

Ohio State Paranormal

Policies & Procedures

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I. Mission Statement

A. Ohio State Paranormal, OSP, is a scientific-based organization who provides assistance to those who feel they are experiencing paranormal phenomenon. The purpose of this organization is to investigate and gather scientific evidence of suspected “haunted” locations for the purpose of either proving or disproving the existence of paranormal activity. Ohio State Paranormal secondly evaluates, researches, and tests theories of the paranormal to assist this field of research for the purposes of proving the existence of such activity.

II. Membership Guidelines

A. All applicants, new, and current members shall abide by the membership guidelines set forth in Article VIII of the Ohio State Paranormal’s Bi-laws.

B. The Directors and/or Officers of OSP may appoint active members to form a hiring committee. If the Directors and/or Officers do not wish to form a hiring committee, the Directors shall serve as the hiring committee. The hiring committee shall perform all required aspects of the hiring process with the exception of the final selection. The hiring committee shall present the applicant and all information gathered to the Board of Directors for selection.

C. The membership process shall be as follows:

1. The applicant shall submit an application for membership.
2. The hiring committee or OSP Officers receive the application. If the OSP Officers deem necessary to appoint additional members to OSP, then the process will move forward. If the Officers do not feel that additional members are needed at the time the application is received, the application will be filed for a period not to exceed six (6) months from the date the application was received.
3. A phone interview shall be administered to the applicant. The interviewer shall ask the required questions set forth by the OSP Officers. The hiring committee shall document the answers to the questions asked, so the OSP Officers may review them in the selection process.
4. A personal interview shall be given to the applicant. The hiring committee shall ask the required questions set forth by the Officers of OSP. Once the interview is completed, a written exam may be administered to determine the applicant’s knowledge of the paranormal. The Officers of OSP reserve the right to require a driver’s abstract, Ohio BCI (Bureau of Criminal Investigation) background check, or any other background documentation they feel is necessary to assist in their selection decision. Any fee that may be imposed for this information shall be the responsibility of the applicant.
5. The hiring committee shall submit all gathered information about the applicant to the OSP Officers for their decision. The Officers reserve the right to reject any application without cause for any reason. Ohio State Paranormal is an equal opportunity employer and shall not discriminate against any applicant.

D. In the event that dual applications are received requesting membership, this event shall be reviewed by the Officers of OSP. Dual membership refers to two members of OSP being: married, romantically involved, family members such as brother, sister, parents, etc.

III. Investigator Conduct

A. Proper Attire for Investigations

1. The thing to remember is that we are a professional organization, and must maintain a professional image. Dress appropriately and take into consideration all weather conditions.
2. Solid color shirts or OSP licensed apparel preferred. No obscene or questionable logos permitted. No apparel showing anything that looks demonic in nature that may make the client feel uneasy.
3. Cargo shorts, blue jeans, or khaki pants.
4. Tennis shoes only. Work boots or hiking boot may only be permitted in investigation areas that may require climbing, such as on hills or in the woods. This is due to the increased amount of noise created while walking. No sandals or flip-flops.
5. Baseball caps ok. No obscene or questionable logos permitted.
6. At an investigation, one might experience olfactory sensations or smells. Therefore, it is very important that investigators do not wear perfume, cologne or anything with a strong scent to it. This is to prevent confusing an odor with an apparent anomalous scent.
7. Frequently, sounds are heard or recorded during an investigation. Clothing, jewelry or accessories which make noise should not be worn during an investigation.

B. Behavior on an Investigation

1. Investigations can go from fun to dull to very exciting in a short space of time. Keeping that in mind, we expect our investigators to maintain a professional demeanor at all times. This means:
2. No swearing, no questionable jokes and no off color comments around the client or employees of the business being investigated.
3. Cellular phone shall be placed on vibrate only, if not turned off completely. If a phone call, text message, or any other means of contact is received by an investigator, he/she shall only be able to accept the call if it is coming from another investigator onsite. Otherwise, the investigator may return the phone call once their investigation into an area has been completed.
4. No negative comments of any kind around the client, whether about the client's property, situation, employees, or other groups who may have investigated.

5. We cannot determine cause of reported haunting until the investigation is complete and evidence is thoroughly reviewed. We do not hypothesize or theorize with the client during an investigation. All will be discussed at the time of the reveal. The closing interview the night of the investigation will be completed by the lead investigator/s of the investigation only.

C. Getting Spooked

1. On occasion, an investigator may become spooked or surprised by something during an investigation, whether paranormal or not. Unless an investigator feels that his/her life and the lives of the investigators are in jeopardy, the following guidelines shall be carried out.

2. Do not run, do not scream.

3. You'll be working as part of a team, so alert the nearest team member that you need to leave the area and have them escort you out.

4. If you're escorting someone, alert another teammate. If you're in a group of three, all of you must leave. Notify the lead investigator immediately.

5. If you are escorting someone, stay calm and collected. Make sure the affected person is well clear of the area, sit them down and wait with them until they are feeling better. If they can talk about the experience, please record what they say, whether by audio, video or both. It's a personal experience and might be important.

