches etc.)

Paid Event & Urban Coordinators – Barbara, Kelly, Jason, Kimberly & Bev

Coordinators research potential locations for urban investigations and for paid events. They present potential opportunities that they deem of interest. These can be historical locations, graveyards, asylums, walks, parks, mansions, restaurants as examples. Other members are free to make suggestions to the Coordinators if they feel they have ideas or have found potential investigation locations.

Responsibilities:

- Finding events
- Researching location, travel distance and feasibility
- Researching costs and requirements
- Assisting in setting up the event

Investigators

Investigators are required to utilize skills as appropriate during an investigation and to take directions. All investigators should have gone through the equipment orientation and know how and when to utilize a variety of equipment.

Investigators should use their normal voices during the investigative process. Whispering should be avoided as much as possible. Investigators should identify themselves when entering and leaving a room, tag noises and periodically provide time stamps. Some other responsibilities include but are not limited to:

- Setup and tear down
- Employ investigative techniques during investigation such as tagging
- Provide evidence review
- Report evidence in appropriate format

If you have an issue with another member or member's behavior that you consider dangerous please bring it to the attention of the director or lead investigator asap.

If you have a personal issue with another member it should not affect your ability to perform and conduct the investigation at hand. Some issues can be straightened out

by discussing it with the individual; however do not cause a confrontation with another team member. Be professional.

Do not talk about other members behind their backs. Remember we have audio running and things you say will be caught on the recorders. Loose talk will cause hard feelings and can result in your being put on probation.

Never misrepresent yourself as Pirc unless you are on a Pirc sanctioned investigation.

Review Analysts

Review analysts consist of all members. Members are required to review the evidence collected using whatever equipment deemed appropriate. Use of headphones should be employed whenever possible. It is important to listen or look for signs of other equipment going off such as a Rem pod, geophone lights or emf detector sound during the review process. Members may call on their fellow analysts to review an item found to corroborate or clarify that piece of evidence. Always look for possible explanations.

Evp reviews should utilize the use of headphones to ensure that no evps are missed. Analysts are encouraged to listen beyond the obvious conversation since most evps occur behind the investigative conversation.

Evps may be extracted by the review analyst and submitted to save time. Evps can also be enhanced to help in the review of the evidence, however if a file is enhanced then a copy of both the original unenhanced file and the enhanced file must be submitted. Files exceeding 90minutes will be split for easier review. These files will be labeled with part numbers. Most locations will have more than one file for a location. Be sure that to label all files appropriately so that the file id is unique so as to not be confused with any other file. If you have more than one evp from a file/location then it is acceptable to put all in a directory and label the directory with the location/file number. If this is done then each file does not need to duplicate all this information. The proper format for recording an evp and its file location is:

Audio device name/location – h:mm:ss a file name(usually what you think you hear – keep this description short)

Format Examples:

dr2base file#¹ 1:22:46 – are you there or dr2 file# 1:22:46 are you there

Bedroom2 12:22 – hello

Bedroom2 12:22 – hello enhanced

¹ File # usually consists of the last 3 digits of a file. For example A102099 would be 099.

These are just examples the most important part is to provide the time location and dr# so that an evp can be found and reevaluated in context.

DVR Base station reviews are conducted during live investigations. It is important that base station investigators keep their eyes on the monitor and live report/question any anomalies seen at the time. Care should be paid to looking for differences in the video that might otherwise be missed. Such as a light visible one time then gone, object location and change, changes in bedding, curtains or clothing just to name a few. It is important to keep focus and not get caught up in the investigation at hand.

They are also responsible to record in the book any items of interest so that they can be reviewed in a greater extent after the investigation. This is also helpful when trying to troubleshoot or debunk other anomalies.

The proper format should include the camera #, camera location, time, date and some detailing information

DVR reviews after investigation are required when we have not had DVR base station coverage during investigation. Any anomalies seen should be recorded. DVR reviews conducted after an investigation generally have 2 people sharing the responsibility to ensure nothing is missed. The screen is divided in two with each responsible for their side. Care should be paid to looking for differences in the video that might otherwise be missed. Such as a light visible one time then gone, object location and change, changes in bedding, curtains or clothing just to name a few.

They should record any anomalies of interest so they can be reviewed and extracted at a later date.

The proper format should include the camera #, camera location, time, date and some detailing information

Camcorder reviews are conducted after the investigation. During this review the analyst is not just reviewing the video aspects but audio aspects as well. Any anomalies should be recorded. Care should be paid to looking for differences in the video that might otherwise be missed. Such as a light visible one time then gone, object location and change, changes in bedding, curtains or clothing just to name a few.

They should record any anomalies of interest so they can be reviewed and extracted at a later date.

