Paranormal Investigations of Rockland County

PIRC EVP Extraction Team Operating Procedure

Team Name: Pirc Evp Extraction Team
Director's Name: Barbara
Evp Extraction Team Lead Name: Kelly
Evp Extraction Team Member Names: Sherry, Bev, Diane & Kevin
Date: June 9, 2013
Version: V1.0

Evp Extraction Team Operating Agreement

Purpose of the Evp Extraction Team Operating Agreement (EETOA)

This EETOA serves as the guidelines and ground rules to help the Evp Extraction team work most productively together over the course of an investigation. The EETOA is a living document and may be updated as needed. Any updates will be discussed by the Evp Extraction Team (EE) lead and the Pirc director.

Evp Extraction Team Hierarchy

The Evp Extraction Team (EET) consists of the following in their hierarchal relationship.

- ◇ Pirc Director – Barbara
- ◇ Pirc Evp Extraction Team Lead - Kelly
- ◇ Pirc Evp Extraction Team Members
- ◇ Pirc Investigation Trainees

Audio file distribution procedure for Evp Extraction

- ➤ At the end of an investigation the director will distribute the audio files to various Pirc investigators for review.
- ➤ Upon review completion Pirc investigators send to the director the listing of potential evps[1] found within that file. It is this list that will be distributed to the Evp Extraction team for evp removal.
- ➤ EE team members will get via email a copy of the potential evp listings.
- ➤ Each EE team member will download from Drop Box the corresponding audio file.

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[1] The evp's location is listed in hr:mm:ss by audio recorder.

- Evps will be extracted and named according to the EE procedure (see EE procedure section)
- Upon completion the evps will be uploaded to Drop Box and a notification will be sent to the director that they are ready for download.

Evp Extraction Team Communications

The following describes how Evp Extraction team members will communicate with each other.

- The Pirc director will email the Drop Box link for audio files to be reviewed to the appropriate EE team member.
- The EE members need to extract the potential Evp files, upload them to their Drop Box folder and email Barbara within 2-3 days of receipt.
- Evp Extraction team members will receive assignments from the director or EE lead. The evp list information will be sent directly to EE members by email.
- Evps will follow a particular name nomenclature. (see evp extraction procedure section)
- EE members have a deadline of approximately 2-3 days. This is most important since approximately 8 days have already passed during the review process. If an EE member does not think they will finish extraction they must notify the director ASAP so that someone else may pick up their file extraction responsibilities. The quicker these files are extracted the better.
- EE members will always maintain a copy of an original evp file prior to any enhancements.
- The Pirc director will receive and house all versions of audio files, Evps extracted and all variations of said files. All team members will assure that they have uploaded all versions of Evps Extracted

to Drop box or email them (if previously cleared) directly to the director.

- Team members will appreciate the sensitive nature of information found during this investigation and will share only with other EE members. No EE team member will share evps with other Pirc investigators, clients, family or friends without prior clearance.

Decision Making

It is the sole responsibility of the director to make all decisions concerning the evp evidence and what is included within the client's report.

- Evps Extracted will be reviewed by the director or EE lead for content, appropriateness, format and comprehensiveness.
- The director can alter any file name, evp length or evp enhancement as necessary without notification to any EE member.

Meetings

- Meetings will be held on an as needed basis to discuss the process and relay of information.
- Meeting minutes will document the changes made.
- Approved changes will be included within the EEOP and an updated version of the procedure document will be shared.
- All communication will be open and courteous. No "overtalking" or interrupting.
- Team members will keep each other informed.
- Meetings will start and end on time. Team members will attend meetings in person when feasible. Face Time may be acceptable but arrangements should be made in advance.

Personal Courtesies

⚐ Each team member brings their individual perspectives and Evp Extraction style to the team. We need to respect our differences.

⚐ All decisions made concerning inclusion of Evps Extracted are made solely by the director based on client and investigation knowledge.

⚐ Information not included does not reflect negatively on the effort of the Evp Extraction team or on a personal member.

Time Synopsis

The entire review, research, evidence extraction and report compilation must be completed within 10-14 days of any residential investigations completion.