6. If you don't feel like you can go back to an area, do not go.

D. Becoming ill or injured

1. Call for help, either by portable radio or cell phone. Inform the lead investigator of the location, type of injury or illness, seriousness of the situation, whether a medic should be contacted, and identity of the investigator. The lead investigator shall investigate the situation immediately. Since multiple members of OSP are professional EMTs and Paramedics, anyone with this training shall be notified immediately to investigate the situation if they are on site. If no medically trained staff is onsite, the lead investigator may contact one of these investigators by phone for advice. However, there shall never be a delay in calling 911 if anyone in the team deems it necessary.

2. In the event of potentially serious illness or injury, OSP shall abandon the investigation immediately. Lights go on, equipment goes off, and we make sure we can get to the casualty.

3. Someone stays with the casualty at all times until help arrives, unless doing so would put another team member at risk. We want to avoid creating multiple casualties. If the injury is localized that he/she is capable of walking, the lead investigator may attempt to transport the injured/ill investigator command central where it may be easier to treat and transport them to the hospital.

E. Alcohol, Drugs and Medication

1. We will not consume alcohol before or during an investigation.
2. There will be no controlled substances before or during an investigation.
3. If you are on prescription medication that alters mood, alertness or capabilities, you are required to tell the lead investigator prior to departing to the investigation site. If the lead investigator feels that the medications may decrease a team members ability to investigate, he/she reserves the right to deny the team member to participate in the investigation.
4. No member shall be permitted to be under the influence of any type of narcotic medication during an investigation.

IV. EVP (Electronic Voice Phenomenon)

A. Purpose

Audio is utilized in a paranormal investigation to capture sounds which investigators cannot find the source and to capture electronic voice phenomena - the term traditionally used to describe unexpected sounds or voices sometimes found on recording media. EVP may be indicative of paranormal activity; however EVP may be prompted by different means. This protocol is designed to capture EVP during different situations in order to determine.

1. Do spirits communicate through electronic manipulation?
2. Does conversation amongst investigators create more instances of EVP?
3. Does absolute silence affect the frequency and clarity of EVP?
4. Are spirits choosy about who they communicate with?
5. Do spirits require more energy to produce higher clarity EVP?
6. Are EVP residual, intelligent, or both?
7. Why may an EVP be captured on one recording device, but not on another?

B. Materials

1. Digital or analog recording device, batteries, spare batteries at least three sets, tapes if using analog - enough to cover the entire investigation, external microphone (required for analog/optional for digital)

C. Methods:

1. EVP work will be conducted with a minimum of 2 and maximum of 5 investigators (most likely scenario).
2. At the beginning of each EVP session, each investigator will state his or her name for audio to provide a sample of their voice for comparison later, and to capture their presence for the record. They will also state the case location, the location within the case, the current time, and what investigators are presently with them. Example: "This is Jeremy and Ryan in the basement dining room of the Clay Haus case at 02:34."
3. EVP work will consist of a series of pre-scripted questions.
4. There will be no less than 2 audio recorders running in a location where capturing EVP is attempted.
5. The lead investigator in each team will ask the pre-scripted questions first and sometimes each investigator will take a turns (done to verify whether spirits will speak one person over another or if they communicate more with males or females)
6. All questions will be asked in a normal conversational tone.
7. There will be a pause of no less than 5 seconds and no more than 60 seconds between questions.
8. After each question is asked there will be a significant pause where all investigators present will remain still and silent
9. After the period of silence, there can be conversation or a continuance of the EVP session at which time silence is expected
10. Once the EVP session is complete and the pre-scripted questions are asked there can be an open EVP session where anybody can ask a reasonable question/s. Again, silence is expected when questions are asked. These questions should be related to the information collected from witness statements about the potential spirits within the location, so the investigator may focus more personally on that spirit.
11. When all questions are completed and no other investigator has any further questions the EVP session will be announced to be closed and conversation may take place.
12. Topics of conversation will be limited. If discussing the investigation there will be no personal comments about the client or their place of business or residence. In regards to the case only discuss things relating to the paranormal or information given to you (if any) about the location to see if it leads to a response. There should be not cursing or off color comments at this time. Some reasonable topics of conversation are: The weather. Current News Events or the paranormal in general. Conversation will not evoke an emotional response, will not be controversial and will be held in a normal conversational tone.
13. The use of provocation within an EVP session is should only be utilized by experienced investigators only. This form of investigation shall not be a common practice and shall only be utilized during an investigation with strict permission from the lead investigator.

14. It is preferred that each team has a least one investigator that is male and one that is female.

15. If, during EVP work, an audible response is to occur (rapping, knocking, etc.) it is expected that EVP protocol will be abandoned to an extent. The person asking the questions will change their course of questioning to elicit more active responses. All investigators MUST stay within eyeshot of the video camera during this time to validate that no investigator is causing the phenomena. Pictures can be taken around the areas where the activity is occurring to help document the experience. If activity does not include solicited response type activity - the questioning investigator should state for audio - "We will begin gathering readings at this time" Temperature, EMF, and other readings will be captured and documented. Photographer will continue taking photographs. Once activity has stopped, investigators will continue with EVP work until complete.

