Paranormal Investigations of Rockland County

PIRC Research Team Operating Procedure

Team Name: Pirc Research Investigative Team
Director's Name: Barbara
Research Team Lead Names: Kim, Sherry, Kelly
Research Team Member Names: Kim, Sherry, Kelly
Date: June 9, 2013
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Research Team Operating Agreement

Purpose of the Research Team Operating Agreement (RTOA)

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

Research Team Hierarchy

The Research Team (RT) consists of the following in their hierarchal relationship.

◇ Pirc Director – Barbara

◇ Pirc Research Team Leads

◇ Pirc Research Team Members

◇ Pirc Investigation Trainees

Research Team Communications

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

- ⌃ The Pirc Director (Barbara) will email pertinent client information to the RT leads for distribution to RT.
- ⌃ The RT leads need to send the preliminary research[1] back to the director within 5 days and investigation research within 10 days. (See Time synopsis for more detail) This timeframe includes the time that the RT members are allotted. The RT should continue

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[1] This is research performed based on initial contact. This research may determine whether or not we take the case so the sooner you get the information to RT leads the better.

their research after the preliminary date unless directed to stop by the director or RT leads.

- o Information gathered during the investigation and evidence review will prompt the RT to perform more detailed and comprehensive research and thus has been given a larger time allotment.

- ⚲ Research Team members will receive assignments from RT leads. This information will be sent directly to RT members by email. The director should be copied on all correspondence.

- ⚲ Research will be assembled in documents (see document section) and emailed to the RT leads. If photos are too large for email they may be placed in Drop Box for easy retrieval.

- ⚲ RT members must not exceed the time allotted of 3 days for preliminary research and 8 days on full investigative research. Every effort should be made to get the information back to the RT leads by that date. If you feel you will not make your deadline you need to notify the RT leads. Research should be emailed ASAP to give RT leads time to compile a master document.

- ⚲ RT leads will take all the research and prepare a comprehensive master document from all the information. All information will have the sources listed. The time they have to compile the master document is directly linked to how long it takes the RT to send their research to the RT leads. All research is sent to the director within the total time allotted. Encourage RT members to get the information to you quickly so you have more time.

- ⚲ The Pirc director will house the most up-to-date version of research documents. All team leads will assure that the most updated versions of research is placed on Drop box or emailed directly to Barbara.

> ⏶ Team members will appreciate the sensitive nature of information received during the research of this investigation and will not discuss with anyone other than RT members.

Decision Making

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

> ⏶ Research documents will be reviewed by the director for content, appropriateness, format and comprehensiveness.

> ⏶ Changes can be made to the style, format or content changes as necessary without notification to any RT 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.

> ⏶ Changes will be included within the RTOP 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 research style to the team. We need to respect our differences.

- ⌃ All decisions made concerning inclusion of research information is made solely by Barbara based on client and investigation knowledge.
- ⌃ Information not included does not reflect negatively on the effort of the research team or on a personal member.

Time Synopsis

The document reporting relationship is as follows:

◇ RT Leads to Director within total # of days

◇ RT Members to RT Leads within their # of days

The time allotment for the research is as follows:

◇ Preliminary Research – Total of 5 days

- ⌃ RT Leads
    - o Preliminary Report – 2 days to compile
- ⌃ RT Members
    - o Preliminary Research – 3 days to send to RT leads

◇ Investigation Research – Total of 10 days

- ⌃ RT Leads
    - o Investigation Report – 2 days to compile
- ⌃ RT Members
    - o Investigation Research – 8 days to send to RT leads

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

Document Format

Research is compiled from various sources by team members. Research information can be text, documents (pdfs included) photos and/or URL links.

It is understood that there will be some redundancy in the information found by RT members and RT leads will isolate and remove any redundant information when compiling their master research document.

Documents may be formed using Word, Apache[2], WordPad or any other Word compatible program where formatting may be maintained. On rare occasions Notepad may be used, however it should be noted that Notepad has limited formatting possibilities.

Documents should be saved when possible as Word compatible documents. If using WordPad then the document should be saved in a RTF or Rich Text Format extension to maintain any formatting contained within. If using Notepad than the TXT extension should be used.

Much of the information you find you will be doing a cut and paste operation into your chosen Word compatible software. If pictures accompany the information be sure to save it separately so the document can be restored to its original form.

Sometimes information needs to have additional review from the original site. In order to reduce duplication of effort we ask that all researchers provide specific information with their research.

The following[3] references should precede the research information:

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[2] Apache is a free Microsoft compatible software which includes a word processor.
[3] The items listed do not represent a comprehensive list of what should be included.

