

# P.O.R.T.

Paranormal & Occult Research Team

## Policies

**The below policies are intended to give a foundation of rules, code of conduct, and obligations that each member is to adhere to. All references to "Founder" equate to Ben Robison.**

Each member must pay their annual Member Fee within 30 days after their Membership Date has passed.

Members must be 21 years of age or older.

Members must live in Oregon or Washington. If a member moves out of either state then they must forfeit their membership with P.O.R.T.

P.O.R.T. has adopted a zero tolerance for the use of illegal drugs or alcohol during an investigation. If a member is discovered to be under the influence during an investigation they will be removed from the said investigation and dealt with appropriately at a later time. However, if a member's drug or alcohol abuse off P.O.R.T.'s time starts to impact negatively on P.O.R.T. and its image the Founder, using discretion, can revoke the membership of the individual member. If a member admits to a problem before any action has been taken, they will be allowed a sabbatical of up to 6 months to take the necessary time to get treatment. If the member cannot maintain sobriety and continues to struggle with drug & alcohol abuse problems after returning from their sabbatical, the member will have their membership revoked.

Each member is required to participate regularly, but with the understanding that not every member can participate in every phase of a case. Keeping the Founder aware of changes in work schedules, availability, and / or their commitment to P.O.R.T. is imperative.

All P.O.R.T. owned equipment, gear, media, etc. is to be returned promptly after each investigation.

It is not allowed to solicit any services to clients during any phase of their case. Contact with clients outside of P.O.R.T. involved cases is between the client and that person and have NO association to P.O.R.T. and its name.

Harassment to any member, client or associated contact involved in any case is not tolerated.

If a conflict arises between members of P.O.R.T. which cannot be resolved between the affected parties in a timely, mature & responsible manner, then the Founder should be notified and involved.

If a member no longer chooses to participate or their membership is revoked for any reason at any time after paying their annual membership fee than that individual forfeits their prior paid membership fee.

If a member no longer chooses to participate or their membership is revoked for any reason they must return any property (i.e.: Equipment, tools, supplies, artifacts, media, etc.) of P.O.R.T.'s or associated material in a timely manner.

If a member chooses to use their own equipment (i.e.: camera, camcorder, EMF meter, etc.) during any phase of a case they do so at their own risk. Any associated media, data or records that were recorded / stored on the members' personal equipment must be turned over to P.O.R.T. in a timely manner for review and the full rights to.

If a member chooses to loan P.O.R.T. or any of its members any of their own equipment, they do so at their own risk. P.O.R.T. nor its members will be held accountable for any damage or loss of that members personal equipment.

P.O.R.T. will issue & reserves the right to maintain all email accounts associated to P.O.R.T. Each member is only to use this account for P.O.R.T. cases. If a member no longer chooses to participate or their membership is revoked for any reason they must return the email address and its associated password to P.O.R.T. so any valuable data can be recovered and the account disabled.

One member will be assigned as the primary point of contact with the client. The member acting as the primary point of contact with the client needs to issue the client our P.O.R.T. Preliminary Questionnaire, P.O.R.T. Investigation Permission Form, and

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P.O.R.T. Anonymity Form for the client to fill out completely. This member is responsible for getting these completed & signed documents back to P.O.R.T. via email (preferred) or hard copy to be uploaded to the P.O.R.T. server. They will head up the walkthrough & interview(s). The member will then provide all information received / obtained to the team in a timely manner so all members can be kept abreast of the status and information regarding the case. If the appointed member cannot follow up with the client at any given time another member can be appointed to assist. This does not include conference calls or meetings with a client in which any or all members may attend. Any decisions on which need to be made regarding the development / stance / course of action that P.O.R.T. will take will be discussed amongst the team and a decision will be made by the Founder based ultimately on the best interests of the client and P.O.R.T.

If at any point or phase in a case the Founder deems it necessary to step in and override / make an executive decision based on: lack of commitment, conflict, danger, failure to follow policy, manufacturing of false evidence or data, etc. he reserves the right to do so.

Boundaries between performing a paranormal investigation and being a guest in or on our clients' property must be understood by each member and abided by.

- Members must treat each client & their property with respect. It is not permitted to take items from the clients' property.
- Members must respect the privacy of our clients. Members must have written consent on the P.O.R.T. Investigation Permission Form indicating where & what they are allowed to look in or through. Verbal permission is acceptable if the client is offsite and their authorization can be heard and witnessed by another member or recorded (with the client aware) via audio. Additionally, it should be made note of on the P.O.R.T. Investigation Permission Form as well.

\*Subject to change at any time as seen fit by only Ben Robison (Founder)