16. During EVP Work it is very important that all investigators remain as still as possible and as quiet as possible. If an external noise is heard; or an investigator shifts, sighs, makes a body noise; the interviewer will verbally remark for audio. If the interviewer fails to remark and another investigator hears an external noise or the noise of another investigator, that investigator will state his/her name and remark on the noise heard.

D. Controls

1. Audio recorders which have time/date stamp will be synchronized with all other equipment on the investigation. Make sure the time/date stamp on all audio equipment is correct.
2. Upon setting up audio, a test on each piece of equipment will be conducted and left on the audio device to show its working order on review.
3. Test will consist of the investigator stating his/her name, the case number or case location, the date, the time, and "This is an audio check". The investigator will then playback the audio check to confirm the recording device is operational.
4. Upon entering the location to conduct the EVP Work: There will be a person designated to take pictures and will state for audio - Time, Date, Case Number or Location, "Photo check", and proceed to photograph the entire location, taking controls, and capturing all views of the room and location of audio equipment.
5. Photos will be taken as control shots and follow all photographic protocol
6. Once the photo check has been completed, all investigators will go with their pre-determined team to their investigation location and find a comfortable place to sit and begin the EVP sessions.
7. Once everyone is seated pictures will be taken of the area initially to capture the seating arrangement of the investigators in relationship to the equipment. If you are asked to sit in a specific area please do so and do not rearrange the seating in the location.

E. Data Interpretation

1. Audio data will be reviewed and documented by the owner of the audio recorder unless assigned to another investigator.
2. Documentation will consist of all audio occurrences, natural or possibly supernatural. This will be posted for the purpose of review and comparison by other investigators.
3. All data - whether indicative of paranormal activity or not will be maintained and preserved for not less than one week AFTER the reveal.
4. Data captured on tape, should it reveal suspected paranormal activity, will be transferred to CD/DVD and uploaded for further analysis by the team.
5. All data will be preserved in raw, unaltered form. If you must 'clean' or otherwise alter the data you will provide for analysis the raw/unaltered form WITH the 'clean' data for comparison. If you 'clean' or alter the data in any way - you will provide a clear explanation of all processing done on the data. Copies of raw data shall be made prior to any cleaning of data.
6. After further analysis, if the team deems the question unanswered, the data may be provided for outside analysis for further evaluation and consultation - identifying information related to the source of the data (names of clients, location of investigation) will be withheld from the consultant.
7. After consultative review - if any satisfactory explanation is not achieved - the data will be copied for client and the original stored for our records and publishing.

F. EVP Classification

1. Class "A" - A clear and distinct voice or sound that is universally accepted and undisputed, because it must be understood by anyone with normal hearing and without being told or prompted to what is being said or heard. It can be heard without the use of headphones.
2. Class "B" - A voice or sound that is distinct and fairly loud. This class of voice is more common and can be heard by most people after being told what to listen for. It is usually audible to experienced persons who have learned the skill of listening to EVP. It can sometimes be heard without the use of headphones.
3. Class "C" - A faint and whispery voice or sound that can barely be heard and is sometimes indecipherable and unintelligible. It may have paranormal characteristics, such as a mechanical sound. Most investigators would apply objectivity and disregard it, but may save it for reference purposes.

4. Class "D" - Non published or announced EVP. This may be an EVP, but it is too questionable to declare as paranormal. Whispers, faint murmurs, breath like sounds and airy sounding voices. This classification is not the trash barrel for EVP; it is simply a holding area until the EVP has been validated by all data. Usually Class D EVP are not published or presented as paranormal phenomena.

5. Class "G" - If you have to work that hard to clarify or understand the potential EVP, then it's probably not an EVP. G stands for GARBAGE.

G. Classes

1. Class DC (Direct Communication) - The spirit voice clearly answers a question or directly responds to something said.

2. Class PC (Personal Communication) - The spirit voice clearly says something meaningful directly to someone present.

3. Class RC (Random Communication) - A spirit voice that answers no direct question, does not appear to be aimed at any particular person and doesn't make sense in the context it was received.

H. Levels

1. Level 1 - Loud, clear and easy to understand...sounds like natural speech (including whispers and fast speech).

2. Level 2 - Lower volume and the voice is warped, but still discernable.

3. Level 3 - Very low volume, hard to understand and excessively warped.

I. Categories

1. Morph - The voice and/or words of someone who is speaking is changed into something else in the playback of the recording. Words that are different than the person who spoke, or one voice changing to another, etc.

2. ERV (event related voices) - Events such as someone talking or coughing, or the sounds of a passing train or car, etc. seems to trigger the EVP.

