

The following document is the policies and laws that currently exist within Kaukauna Paranormal Research Team. Each policy has been set to either prevent a future incident or to prevent a past incident and to ensure we can continue to operate with the utmost professionalism. KPRT policies may ONLY be amended by KPRT team leads. There are absolutely NO EXCEPTIONS to these policies. Failure to abide by these policies can result in anywhere from a warning to termination. If at any time you witness a member not following team policy, please bring it to the attention of a team lead.

## **1. Professionalism**

Being a member of KPRT means you are expected to act like a mature and responsible adult. This means behaving and dressing professionally during any team event, and treating all members with respect. Any violations and you will be dismissed from the event. Any further incidents and you're membership will be terminated.

## **2. Criminal Records**

We do perform a background check on all applicants. There are no exceptions to this. You must remember that these records are public, and are easily accessible to KPRT's clients and the rest of the public. KPRT must strive to keep a positive reputation. KPRT guarantees its clients that they are safe being around any member of KPRT. If any records do exist, the policy is as follows.

- a. Anything involving prison time - Automatic Rejection
- b. Anything involving jail time - Must be 10 years clean
- c. Anything not involving jail time or prison time - Must be 5 years clean

## **3. Smoking At Events**

Smoking during a team event is prohibited for everyone involved. You may take a smoke

break OUTSIDE during a break (if at an investigation). Not only is this policy in place out of respect for the client(s), but also as to not contaminate evidence if at an investigation.

#### **4. Dress Code**

Uniforms are provided by the team. Before a team event, uniforms will be handed out to members in order from longest membership to shortest. KPRT tries to make sure enough uniforms are available. Please wear a nice pair of pants or shorts and a shirt (any kind) for team events in case a uniform is not available. Anything with profanity, nudity, violence, or just general inappropriate graphic is prohibited. Shirts must cover the chest and naval area. Pants may not sag as to show undergarments.

#### **5. Tattoos**

Any tattoos involving profanity, nudity, violence, or just a generally inappropriate graphic must be covered up at any team event.

#### **6. Piercings**

Any piercings are fine, however, having an excessive amount of piercings are not allowed. Examples are having an excessive amount of ringed piercings anywhere besides your ears, or large bull rings. We trust that your professionalism on this team will help you judge what may be excessive. Ask a team lead with any questions.

#### **7. Transportation**

You must have your own working vehicle. Relying on someone else for transportation is not allowed as a common occurrence. If you're having vehicle trouble and are needed at

an event, we will do our best to make transportation accommodations.

## **8. Investigations**

All on-site investigations are done overnight unless otherwise noted. You must be able to accommodate this with your work and personal schedule.

- a. With overnight investigations come staying up very late. Falling asleep during an investigation or leaving early due to being tired will be evaluated on a case to case basis.
- b. Cell phone use during an investigation is prohibited. You may use them before the investigation starts as long as it does not interfere with the set-up process. All cell phones must be turned off if on your person, and on silent if left at command central. You may use them during breaks, or if an emergency arises. If a family member needs to urgently reach you, have them call (920) 422-1751.
- c. No cologne, body spray, or perfume is allowed on an investigation. If any scents emerge that may be paranormal in nature, we need to be able to detect them.  
Deodorant is ok.
- d. Any reptiles or things with scales must be caged up. Josh has an extreme fear of reptiles.

## **9. Client Distance**

If the location to be investigated is more than 1 hour from Kaukauna, WI then the walkthrough will take place the same day as the investigation. If the location is 1 hour away or less then a walkthrough will be scheduled before an investigation.

## **10. Trespassing**

Trespassing or investigating private property unless written permission from the property owner is obtained is prohibited. Trespassing is an automatic termination.

## **11. Equipment**

KPRT will provide the equipment for the team.

- a. KPRT members are not required to have their own equipment.
- b. Equipment inventory must always be kept up to date.
- c. Any equipment that is brought on an investigation is allowed to be used by all members.
- d. The equipment checklist must be gone through before and after any KPRT event.
- e. Each piece of equipment is required to be checked out when in use and checked back in when returned at any KPRT event.
- f. All equipment must be accounted for before leaving any KPRT event.
- g. All equipment must be put back where it belongs to keep up with the organization and tracking of equipment.