- ⌃ All Source references.
  - ○ Example: Wikipedia, Website xxx, County Clerk location & URL, library reference #, book title and author, etc.
- ⌃ Always include the URL for the source when taken from the internet.
- ⌃ Specific search terms or topics used in the search.
- ⌃ The search engine used. If you only use one for all research then just state that at the beginning of the document.
- ⌃ All appropriate text or content. Do not edit. Better to give it all then be missing something.
- ⌃ Any pictures referenced within the text.
- ⌃ Any appropriate maps.
- ⌃ Please indicate the year of the map, the location where the map may be found.
- ⌃ Full Geological information including corresponding map, geological period, land make up (limestone, quartz etc.)

Research Sources

Research is conducted under the purview of the research team leads. As a rule research is only performed on residential investigations.

Upon receipt of a case from the director the research team leads will initiate the research procedures. The director will provide some initial information based on the preliminary phone call from the client.

It is the intention of research to cover multiple sources, some which may produce similar if not the exact same results. This is intentional in order to provide the most comprehensive research coverage. The research team leads will make the decision on which sources to proceed with. Research is essential to the

case and in writing the report. Exhaust as many possibilities or leads as possible within the time allotted for research. Time is of the essence so work efficiently.

Research[4] may be conducted using the following:

1.1. Zillow – is used to confirm or determine the year the house was built. Sometimes Zillow will provide other pertinent information that is helpful during additional research.

1.2. Google, Yahoo, Bing or other similar search engines are used to find links or research points of interest. These are used as beginning points.

1.3. County Clerk is used to trace the history of the home or property including previous owners. This research tool utilizes both online and on site research.

    1.3.1. Different municipalities online resources cover a wide range of trace possibilities. They also behave differently or have quirks. Some have to be refreshed after each search and do not allow for trace on an address. Some have a limited search by year. Ex. They only go back to the 1990's. Researchers will need to adapt to each counties online resource.

        1.3.1.1. If you are researching at the physical location of the county clerk the researcher should take the portable scanner and scan the information from the appropriate volume book.

        1.3.1.2. Always record the book, volume, page and subsection information on a pad so if additional research is necessary there will be no duplication of effort.

    1.3.2. When using the county clerk always start with the current owner and trace backward. Look for the name of developers, construction companies, deeds, trusts, mortgagor and mortgagee.

        1.3.2.1. The buyer or borrower is the mortgagor.

        1.3.2.2. The bank or lender is the mortgagee, also sometimes known as the guarantee or guarantor. Basically they are giving the money

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[4] The research team is not limited to the sources listed.

or holding the loan. An owner may choose to hold the mortgage thus making him the mortgagee.

1.3.3. Whenever possible get the block and lot# s for the property in question. If a book reference is listed write that down as well. Sometimes a book is referred to as *Libre* so look for that as an identifier. Some county searches will allow you to retrieve the maps using that information. Using references that apply to the property and will help you go back in the history of said property.

1.3.4. If the county clerk is local you may have better opportunities go to records office since they will have books that are not yet online.

1.4. Ancestry.com can be used to trace family history. This might be used for one of the previous home owners or a name that comes up during the investigation. Tracing a family's history may provide pertinent information to the case.

1.5. You can also find older maps online that will show the names of property owners, farms, railroads and a look at the property prior to the current building. It is advisable to do a search for historical maps of xxx area.[5]

1.6. Wikipedia is a great resource for the history of the property and area.

1.7. Geology sites will give you the breakdown of the geological make up of the area. It will show you by era how the soil composition was formed. This is helpful since ground composition may be attributed to residual haunting.

Final Notes

Research plays one of the most important parts of any investigation.

It is during our research that we learn the history of the property, person, building, neighbors, geological composition and social make up of the investigation.

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[5] As we find links that are preferred the RT should comprise a listing of these references.

Each member of the research team plays an important role to keeping the team safe and providing a sound basis going in to the investigation.

It is possible during the preliminary research to learn that this location, building or client could put the team in harm's way and as a result we might opt to not pursue this investigation.

Perhaps during the research process we will learn of a death, a cemetery that has been relocated, strong Indian ties or a sacred location, an individual being wronged, a previous owner that died on the premises or some historical information that will aid us in helping the client. The more comprehensive and thorough our research is the better chance we have to understanding and helping our client.

Each member of this research team is especially important to the process of writing the report. You have all agreed to be part of this process and without you we might have to close residential investigations down. I want you all to understand the importance of your commitment and how it helps me.

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