

W.O.O.P.I. Investigation Protocols

Below are the guidelines W.O.O.P.I. uses in most investigations. Circumstances vary from investigation to investigation requiring slight deviations.

Prior to Investigation

1. Conduct Interview (in person, by e-mail or phone), ensure appropriate forms are filled out.
2. Determine with team to proceed with the investigation or not.

If the team chooses to proceed then:

- a. Visit the intended site during the day as well as at night to determine if the site is safe and/or appropriate for team members and maps out location.
- b. Research history of the location.

Investigation

1. The team meets up, away from location and a brief history and description of claims as well as outline of schedule/duties are given by the pre-investigation members. Team will proceed to site together.
2. Pre-investigation team will give a quick tour of the location to the entire group and point out what equipment will go where.
3. Investigators will set up their equipment as previously pointed out on tour.
4. Investigation will start with explanation to "entities" about why we are there.
5. Each team member will be responsible to pack the equipment they set up.
6. The team will walk through together and check that all equipment has been retrieved.
7. At conclusion of the investigation "entities" will be acknowledged again in appropriate manner.

Post Investigation/Reviewing

1. Team leaves location together.
2. Team meets up at a debrief location immediately after investigation and discusses relevant happenings and sets a timeline for review of the data and report finalization.
3. Within 48 hours of conclusion of an investigation the client will be contacted by pre-investigation team with timeline and date to set review.
4. Final report created.
5. Pre-investigation team will review report with client.