3. TR (thread related) - One utterance is a comment on, or a response to, an utterance just before. They are related by contextual thread. Examples would be hearing two or more voices talking to each other, as well as a voice responding to something previously said by itself and/or someone or something else.

4. CHR (chorale) - Two or more voices speaking at the same time, either saying the same thing or something different.

J. Examples of EVP Pre-Scripted Questions

1. Is there anyone here who would like to make contact with us?
2. Could you give us your name?
3. Was this place important to you?
4. Is there someone you are trying to contact?
5. Can you tell us where you are?
6. Is there something we can do for you?
7. Are we intruding on your space?
8. Did you die here?
9. Are you trapped here?
10. What year is it?
11. Can you tell me who the president is right now?

V. Video Evidence

A. Purpose

1. Video is used to capture activity which may be of a paranormal nature during an investigation; to record investigational components or experiments; to capture specific phenomena or cause for purposes of validation.

B. Methods

1. Video cameras shall be stationed in such a way as to capture as much of the location as possible.
2. If enough cameras are available, cameras may be utilized to record experiments or other equipment readings.
3. If there are enough cameras available, one camera may be utilized as a handheld to be controlled by a single individual throughout the investigation to ensure consistency in the capture, the handheld unit will attempt to capture: In areas where stationary cameras are capturing the entire location; the handheld will focus on the investigation (investigators at work). In areas where stationary cameras are not capturing the entire location; the handheld will attempt cover these un-captured areas.

4. Priority of Camera Usage – The handheld cameras shall be the main priority of OSP. It is our belief that there is a greater chance of capturing evidence while investigation teams utilize a handheld camera, due to the entities likelihood to interact with the team members. The second priority is to place cameras stationary throughout the investigation area. These shall be placed in the areas reported to be the “hot spots” by the client. This should only be done if enough cameras are available. The third priority is to place cameras in areas to perform controlled research to investigate theories of the paranormal. This too, is to only be performed if enough cameras are available.

5. All video tapes shall be labeled with the case number, the camera, and numbered 1 through however many tapes are needed for the investigation. The tapes should be used for each camera in number sequence. Example: Case 08-005 Camera 2 #1, Case 08-005 Camera 2 #2, etc.

C. Controls

1. Video Cameras which have time date stamp will be synchronized with all other equipment on the investigation (make sure all time/date stamped video equipment has the correct time and date)

2. Stationary Cameras will not be altered or moved unless specifically required to capture an uncovered area experiencing paranormal activity. Any change to stationary camera will be documented.

3. Any change of a stationary camera will be noted. Stationary cameras will have an adequate light source and adequate battery and film to cover the entire area it is being used for. The Technical Manager will determine the best cameras for each location based on its available light, battery and storage capability.

D. Data Interpretation

1. Video data will be reviewed and documented by the owner of the camera unless assigned to another investigator.

2. Documentation will consist of all audio and visual occurrences, natural or possibly supernatural. This will be posted for the purpose of review and comparison by other investigators.

3. All data, whether indicative of paranormal activity or not, will be maintained and preserved for not less than one week AFTER the reveal.

4. Data captured on tape, should it reveal suspected paranormal activity, will be transferred to DVD and uploaded for further analysis by the team.

5. After further analysis, if the team deems the question unanswered the data may be provided for outside analysis for further evaluation and consultation; identifying information related to the source of the data (names of clients, location of investigation) will be withheld from the consultant.

6. After consultative review, if any satisfactory explanation is not achieved, the data will be copied for client and stored for either publishing or for future review in our records.

VI. Photographic Evidence

A. Purpose

1. Photography is used to capture activity which may be of a paranormal nature during an investigation; to record investigational components or experiments; to capture specific phenomena or cause for purposes of validation.

B. Methods

1. To take a picture - be in a comfortable position; hold your camera in such a way that your fingers, clothing and camera strap are away from the lens and flash; take a breath in and hold; depress the shutter button to take the picture.
2. Each investigative team should have at least one photographer/digital camera. A photograph set (photo and control) should be taken immediately upon entering the specified location. The designated photographer should take successive photos of the entire area with control shots. Pictures should be taken frequently throughout an investigation and should capture an entire area, all investigators present. Photographs should be taken anytime an unusual reading is captured from another piece of equipment or an investigator reports a personal experience, or paranormal activity occurs, or because the photographer is feeling like he/she should. Digital or Film cameras may be used with neither having preference.
3. Cameras which are able to capture date and time information are to be synchronized with all other time devices in the investigation including watches, video cameras, temperature devices, etc.
4. Cameras which make sound: Sound effects should be turned off.
5. Cameras with automatic red eye reduction feature: This should be turned off.

C. Controls

1. All photographs should have a control shot (your camera is set a particular way or set to auto and there are no report anomalies at the time). Do not change the camera settings after taking control shots. Any photograph without an accompanying control shot will not be considered in the evidence.