## **12. Attendance**

While all positions on the team are strictly voluntary and offer no pay, you are expected to treat your membership as a job, meaning that if you can't make it to an event which you have already committed yourself to, you are expected to let a team lead know. While there is not a set amount of events that you are required to be at because (we don't expect you to be able to make it to every single event) KPRT does not guarantee a set number of

events, missing a majority of events (or missing a prior commitment with no notice) will reflect poorly and may result in termination of membership.

### **13. RSVPing**

We will let you know about any event (investigation, team meeting, etc.) as soon as it is scheduled. An event is created for most KPRT events on the Facebook private group page. Please select your RSVP status ASAP with these events. You may also let a team lead know and they will update your RSVP. You must give your RSVP at least 48 hours before an event or a warning will be issued. This applies to Google Calendar invites as well.

### **14. Psychic Abilities**

Clients are allowed to be aware of members with psychic abilities, those with psychic abilities are prohibited from sharing anything they pick to a client unless approval is given by a team lead. Clients are vulnerable and will likely believe anything you tell them. All evidence and case conclusions must be based on solid scientific proof. Every attempt will be made to back up any psychic claims through scientific methods and research. While KPRT applauds the idea of using psychic abilities to help with a case, a reasonable balance between metaphysical and non-metaphysical investigation must be made. Research, Review, Investigations, etc. take several hours to complete, so please plan accordingly.

### **15. Cemeteries**

KPRT does not investigate cemeteries. We believe that cemeteries are a place of rest for

the deceased, and that should be respected. The ONLY time the investigation of a cemetery may be done is if it is believed that it will help with a case and ONLY after being approved by a team lead.

## **16. Safety**

KPRT is required to take reasonable safety precautions to ensure members are safe during investigations.

- a. No member is allowed to investigate on their own.
- b. If a member is injured and requires medical attention, a member will drive you to the nearest hospital, or emergency services will be called. If it does not require medical attention and only minor first aid is required (cleaning a wound, icing a bruise), the investigation will be paused until proper care has been done.
- c. NEVER leave an injured member alone. If the member is unable to move after being injured, you must stay with them, while at the same time radioing back to command central so the proper actions may be taken.
- d. During an investigation, all wires must be covered with tape to prevent tripping and malfunctioning of equipment.
- e. Team prayer must be done before all investigations. Those wishing to do their own prayer or skip it all together may do so.

## **17. Drugs**

Consuming, being under the influence of, or being in possession of any illegal drug, or prescription drug without having a prescription during any team event is prohibited. If

caught, your membership will be terminated.

## **18. Bullying**

Bullying of any kind during a KPRT event will not be tolerated. You will receive only one warning before your membership is terminated. If you feel you are being bullied please talk to a team lead about it and the matter will be investigated.

## **19. KPRT Property**

KPRT takes its property very seriously. Things like evidence, case information, case requests, and all KPRT accounts both online and offline are things that are considered the property of Kaukauna Paranormal Research Team. Stealing KPRT property is punishable by law.

- a. Members are prohibited from taking on a client's case without the knowledge of KPRT.
- b. Members are prohibited from taking any KPRT property with them when leaving the team.
- c. Members are prohibited from starting their own organization using KPRT property.

## **20. Member Exclusivity**

All KPRT members are exclusive to Kaukauna Paranormal Research Team and may not be a member of any other paranormal team while being a member of KPRT

## **21. Guest Investigators**

Guest investigators are not allowed on private investigations unless approved by a team

lead.

## **22. Contracts**

All clients must sign a contract before receiving any service provided by KPRT. All members must sign a contract before officially joining KPRT and having access to confidential information. All guests at public investigations must also sign a contract.

While resources brought in by KPRT on cases are not required to sign a contract, they are required to follow KPRT policies. If a resource breaks confidentiality, that resource may no longer be used.