



Group Handbook

For Paranormal Investigations

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About Our Team

We are field investigators and researchers. We conduct extensive research to find locations with ghost activity and study those locations in a scientific and professional manner. We use the latest electronic tools and other modern detection equipment to perform these tasks. We do private home or business investigations. We provide the owners of the location a report of our findings and evidence collected free of charge. We also are dedicated to assisting people with their ghost problems but educating them and in some cases attempting to resolve the situation. We train select applicants to become investigators and researchers.

Mission Statement

Our goal is to gather and collect data that will lead to a better understanding of ghosts and hauntings. In the process of pursuing that goal, we also wish to aid any individuals having problems dealing with or understanding a situation. We hope to do this by educating them as to the true nature of their situation and giving them the information and understanding to create a livable resolution for the person and the spirit. We will also assist people who cannot live with their situations or put them in contact with trained professionals who can assist them. We are open minded to all theories and methods, as this is still not an exact science. Everyone in the field of supernatural research learns as they go. I hope that in the end, we will collect the necessary proof and field-tested theories that are vital to bringing the subject of ghosts into the mainstream.

Code Of Conduct

As a member, it is your duty to remember that before, during, and after an official investigation, you are not only representing yourself, but your team and the entire paranormal community as well. Failure in following the codes as set forth by the Founder will result in the termination of your membership. Also, be aware that an official function cannot be preformed without the Founder or the expressed written/verbal consent of the Founder.

All investigators performing investigations must be dressed in appropriate attire for both the physical and social environment of the site. This means comfortable, but safe footwear, dark non-reflective clothes and jewelry, and no loose objects such as wallet chains. Please refrain from wearing revealing, torn or ragged attire as you represent not only yourself, but the entire group as well. We also ask that all long hair must be tied back or under a hat so as not to interfere with photographic data. Dress code for individual investigations is at the Founder's or

lead on-site investigator's discretion. Members should obtain at least one official t-shirt (when available), as it is part of the standard uniform.

ID badges should be worn at all indoor investigations and selected outdoor ones. The on-site team leader makes all decisions concerning the investigation. Failure to follow directions and policies is grounds for termination.

No matter what, please direct all questions from the media, police and others to the on-site team leader or a designated representative unless the team leader has informed you otherwise prior to the start of the investigation.

All investigations must be performed in a courteous and professional manner. All investigators must respect the privacy of the people, families and places we are investigating for. All investigators are to respect the site of investigation.

- No littering at site of investigation.
- No obscene, foul, or abusive language.
- No pranks or practical jokes.
- No handling of objects without owner's permission.
- No alcoholic beverages during or prior to an investigation.
- No illegal drugs. If you take prescription medication, please inform your team leader or Director before the investigation begins to avoid future complications.
- No weapons of any type are to be carried during investigations.

Other MRIP Policies

We will open membership on an as needed basis. Once a prospective new member has completed the membership questionnaire, they may be scheduled for a personal interview. After this a determination will be made as to whether an invitation for membership will be offered. If offered membership, the applicant will be given trainee status. They must complete the following before they can be considered for full membership:

- Cemetery Investigation - outdoor training, basic protocols, procedures and policies.

- Indoor Training - an indoor training session or a low profile indoor investigation.
- Six month probationary period. During this time, a trainees membership may be cancelled without warning and for any reason.

What To Bring To An Investigation

- The Bare Minimum -

- 35 MM Camera w/ at least 400-speed film (800 works better outdoors) and/or a high quality digital camera (at least 5MP)
- Extra film and batteries for the camera.
- Flashlight w/ spare batteries.
- Notebook w/ pens and pencils and log sheets or hand held tape/digital voice recorder.

- More Advanced And Experienced Equipment -

- Video camera (optional tripod)
- Tape recorder w/ external microphone and high-grade tapes
- Candles & matches (batteries often run low so you may run out)
- Compass (fluctuations in EM fields can be noted)
- Thermometer (to detect rapid temperature drops and cold spots)
- Motion Detectors
- Barometer (cold spots may also have strange pressure readings)
- EMF Detector this will sense disturbances in the area
- Night scope
- 2 Way Radios

- Common Sense Items -

- First aid kit
- Cellular phone
- Food and water
- Baggies and/or clear containers for evidence
- Watch

Indoor Investigation Protocols

Here are a few guidelines to follow during an investigation in a private building or house (they may be modified as circumstances dictate):

- Every member/team must keep a log of events/times or call them into the central logger. Everything needs to be logged, no matter how trivial. You sneeze, log it in, it may have sounded like something else to another member elsewhere in the building.
- EVP recording should be performed in the “background”. This means no questions posed toward the spirits while the clients are present.
- Reports must be turned in by each member that attended the investigation within one week. The form is emailed to you from the founder and you just fill in the blanks. We do this so that a formal report for the client can be given to them within 30 days of an investigation.
- No conclusions, judgments, etc. of events and/or the property should be made in front of the clients nor any evidence discussed with them.