2. *EXTREMELY IMPORTANT*: All photographs will remain unaltered and *MUST CONTAIN EXIF INFORMATION*. If one must alter a photograph, he/she must save a copy of the original and *alter the copy only* because even renaming a photograph can get rid of the EXIF information that is needed to verify many things about the picture. Once the EXIF information is gone as far as I know there is no way of getting it back. When providing an altered photo it is ALWAYS required that the *original also be provided with no alterations*.

D. Data Interpretation

1. All photographic data will be immediately transferred to a pre-determined location within 48 hours after an investigation.
2. All photographic data will be reviewed by the investigator who took the photo as well as the entire team. EVERY member, whether in attendance at the investigation or not, will review all photographic evidence collected at the investigation.
3. If no reasonable answer can be determined the data may be provided for outside analysis for further evaluation and consultation; identifying information related to the source of the data (names of clients, location of investigation) will be withheld from the consultant.
4. After consultative review, if any satisfactory explanation is not achieved, the data will be copied for client and stored for either publishing, or for future review in our records.

VII. EMF (Electromagnetic Field)

A. Purpose

1. In a paranormal investigation, EMF readings are taken to discover whether changes in the local EM field do or do not accompany paranormal phenomena.
2. This protocol is designed to ensure that EMF baseline readings and mid-investigation readings are taken in a consistent manner that will allow comparisons to be made between sites, phenomena and different dates.

B. Methods

1. EMF baseline measurements will be conducted in every area investigated. Where more than one investigator is present, an investigator not working with an EMF meter will take down the readings.
2. Each room will be treated as a separate space if there are clear delineations (i.e. walls or doors) between one space and another or as one continual space if these features are not present.

3. For the baseline readings: An investigator who has been trained in the use of an EMF meter will walk the room/area. He will stop for at least 5 seconds along the walls, corners of the room and the middle of the room, holding the EMF meter where it can be read and take a reading. The EMF should be oriented vertically, horizontally and diagonally to the floor to verify he/she is getting or not getting readings based on how the meter is oriented.
4. This will be repeated in each room to be investigated.
5. After baseline established, any spikes will be investigated. If there are no spikes, readings will be taken from electrical devices to include power outlets, light switches, wall mounted electrical devices like intercoms, light fittings, air conditioning controls, thermostats, ceiling fans and any domestic appliances present in each room.
6. During an investigation, EMF spot readings may be taken using the following method:
 - a. An investigator trained in the use of an EMF meter will approach a location, stand still and allow the meter to settle. If the reading is higher than the baseline, readings will be taken in the area to determine whether this is a localized spike.
 - b. Another EMF meter will be brought in, preferably a tri-axis meter, to confirm the reading. If a tri-axis meter is not available any other single axis EMF meter can be used. Again, the EMF should be oriented vertically, horizontally and diagonally to the floor to verify he/she is getting or not getting readings based on how the meter is oriented.
 - c. If a spike is confirmed the electrical outlets, devices and appliances should be measured again.

C. Controls

1. Recording sheets will be used that are signed and dated.
2. Only EMF meters with a known calibration will be used. New meters will not be used to perform baseline or spot readings.
3. No EMF spike will be treated as significant in itself until it has been shown to be above the baseline, significantly below the baseline and sufficiently removed from sources of electricity to, under normal circumstances or normal operation, produce a negligible reading.
4. The scale we will use has been provided by the World Health Organization and is >0.02 at a distance of one meter from the appliance.

D. Data Interpretation

1. EMF data will be reviewed and documented by the Investigative Team Lead unless assigned to another investigator.
2. The EMF logs and the interpretation of the data will become part of the investigation report.
3. EMF data alone will not be enough to prove a haunting. EMF fluctuations that are not associated with appliances or wiring are often times associated by many as a sign of a possible haunting. This is a theory and should be treated as such.

VIII. Temperature Readings

A. Purpose

1. In a paranormal investigation, temperature readings are taken to discover whether changes in the ambient room temperature do or do not accompany paranormal phenomena.
2. This protocol is designed to ensure that temperature baseline readings and mid-investigation readings are taken in a consistent manner that will allow comparisons to be made between sites, phenomena and different dates.

B. Methods

1. Temperature work will be conducted in each area/room during an investigation. Where more than one investigator is present, the investigator without a thermometer will record the readings.
2. Each room will be treated as a separate space if there are clear delineations (i.e. walls or doors) between one space and another or as one continual space if these features are not present.
3. For the baseline readings: An investigator will walk the room/area. He will stop for at least 5 seconds along the walls, corners of the room and the middle of the room, holding the thermometer where it can be read and take a reading.
4. If more than one thermometer is available per team the readings should be verified by another investigator.
5. This will be repeated in each room to be investigated.
6. After the baseline temperature is established, any distinct changes will be investigated.

7. During an investigation, temperature spot readings may be taken using the following method:
 - a. An investigator trained in the use of a thermometer will approach a location, stand still and allow the meter to settle. If the reading is higher or lower than the ambient room temperature, readings will be taken in the area to determine whether this is a localized variance.