The proper format should include the camera #, camera location, file # (if there is more than one) time, date and some detailing information

Full Spectrum, Flir, still photos etc.

Review of evidence from these devices requires a more detailed examination. Care should be paid to looking for differences in the surrounding areas, comparison from one photo/mov to another. Shadows that appear or change are of particular interest. Always look for possible explanations.

Things such as a light visible one time then gone, object location and change, changes in bedding, curtains or clothing just to name a few. While this is true on all video it is more important on these devices since these devices will pick up more subtleties and changes which will be missed if not reviewed carefully.

They should record any anomalies of interest so they can be reviewed and extracted at a later date.

Paid Event Rules and Expectations

The following outlines behaviors and expectations for paid events.

1. All members and guests of members should bring with them proper ID for identification purposes. Remember you are responsible for your guest's behavior. This includes ensuring that they adhere to the *no substance use* policy.
2. Waivers must be in place for all in attendance. This includes the Pirc waiver and any waiver required by the event location.
3. Absolutely no horseplay. All members and guests present represent Pirc on this investigation. We take what we do seriously and ask that all act professionally. We want all present to enjoy themselves but fooling around is not only disrespectful it is dangerous and will not be tolerated.
4. We do not expect guests to be full blown believers. Being skeptical is a good thing, however being disrespectful or discourteous to those members who do believe will not be tolerated. Please instruct your guests that we have members who are sensitive and that they may see those members act or say things they do not believe. We respect their right to not believe but they are guests of Pirc and as such must respect our rights to believe.
5. Be respectful of the location, other team members, the hosts or guides and our unseen residents.
6. NO Challenging or Provoking.
7. To avoid confusion members should travel in tandem to an event. It is highly recommended that all members arrive on location at the same time. Members should make travel arrangements with others to reduce costs whenever possible. Sometimes timing is crucial to admittance so unless otherwise arranged the group

should plan on traveling together, dining together and spending time together. Attending group events creates a bonding experience and is meant to be a social event.

Dining and spending time with the group allows for the investigation's approach to be planned out. All members and guests attending an event will be *expected* to dine with the group prior to the event unless prior arrangements are made with the director. Group events are not meant to be vacation opportunities. If your plans include spending time away from the group special arrangements should be made with the director ahead of time.

- 8.** Group equipment is there for the investigation. Most of the gear is expensive and should be treated with respect. If you damage a piece of PIRC equipment you will be expected to pay for it. The gear cases are there for Pirc gear and not personal belongings. Make arrangements for your belongings elsewhere.
- 9.** Cell phones should be turned off or put on silence. If your cell phone rings, chirps, dings etc during an investigation it must be turned off immediately. If it happens a second time you risk either being ejected or having your cell phone confiscated.
- 10.** We are adults here. Act like one. This is a group event and everyone has the right to enjoy themselves in their own way. Please respect each other.

Basic Rules of Investigation

- 1.** Always say prayers of protection before and after an investigation. This as much for the group as for yourself.
- 2.** Do not show fear. Fear is a powerful emotion and can power spirits and feed negativity.
- 3.** Never investigate alone especially during group events. Never leave a team mate alone. It is dangerous. Remember there is strength in numbers.
- 4.** No provoking or challenging.
- 5.** Look for the obvious answers or solutions to the situation. Don't jump to conclusions.
- 6.** Speak in a normal tone and avoid whispering whenever possible.
- 7.** Know how to use the equipment. Make sure you have back up batteries with you to avoid an interruption in the investigation.
- 8.** Be respectful.
- 9.** No fooling around or horseplay.
- 10.** No smoking, drugs or alcohol allowed during an investigation.
- 11.** Use your common sense and instincts. If something doesn't feel right don't be a hero.

- 12.** Stay grounded and positive. If you feel you are having a negative reaction during an investigation remove yourself. If you feel sick, light headed, have a headache or have general malaise better to be safe than sorry. Take a break. Tell the director or lead investigator.
- 13.** Wear comfortable clothing and shoes. If you have long hair, tie it back. Secure anything that has hanging straps, ties, jewelry etc. that could get hung up or caught on anything. Safety first.
- 14.** Never break or damage anything on a location. If you are on an urban hunt never, never break into a location. If possible get permission first.
- 15.** Remember to take in the moment. Every investigation is a rare experience. Savor it.
- 16.** Be professional. You represent Pirc and we want a positive image.
- 17.** Our clients are depending on us. Don't let them down.

Pirc Handbook Acceptance and Sign Off:

I have read the above members handbook rules and guidelines and fully understand the roles, expectations and rules explained herein.

I understand what is expected of me and agree to terms and conditions.

Name

Date