First Hour On Scene:

Two members should interview any witnesses that have not been interviewed before. Use the official witness questionnaire.

All members and clients should walk through the location, if possible. One member should map locations; air vents, heater, electrical appliances, fuse boxes, computer, etc. One member should take 5-10 test photos during the walk through.

Second Hour On Scene:

Load remaining film and tapes. Begin surveillance as directed by on site director. We will try to rotate positions as often as time allows. Do not leave a post unless directed by a team leader. Always stay with a partner.

Wrap Up:

Make no conclusions. Share no conclusions or opinions with clients. All the reports, photos and tapes must be reviewed before we can make any conclusion. The on site team leader can alter these protocols if necessary. These guidelines will make us look professional and caring to the clients needs.

Outdoor Investigation Protocols

- Meet at designated place on time.
- Get your team and equipment assignment and begin investigation.

- Keep all logs and records for yourself in a notepad or a voice recorder.
- When the team leader ends the investigation, gather back at the designated location
- Smoking and eating must be confined to areas specified at the beginning of the investigation.

Reports And Logs

Each member/on-site team of an indoor investigation team must fill out a report. Even if there is a central logger, you are still required to fill out a report. The report will be emailed to you after the investigation and you must return the report via email within one week of receiving it. These reports are available for all members to view on the archive section of the member's only page of our website.

The Cemetery investigation field reports are due within two weeks of the investigation. They should contain all the data collected by an investigator including times of events.

Signing Up For Investigations

On the schedule posted on the member's only page there are links for contacting us if you are interested in going to a specific investigation. Emails are also sent out asking for availability for each investigation. Full members may apply to be included on any investigation team. Trainees are limited to those investigations that are training exercises or low profile investigations.

It is noted under each entry what type of members may attend. Some investigations are limited in the number of members allowed. We will try to be fair and rotate all members in to these jobs as evenly as possible. Some cases may require certain skills and/or equipment. In those cases, the founder will hand pick a team. We need to know as soon as possible whether you are available for cases. Members must respond no later than 3 days prior to an investigation in order to be considered for a position on the investigation team.

Monthly Meetings

We will hold monthly meetings that are open to all members and trainees. The purpose of these meetings is to discuss new cases, debrief members concerning old cases and hold training exercises and classes. Four meetings a year will be

open to the public. Current members are required to attend the public meetings, but you are required to attend a certain amount of meetings per year. That amount is listed below.

Attendance Requirements

Active members are required to attend the following in order to remain on the active list:

- 50% of all investigations.
- 75% of all meetings.
- 25% of Special events.

If a member has a problem meeting these requirements, please discuss this with the Founder. Exceptions will be made on a case-by-case basis.

Contacts and Website

The official **MRIP** website includes news, case files and more. You can find this website by going to **www.madisonrip.com**. There is also a member's only section that members and trainees will have access to. The member's only section is where you can find our investigation schedule, forms and case archives. This page should be logged into as much as possible so that you are aware of new dates and information. The contact information for all members are posted there. Other important information will be located there.

The Founder will also keep you posted of events via email. If you do not have an Internet account, arrange with a member who does, they can call you with the information and updates.

The Investigating Team

The most crucial part when preparing for an investigation, and sometimes the hardest, is putting a team together. For an investigation, the team should be set up like a military ranking system. At the top, there should be team leader. This person would be in charge of all the investigators at the site. They will be responsible to match up the participants into teams and designate their post. This person should also be able to answer any questions that might be presented to him from any of the team during the investigation or ghost hunt and act as a spokesperson for the team. The founder will assign someone to be in charge in advance. This person must be a full member and well versed in all aspects of the procedures.

Underneath the team leader, there may be an assigned assistant team leader. This person should be able to handle any of the problems or answer any of the questions on an investigation should the team leader be occupied or overwhelmed with tasks. The team leader and the assistant should have the same knowledge on the facts of the case and familiar with the persons who have brought them in. This person must be a full member and well versed in all aspects of the procedures.

The team leader will give each member of the team a special duty. There should be an interviewer, video-grapher, recorder (audio), and scanner (EMF, thermometer). All of the teams should have a camera.

When picking the interviewer, a good candidate would be a person who is personable and possess good communication skills. The video-grapher must know how to operate the camera and all its functions. The recorder should have a clear and distinct voice if Electronic Voice Phenomena recording is going to be attempted and the scanner should be well informed on the fluctuations of the EMF detector and thermometers.