C. Controls

1. Recording sheets will be used that are signed and dated.
2. Only temperature meters with a known calibration will be used. New meters will not be used to perform baseline or spot readings.
3. No temperature variance will be treated as significant in itself until it has been shown to be above the ambient room temperature or significantly below the ambient room temperature.

D. Data Interpretation

1. Temperature data will be reviewed and documented by the Investigative Team Lead unless assigned to another investigator.
2. The temperature logs and the interpretation of the data will become a part of the Investigation report.

IX. Personal Experiences

A. Purpose

1. During the course of an investigation, individual investigators may experience phenomena, ranging from changes in temperature to seeing moving forms or shapes or even being touched.
2. This protocol is designed to ensure that these experiences are recorded in a consistent manner and that investigators can attempt to corroborate the experience with other witnesses or equipment readings.

B. Methods

1. Investigators will work in teams, a minimum of two per team.
2. On noticing something unusual, the investigator will call the team over by saying something neutral like "come here".
3. As the other teammates arrive, the investigator will indicate there is something to experience, again using neutral language, along the lines of "do you smell/hear/feel that?"
4. Other investigators, if they can experience something, will state either yes or no. They will then attempt to describe what they have experienced while readings are taken, if appropriate to do so.
5. Example: in the case of a cold spot, the investigators should attempt to take a temperature reading at the indicated spot and follow this up with a reading away from the spot.
6. In the case of a smell, someone should describe what they smell.
7. If something has been seen by more than one person, other investigators should be brought over and the witnesses should independently describe what they saw. In the case of a sighting, the witnesses should attempt to get photographic evidence or indicate where the phenomenon is for the benefit of any cameras present. In this case, the witnesses should NOT discuss what they have seen with one another and should speak only to a non-witness. They shall do this independently with the non-witnesses, so that the other witness is not able to hear them. Once they are finished, the other witness shall perform the same task. This will strengthen the evidence of a sighting if both stories are the same. Witnesses should not discuss what they see/hear/smell/feel with the client or anyone related to or working with the client. The client will be told of any experiences AFTER the investigation at the reveal.

C. Controls

1. If a report is made to the room audio, the investigator should state their name, the location and the time. If being interviewed, the interviewer should write the investigator's name, time, location, and then have the witness sign the completed statement, countersigning it themselves. Meter readings should also be recorded along with name and time, plus ambient readings if appropriate. This should all be noted on audio recordings with reference to date/time and any readings taken.

D. Data Interpretation

1. If there is any corroborating evidence it will be included as part of the standard evidence review. The witness or witnesses should not be the ones to review that portion of evidence if at all possible.
2. Personal experiences without any backup will not be included as part of the main report but may be included as anecdotal addenda to that report.
3. Experiences with multiple witnesses and supporting data from cameras, thermometers etc can be included.

X. Investigation Reports

A. Purpose

1. This is an area where most groups struggle with getting a report done in a timely manner after an investigation while events are still fresh in their minds. Just so everyone is aware of the requirements they are being listed here. The reports have been given the name of TPS Reports (The Paranormal Society Reports). For some of you who have seen the movie Office Space yes this is sort of a take-off on that as far as the name goes. Also this will help to make clear what reports are being requested after the investigation when members are asked for their TPS Reports.

B. Methods

1. I will list the format below so there are no questions and things are clear. The format is to be kept as shown so everyone has a report that is formatted the same which makes it easier and will help keep us all organized. This is a report consisting of a personal view of the investigation and any personal experiences that may have occurred. No book is required! These should be short straight to the point paragraphs unless something really strange occurred during the investigation.
2. The TPS Reports are expected a week from the Sunday immediately following the investigation. So if we do an investigation on a Saturday the report is due not the following day but a week from that Sunday at midnight. This gives everyone two weekends to get it done. No exceptions (except family emergencies). If a TPS Report is not sent in by midnight you risk losing your privilege to attend the next investigation.
3. Again please always follow the format listed below:

Lead Investigator Report:

Date of Investigation-

Members Present In My Group -

Location- Sometown, US

Site Information- Example Duplex with 1st floor, 2nd floor, attic and basement

History- The house was built in 18xx. Confirmed death in house of previous homeowner in 1923 due to suicide.

Investigation Report- We arrived at around 8:30 pm and split up into groups.

Backyard: (Members in my group) 9:16pm Temperature: EMF Reading:

Bedroom: (Members in my group) 10:10pm. Temperature: EMF Reading:

Attic: (Members in my group) around 11pm. Temperature: EMF Reading:

Investigation Ended - just after 1am.

Conclusion-

Your Name

XI. Evidence

A. Purpose

1. To let applicants, new members, and existing members know what the procedures are for evidence collected on an investigation by Ohio State Paranormal.

