

Dripping Springs

INDEPENDENT SCHOOL DISTRICT

RAPTOR VISITOR IDENTIFICATION SYSTEM

OVERVIEW

The safety of DSISD students is our highest priority. RAPTOR is a visitor registration system that enhances school security by reading visitors' drivers' licenses, comparing information to a sex offender database, alerting campus administrators if a match is found, then (assuming no match was made) printing a visitor badge that includes a photo. Raptor provides a consistent system to track visitors and volunteers while protecting our children from people who present a danger to students and staff members.

Visitors present a valid state or government issued photo identification card to the school's receptionist. This photo ID is scanned into the RAPTOR system and the personal information from the ID is cross-referenced against names of Registered Sexual Offenders (RSO) in a database maintained by RAPTOR Technologies, Inc. Within moments, the receptionist will know if the visitor is an RSO. If this is the case, then guidelines are in place to positively engage the visitor and consider the validity of the request to visit the school. If this is not the case, then the system will print a visitor's pass which includes the person's name, photo, date of visit, and approved destinations within the building.

RAPTOR is only scanning the identifying information from the license, such as the person's name, date of birth, address, and photo for comparison with a national databased of registered sex offenders. The system also keeps the driver's license number in the event law enforcement should need assistance in identifying a visitor to the campus. Additional visitor data will not be gathered and no data will be shared with any outside company or organization.

PROCEDURES

All campus staff will receive training on visitor check-in procedures to ensure that all persons who are not assigned to the campus have a visitor's photo badge or Dripping Springs ISD photo ID badge visible. Any person who does not have a campus visitor photo badge with the current date displayed or a Dripping Springs ISD photo ID badge will be immediately escorted to the office.

Exterior and interior signs are placed at potential entry points directing visitors to the office to sign in. Upon arrival in the office, the visitor will be greeted and

PROCEDURES

asked for photo identification. The designated staff member will scan the visitor's identification. If there are not alerts, the visitor will be issued a photo badge listing all approved campus destinations. The staff member will keep the individual's driver's license in plain view, to reduce concerns that anyone might be copying personal information.

If the visitor does not have acceptable photo identification available, the campus administrator on duty will be called to assess the situation. If the administrator determines the visitor is known, the visitor's information can be manually entered by the campus administrator. However, a visitor can be manually entered no more than twice before being denied entry. This limitation does not pertain at times when a passport is presented.

The visitor must return to the office to check-out when they are leaving the campus. The visitor will be instructed to give the badge back to the designated office personnel to check them out of the system. On days with special events, alternative arrangements will be made. Communication regarding these situations will be determined by campus administration.

CONTRACTORS

All vendors, contractors, and other visitors not assigned to the particular school will be scanned into the system at their first visit to the school/site. If the scan of the database comes back with a positive match, this person will be asked to leave the campus. If this person is affiliated with Dripping Springs ISD as a vendor or contractor, the DSISD business office will be notified immediately.