

P.O.R.T.

Paranormal & Occult Research Team

Researcher & Analyst Role Description

Researcher:

P.O.R.T. Researchers ultimately participate in 2 of the 8 phases. As a P.O.R.T. Researcher, this individual assists the team during the 3rd Phase of each case. Researchers are not required to be there for the walkthrough; though it would prove very helpful for them if they can attend. The main focus of the Researcher is to help out with online, phone calls, interviews, and local (on-site and / or in the area) research. (Highlighted in blue below) The last & 8th Phase of a case, I ask that *all* members participate in. I think everyone enjoys hearing how it all ended up. Because our Researchers need to know case specifics, they must be members and *not* consultants. Members pay an annual membership fee; whereas; consultants do not. Additionally, if there is a need for more investigators and / or we're down investigators for an investigation there will be opportunity for cross-training as well as participation in an investigation. (Highlighted in Purple below)

Analyst:

P.O.R.T. Analysts ultimately participate in 2 of the 8 phases. As a P.O.R.T. Analyst, this individual assists the team during the 5th Phase of the case. Analysts would partake in the analysis of audio, video, photos, and meter readings. (Highlighted in green below) The last & 8th Phase of a case, I ask that *all* members participate in. I think everyone enjoys hearing how it all ended up. Because P.O.R.T.'s Analysts need to know case specifics, they must be members and *not* consultants. Members pay an annual membership fee; whereas; consultants do not. Additionally, if there is a need for more investigators and / or we're down investigators for an investigation there will be opportunity for cross-training as well as participation in an investigation. (Highlighted in Purple below)

P.O.R.T. has 8 essential phases that each case should follow in an attempt to ensure that the Paranormal & Occult Research Team upholds the promise we make to our clients when we take on their case. Each phase is as equally important as any other phase. Below are the details to each phase which help to illustrate the process and order we take from the beginning to the end of each case. (*Specific phases have been highlighted for ease of identifying the phases being reference above)

Phase 1. Discovery Phase: Discovery of potential case, making contact, gathering historical information to determine strength of paranormal claims, and demonstrated interest or desire by client(s) to allow an investigation.

Phase 2. Form Phase: Delivery of Preliminary Questionnaire, Anonymity Form, Investigation Permission Form, Investigation Policies, and Mission Statement. Receipt of fully completed Preliminary Questionnaire, Anonymity Form & Investigation Permission Form.

Phase 3. Research Phase: Performing a walkthrough (if possible) of property / home / building, obtaining as much historical info on property / home / building via a combination of resources (i.e. internet, library, town hall, museum, historical society, personal interviews of clients / witnesses / neighbors, etc.)

Phase 4. Investigation Phase: Conducting a thorough and professional investigation of property / home / building with a variety of techniques and equipment to either debunk or confirm claims of paranormal activity.

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Phase 5. Analysis Phase: Assignment of material to each member to perform an in depth analysis (recordings using software and / or techniques) of photographs, audio & video. This may include analyzing readings recorded that may have been in conjunction with an event. As each member completes their analysis of assigned material they will submit an email with just file names and time stamps of events they felt were anomalous and want further examination by the team during the review phase. No information should be provided with the file name & time stamps as to avoid influencing the teams' first take.

Phase 6. Review Phase: Team will meet at P.O.R.T. Headquarters (Founders home) to review what was found by the team during the Analysis Phase. The team will collaborate in discussion, possible recreation of scenarios that an anomaly was created by (with regard to a questionable anomaly we suspect not being paranormal in origin) to either debunk it or reach a final decision to consider it as catalogued evidence.

Phase 7. Findings Phase: Provide the client(s) our findings with regard to unexplainable or paranormal events captured on photograph, audio, and video. Share stories of personal experiences that we feel lend credence to past or present claims, as well as explain how we debunked claims.

Phase 8. Wrap Up Phase: Simply, just the team doing a "virtual roundtable" via email to discuss what we learned, what we feel we could improve on, changes to be made (if needed), and our feelings in general about the case.