B. Methods

1. ALL evidence is property of Ohio State Paranormal.
2. Clients may request a copy of either specific evidence, the originals in some cases or request that we destroy all copies. This will be done in writing and agreed upon on a case by case basis. Remember, we are here to help and learn; not to further disrupt the client's lives.
3. ALL evidence must be uploaded to a common area, in this case an FTP server, within 3 days of an investigation. Exceptions to this are video (DVR, Digital Video/Camcorder) which can be burned to DVD if it is too large, but must be provided to the Director/s as well. (For those not familiar with an FTP Servers, user instructions and support will be provided).

4. Evidence may not be shared with other groups or people without first discussing with the Director/s. Some evidence will fall under strict written contracts with the client to not disclose information (non-disclosure). Unless they specifically have stated again in writing that it is ok to do so, assume that it is not. Not following this rule is grounds for termination. Again, we are going in to help clients learn more about an issue they are having and we are not there to disrupt their lives.
5. All evidence will be reviewed with honesty, accuracy and be done in a timely fashion.
6. No evidence will be embellished or exaggerated. If this takes place and is discovered, this is also grounds for termination.
7. Should you leave the group, you will be required to turn in all evidence or destroy it should it pertain to a private case.

XII. Experiment Design

A. Purpose

1. In order to test specific or general theories, ideas, or reported phenomena, Ohio State Paranormal may conduct experimentation during the course of an investigation or over several investigations depending on the nature or purpose of the experiment.

B. Methods

1. Decide what it is you want to test (what is your goal from the experiment)
For example, a standard experiment might be: Do we get better quality EVPs when we only have one person talking?
2. Decide what equipment the experiment will require.
In the above example: two people, one digital recorder .
3. Decide on whether the experiment has any special conditions.
For example: for the duration of this experiment, all the lights need to be out and the AC needs to be off.
4. Decide on duration. (From minutes to the course of several investigations)
In this case, no less than 30 minutes, no more than 1 hour.
5. Decide on any special protocols for the experiment.
For example, during this experiment no one but the questioner will speak. The questioner will read from a prepared list of questions.

6. Decide on what success criteria the experiment has.
For example: a successful EVP should appear to answer one of the questions or make a clear demand of the investigators.
7. Post the experiment on the forum so it can be worked into the investigation plan.
(Please see the procedures for writing experiments)
8. On the night, remind everyone that it is taking place and announce it clearly for any locked off equipment in the same area as the experiment itself

C. Controls

1. To be determined according to the nature of the specific experiment.

D. Data Interpretation

1. Experimental data collection/recording will be dependent upon the nature of the experiment. Specific experimental data will be discussed on its own in the investigation report and ongoing experiments will have a dedicated database for monitoring, comparison and interpretation.

E. Procedure for Writing Experiments

1. Once you have designed your experiment you need to formally present it in a protocol. A protocol is simply a recipe, or written design, for performing the experiment. You must write a protocol to insure that you have both a clear idea of how you will do the experiment and that you will have all the materials that are needed. A scientist usually writes his/her protocol in a laboratory notebook. Following the completion of the protocol, the next step in the scientific process is to perform the experiment. As the investigation takes place, observations are made and results are recorded.

F. Components of an Experimental Protocol

1. Purpose: This is a formal statement which encompasses your hypothesis. It is a statement of what question you are trying to answer and what hypothesis you wish to test.
2. Materials: List all major items needed to carry out your experiment. This list need not be lengthy if the materials are already published, but it should include the essentials.
3. Methods: How will you set up your experiment? How many experimental groups will you have? How will you measure the effect you wish to study? How long will the experiment last? These and any other methods should be explicitly stated or referenced so that a reader has all the information they need to know to be able to repeat your experiment and verify your results.
4. Controls: Identify the relevant control(s) treatment. Think about the variable(s) you and your group are manipulating. Your control needs to be held under natural or unmanipulated conditions, not affected by the tested variable.

5. Data Interpretation: What will be done with the data once it is collected? Data must be organized and summarized so that the scientist him/herself and other researchers can determine if the hypothesis has been supported or negated. Results are usually shown in tables and graphs (figures). Statistic analyses are often made to compare experimented and controlled populations.

6. References: Any published works (journals, books, websites) that you cite in your protocol should be listed in the reference section so that anyone reading your protocol can look that work up if they desire.

7. Putting this all together, the scientist will be able to write a scientific paper once his/ her data is collected. Remember do not write "fluff," i.e., extraneous information and/or overly descriptive text that is not relevant to the experiment. The reader of a protocol is interested in being informed concisely and accurately!

XIII. Ohio State Paranormal Structure

A. All members are expected to abide by and agree to the protocols as outlined herein.

B. Group Member Structure

1. Any changes to group structure will only be announced in person at a meeting.
2. No change to group structure will ever take place by phone or email.
3. As a follow up to a meeting, an email will be sent to ALL members with a brief description of things covered and will highlight any change in membership status or structure.
4. The above steps are the only way a change in group structure can and will be addressed.

XIV. Operational Rules & Regulations

A. Purpose

1. To let applicants, new members and existing members know additional rules that apply and additional information that may not fit under a specific category but wish for everyone to know.