The file reporting relationship is as follows:

◇ EET lead to director within overall time frame

◇ EET members to EET lead or director within time allotted after receipt of listings and files

Time allotment for evp extraction is as follows:

✦ Residential Investigations 2-3 days

✦ Event Investigations 4-5 days

If any member of the EET cannot meet their time schedule it is important to notify the director or EET lead ASAP so their task may be reassigned to another member.

Evp Extraction Methodology

Evp Extraction is conducted under the purview of the director. Evp Extraction is performed on all investigations where audio recorders are used.

Audio files from investigation cases are sent out for review to Pirc investigators by the director.

Based on initial team discussion, Drop Box folders will be created for use by Evp Extraction Team. Files will be placed in those folders for the EE team member's use. Drop Box folder creation will be performed by the director.

Upon receipt of the list of potential evps the director will send out the lists and a link to the appropriate file to EE team members for Evp Extraction. The director will provide any pertinent information necessary to help with the extraction process.

It is the intention of our evp extraction team to pull all potential evps from the audio files. This is to provide the most comprehensive Evp Extraction coverage. Remember there are several classifications of evps[2]. The EE team will extract all classes of evps deemed viable and may use enhancements to make them more audible.

The director will make the decision on which evps to include with client's report. Evp Extraction is essential to the case and in writing the report.

Time is of the essence so work efficiently.

All files should be saved in mp3 format.

Evp Extraction Procedure

Evp extraction requires the use of specialized audio editing software such as Audacity[3] or Cool Edit Pro. Folders should be created and the files should be placed in their respective folders beforehand as described in 1.1 – 1.3.

1.1. When reviewing files from a recorder there should be separate folders set up for each digital recorder and a subfolder for each of the files associated with that recorder.

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2 See training manual for descriptions
3 Audacity is a free program available for download off the internet

1.2. The main folder should be identified in the following manner: *Client Location DR#*[4]. (ex. Denville Kitchen DR4) The client identifier is something unique that enables us to know what investigation the review is for. It can be a name or city. If more than one exists for that identifier an additional identifier will be added such as Denville2 Kitchen DR4.

1.3. If a digital recorder has multiple files then a subfolder should be created and identified as a subfolder. For example if DR#4 has multiple files then the main folder is created as in 1.2 and the subfolder would be labeled as DR4 filexxxx (xxx would be whatever the file name is as an identifier. If a file name is large then the last 3 digits can be used as the identifier. Example Can0496001.mp3 would have a subfolder name of *DR4 001*. All evp copies, including enhancements, extracted from this file would reside in this folder.

1.4. Load/open the main file in the editing software

1.5. Queue up the appropriate evp location based on the evp review teams list.

1.6. Highlight the evp in question – care should be made whenever possible to include enough of the file before and after so that the evp context is clear

1.7. Choose the 'export selection' (Audacity) or 'save selection' (Cool Edit) to save that portion of the file.

1.8. Save the file as a separate name into its appropriate folder. Never do a 'save' or 'save as' under the original file name as this will then destroy or attempt to overwrite the file you are reviewing.

1.9. Files should be saved as a mp3 using the following specific format:

    1.9.1. DR# hr:mm:ss description[5].mp3 (ex. DR7 01:03:22 are you there.mp3)

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4 Client is a client identifier, Location = where the recorder was and the # = the digital recorder id
5 # = the id number of the digital recorder – example DR5

1.10. If a file needs to be enhanced a separate copy of the file will be saved and identified with its enhancement. (ex. DR7 01:03:22 are you there amp.mp3) *Always maintain a copy of the original, non-modified evp file.* You may choose to try several types of enhancements to produce the clearest and understandable evp. Additional files will be saved using unique identifiers for all renditions of the file. (ex. DR7 01:03:22 are you there norm.mp3 which is different than the amp file example shown above)

1.11. All evp files extracted will be reviewed by the director or a senior member for clarity, context, potential, classification and relevance before being included in the evidence for any investigation.

1.12. Our rule of thumb in regards to evps is if we have a doubt about its nature don't include it in evidence.

1.13. The lead investigator may choose to bring a file not on the evidence disk to a reveal since there are times when something that we were unable to determine its origin or that sounded non-paranormal meant something to the client.

1.14. When uploading your files to Drop Box, it is not necessary to upload the original file again.

1.15. You will drop and drag the folder(s) with the extracted evps to your assigned folder then email the director they are ready.

Please get your assignments done quickly and don't wait to be asked for it.