



## **Raptor Visitor Management System Frequently Asked Questions**

### **What is the Raptor Visitor Management system?**

Raptor is a visitor and volunteer registration system that enhances school security by reading visitor drivers' licenses, comparing gathered information to sex offender databases in all fifty states, alerting campus administrators if a potential match is found, then (assuming no confirmed match is made) printing a visitor badge that includes a photo.

### **What's the purpose of the Raptor Visitor Management System?**

- To identify visitors through use of a picture ID
- To check ID against sex offender registries in all fifty states and against a list of any building-prohibited persons (e.g., someone who has an active no-contact order or is otherwise prohibited entry by the school principal or school resource officer) if such information is entered into Raptor.
- To initiate appropriate response when a prohibited visitor attempts to enter a school. Raptor sends an "alert" message via email, phone, and/or text to pre-designated responders (e.g., school administrators and school resource officers), so that one or more can provide direction.
- To print a Visitor or Volunteer badge for those approved to enter the school
- To record a visitor's name, destination and time in the building for various administrative reports (e.g., tracking volunteer hours).

### **Why is the Davenport Community School District using this system?**

The safety of our students is our highest priority. Raptor provides a uniform system for staff to greet and monitor visitors and volunteers. The system prints badges that include visitor name and photo, as well as the time, date and destination of his or her visit to assist staff who encounter visitors in the school.

### **How does it work?**

Drivers' license (name, date of birth and photo) information is compared to a database of registered sex offenders from all fifty states. If a match is found, school administrators and law enforcement personnel are alerted and can take appropriate steps to keep the campus safe. If Private Alerts have been entered by designated school staff, Raptor checks against those also.

**What forms of IDs will work in Raptor?**

The Raptor scanner is able to scan all 50 state licenses, state identification cards, passport cards, concealed handgun licenses, consulate ID cards, green cards, and some military cards. It does not scan IDs or passport cards originating in other countries.

**Does the District have the right to require visitors, even parents, to produce identification before entering the school?**

Yes. We must be sure of who is in our buildings, why they are there, and – particularly if a student is involved (e.g., early pickup) – be able to confirm that an individual has the authority to have access to students. We can only do this by knowing exactly who is in our schools.

**What other information is the school taking from driver's licenses?**

Raptor scans the visitor's name, date of birth, and photo for comparison with a national database of registered sex offenders and any private alerts added at that school site. Raptor does not gather additional visitor data, and no data will be shared with any outside company or organization

**Is an ID card scan necessary each time a person comes in the building?**

Upon first visit, the Raptor operator must manually scan the ID in order to check the sex offender registry. Upon subsequent visits, the visitor may perform self-check in using the Raptor kiosk. If this is not possible, the Raptor operator can search the visitor's name in the system and use the record of the previously scanned ID to sign the visitor in and print a visitor's badge.

**What does a visitor do if he or she doesn't have a government issued ID?**

For those individuals who don't have a government issued ID they must fill out a Visitor Verification Form. This form verifies the purpose of the visit and must be approved by the school principal or designee.

**When is Raptor check in not required?**

If a visitor is entering only as far as the front office to wait for or to pick up a child, or is in the main office on other business, check in is not required.

**Do all family members need to have an ID entered into Raptor if they all enter the building?**

Yes. Any adult entering a district building beyond the main office needs to have an ID entered into the Raptor system and wear the Raptor (or District ID) badge. The Raptor badges will be turned in when the visitor leaves the building.

**Do all children need to have an ID entered into Raptor if they enter the building?**

Children age 12 years or older entering a DCSD school and not in the company of an adult who is registered in Raptor needs to have his or her information entered into the Raptor system and wear the Raptor badge. The Raptor operator will need to enter the name and date of birth manually. No ID is required. The Raptor badge (without photo) will be turned in when the visitor leaves the building.

Children under the age of 12 accompanied by an adult who is registered in Raptor are simply noted in the Notes field for that adult by the Raptor operator and do not require ID or a badge.

Unaccompanied children under the age of 12 should be asked by the Raptor operator to be seated. The Raptor operator should contact a building administrator for assistance.

**Do School Board members need to wear their ID badges and check-in at the front desk when visiting buildings?**

Yes, they should wear their district-issued photo ID badges and check in at the office when visiting buildings.

**Do Student Teachers check in through Raptor?**

Student Teachers need to have their driver's license or other acceptable ID scanned upon their first visit. They must always wear their badge. Upon subsequent visits student teachers can sign in at the kiosk under the Visitor tab.

**Do AEA employees and interpreters, Bethany or Vera French employees, Health Department nurses and other contracted community partners need to be signed in as Visitors?**

When visiting a building other than the one(s) to which they are regularly assigned, contracted school-based community partners are required to sign in under the Visitor tab and wear a Visitor ID badge upon each visit.

When entering the building(s) to which they are assigned, they are treated the same as DCSD staff and do not check in through Raptor. However, they must always wear their employer's ID badge.

**Do community agency staff who provide services in our schools outside the school day need to be signed in with Raptor?**

All visitors, including the staff of non-assigned community agencies, need to sign in if arriving while the Raptor operator is on duty.\* Raptor automatically checks out all visitors at 5pm or other designated late afternoon time, after the school office is closed. If staff arrive after the Raptor station is closed, they do not need to check in or out through Raptor, but they must wear ID badges provided by their employers.

\*Stepping Stones afterschool program staff are not required to check in at the Raptor station when arriving at their assigned work site during school hours. However, they must wear their employer's ID badge.

**What kinds of IDs will require Raptor operators to manually enter data each time a visitor comes to a building?**

The following are acceptable forms of identification that require the name and date of birth to be manually entered upon each visit: our District Visitor Verification Forms, passport cards or hunting licenses.

**What if the person refuses to show identification?**

After information about Raptor is shared and the visitor refuses to provide acceptable ID, the Raptor operator should contact the school principal immediately. The principal or designee can work with the visitor to resolve the situation appropriately.

**What is the checkout process for leaving the building?**

The Raptor operator can log in to Raptor, find the name of the person who is signing out from a list of visitors in the appropriate tab, then click the “sign out” function. Or, the visitor kiosk may be used by the visitor for self-check out. This provides a record of entry and departure and time in the building. The Raptor badge should always be returned to the operator or destroyed.

**When an “alert” of an unauthorized person seeking entry goes out, what information is contained in it?**

The alert email includes name, photo, what school campus, a presumed destination, and what Operator/user checked the unauthorized visitor in.

**Does Raptor check a database for warrants or criminal records not related sex offender registries?**

No. Raptor checks the National Sex Offender Registry, which is updated weekly, and any Private Alerts entered at individual schools.