B. General Rules & Regulations

1. Email accounts (ohiostateparanormal.com) will be provided for permanent members. These accounts are to be used for all group related communications. This is an effort to keep things easier and more straightforward for everyone. If you are unfamiliar how to setup you email account, instruction and support will be provided.
2. So members can set reasonable expectations about investigations since they are usually not a year around thing. More often than not we find that our busiest periods are August until Halloween and the slowest are November thru February (holidays, the weather, illnesses etc). This may change some but again setting expectation up front is what we are about.
3. During slow periods, members are encouraged to help find investigations for the group, write an article for our upcoming articles section, read up on topics or equipment, and try to expand their knowledge and thoughts in the area of the paranormal. If members are interested, additional meetings can also be arranged so everyone learns to be comfortable with each other and trust each other.
4. OSP will try to hold meetings either monthly or more likely bi-monthly. It is difficult to get a group of volunteers together on a regular basis with jobs, family, etc, but it is a necessity that we try to do so, in order to keep the group organized and engaged.
5. Remember that we do volunteer work. The idea is to help people better understand their experiences, learn, and have fun as we do so. If, for some reason, you are unhappy with the direction the group is going, please address this with the Director/s. While it is hard to keep everyone happy all the time, we will certainly do our best.
6. Serious arguments between members cannot and will not be tolerated; especially at a client's location. If there is a disagreement that becomes out of hand, the lead investigator shall be notified and handle the situation. The lead investigator has the authority to suspend a member, if necessary, for the remainder of the investigation until the director/s can be advised.
7. If you have a problem with either the Director or another member, you are expect to address this issue with the Director in a constructive manner. "He said" She said" issues can result in termination for all parties under certain circumstances including lying and the inability to backup claims with facts. Best thing is always be honest and upfront in all your dealings

8. ALWAYS disclose whether you intend to attend an investigation outside the group. While we do not frown upon this it should be common courtesy to tell the Director since scheduling issues could come up.

C. Disciplinary Action

1. Ohio State Paranormal believes that in order to maintain the highest grade of professionalism, disciplinary action may need to be enacted to obtain order and efficiency within the organization.

2. Offenses shall be broken down into two (2) separate Groups. These groups are classified by their strength of misconduct and shall escalate their penalty. If the director/s of the organization feels that an offense has occurred that is not listed within these policies & procedures, the director/s reserve the right classify that infraction and issue the necessary punishment.

3. Group I Offense – Shall be the lowest grade offense. These shall be enforced by the directors at any time and lead investigators while performing an investigation. The structure of the offence is as follows:

- a. Verbal Reprimand
- b. Written Reprimand
- c. Suspension not to exceed 3 investigations or 1 month, which ever arrives first.
- d. Termination

4. Group I Offenses are as follows:

- a. Arriving to an investigation late without prior notice to the lead investigator.
- b. Verbal confrontation with another team member within eye sight or earshot of the client or their companions.
- c. Utilizing OSP property for personal use without permission from a director.
- d. Disregard of direction given by the lead investigator, director, or a manager of the area you are working with.
- e. Not following instructions or orders requested by the client. Example: Entering a room to investigate when the client asked not to enter.
- f. Discussing the investigation findings with the client, their family, employees, or friends without permission from the lead investigator.
- g. Constant usage of a cellular phone or other personal device during an investigation which may hamper the flow of the investigation or evidence.
- h. Verbally harassing or insulting a team member, the client, or anyone of the general public.
- i. Performing any act which may create a negative image for OSP.

5. Group II Offense – Shall be the highest grade offense. These shall be enforced by the directors at any time only. In the event that this infraction may occur during an investigation and a director is unable to be contacted, the lead investigator reserves the right to suspend the member for the investigation, if necessary, until director can be contacted. The director/s also reserve the right to alter the punishment as necessary if they feel that the infraction is high enough. For example: A team member physically assaulting another team member may be grounds for immediate termination. The structure of the offence is as follows:

- a. Written Reprimand
- b. Suspension not to exceed 3 investigations or 1 month, which ever arrives first.
- c. Suspension not to exceed 6 investigations or 3 month, which ever arrives first.
- d. Termination

6. Group II Offenses are as follows:

- a. Physically assaulting another member, the client, or a client's employee, friend, or family member.
- b. Theft or destruction of OSP owned equipment, equipment owned by another team member utilized for investigative purposes, team member's personal property, or the property of the client.
- c. Theft of evidence.
- d. Distribution of evidence to anyone without strict authorization from the director/s.
- e. Publishing of evidence to any public viewing area, such as a newspaper, magazine, or the World Wide Web without strict permission from the director/s.
- f. Recreational drug usage at anytime while a member of the organization.
- g. Arriving to any OSP meeting, investigation, or event while under the influence of alcohol. This includes being "hung over."
- h. Withholding or destruction of evidence of any type.
- i. Carrying any type of weapon during an investigation without permission from the director/s.
- j. Publicly criticizing, mocking, or commenting on anything relating to OSP that may create a negative image for the organization or its members.