



**Dripping Springs  
Independent School District  
Operating Procedures**

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## **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 visitor 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 will provide 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 destination within the building.

Raptor is only scanning the identifying information from the license, such as the visitor's name, date of birth, address and photo for comparison with a national database of registered sex offenders. The system also keeps the driver 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 a valid photo and the current date displayed or a Dripping Springs ISD photo ID badge should be immediately escorted to the office.

Signs will be placed at all doors and potential entry points directing visitors to the office to sign in.

When the visitor arrives, he/she will be greeted and asked for photo identification. The designated staff member will scan the visitor's identification and issue a photo badge with the visitor's destination if there is no alert indicated on the database. 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 he/she 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.

The visitor will return to the office to check-out when they are leaving the campus. The visitor will be instructed to give the badge back to designated office personnel to check them out of the system. Once the visitor has been signed out of the system, the badge should be torn thoroughly so it could not be reused.

### **VENDORS/CONTRACTORS/OTHERS**

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 the Dripping Springs ISD as a vendor or contractor, please immediately contact DSISD Business Operations.

### **MATCH WITH THE DATABASE**

The database will show a match if the visitor has the same name and birth year as that of a registered sex offender. In some cases, this will register a false positive. To determine if this match is a **false positive**, please do the following:

- Compare the picture from the identification to the picture from the database.
- If the picture is unclear, check the date of birth, reporting state, middle name, and other identifying information, such as height and eye color.
- The Raptor system will have a screen for you to view and compare the photo of the visitor with the photo of the person on the sex offender registry.
- If the pictures or identifying characteristics are clearly not of the same person, press **NO** on the screen.
- The person will then be issued a badge and general procedures will be followed.
- **Note:** If there is a false positive, the alert will come up the first time they visit each campus. Please make any staff member operating Raptor aware of this false positive result.

If it appears that there is a match:

- Compare the ID with the database. If they appear to be the same person, press **YES**. A screen that says, “Are you sure?” will pop up, press **YES** again. The system will generate an email, page, and/or phone call to the appropriate District staff.
- Remain calm and ask the person to take a seat, as school officials must approve the visit. Do not go into detail or give further explanations.
- The visitor may ask for his/her ID back and want to leave – comply with this request.
- If the individual becomes agitated or you fear for your safety, follow your normal emergency procedures for summoning assistance.

### **PARENTS/LEGAL GUARDIANS REGISTERED AS SEX OFFENDERS**

In the event an identified parent or legal guardian of a student is listed on the database, he/she can still be granted *limited* access to the campus, while being escorted by school district personnel. The campus administrator will decide when and where this person can go and who will supervise his/her visit.

- Campus administrators or school resource officers will privately notify the parent or guardian that they appear to be matched with a person on Raptor database.
- If the individual indicates that there is a mistake, please encourage them to contact the state listing their name to rectify the matter. Staff members may choose to give the parent a print out of the alert, if desired.
- The parent or guardian will not be permitted to mingle with students or walk through the school unescorted.
- Parents or guardians who require a teacher conference shall be encouraged to do so when other children are not in class and separated from the student population.
- Failure to follow these procedures may result in parents or guardians being banned from the campus.

### **FREQUENTLY ASKED QUESTIONS**

**Do we have the right to require visitors, even parents, to produce identification before entering the campus?**

Section 37.105 of the Texas Education Code reads as follows: “The board of trustees of a school district or its authorized representative may refuse to allow a person without legitimate business to enter on property under the board’s control and may eject any undesirable person from the property on the person’s refusal to leave peaceably on request. Identification may be required of any person on the property.”

As well, Section 38.022 of the Texas Education Code reads:

- a) A school district may require a person who enters a district campus to display the person’s driver’s license or another form of identification containing the person’s photograph

- issued by a governmental entity.
- b) A school district may establish an electronic database for the purpose of storing information concerning visitors to the district campuses. Information stored in the electronic database may be used only for the purpose of school district security and may not be sold or otherwise disseminated to a third party for any purpose.
  - c) A school district may verify whether a visitor to a district campus is a sex offender registered with the computerized central database maintained by the Department of Public Safety as provided by Article 62.005, Code of Criminal Procedure, or any other database accessible by the district.
  - d) The board of trustees of a school district shall adopt a policy regarding the action to be taken by the administration of a school campus when a visitor is identified as a sex offender.

### **What Board policy governs how visitors gain access to a school?**

Board policy GKC (Local) serves as a guide at this point.

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

Contact the campus administrator immediately. The administrator can question the individual and explain the process to them. The administrator, based on this knowledge of the person and situation, can make a determination to allow entry or refuse access to the facility and/or a student.

### **Are police officers, firemen and other uniformed or similar governmental officials scanned into the system?**

Yes. Again, this is to allow you to know who is on campus at all times. However, law enforcement and CPS personnel visiting a campus on official business can be given the option to have their information entered manually by presenting their badge or state-issued identification.

### **Does a visitor have to present their photo ID each time they enter a school?**

A visitor will need to present their photo ID for scanning on the initial visit at each school. With subsequent visits, the visitor will also need to present their photo ID. Instead of scanning the photo ID, the receptionist may enter the visitor's name; other pertinent information will be displayed from the system's memory.

### **If a "hit" comes back indicating that the person just scanned is a sexual predator or offender, does the receptionist have reason to fear?**

No. Some sexual predators/offenders are going to be relatives of one or more of our students. And, as the title suggests, if there is a danger, it is to a child – not an adult. Normal caution should always be followed and paying attention to the individual's demeanor, body language and verbal cues is, as in any situation, the key to your personal safety. If in doubt, the receptionist should always summon help immediately. The receptionist must remain calm and ask the person to take a seat, as school officials must approve the visit. The receptionist shall not go into detail or give further explanations.

### **Do we have to give listed sexual offenders and predators access to our school?**

Generally speaking, unless the individual is wanted by the police, as long as they have a legitimate reason to be on campus (e.g., visiting a legal dependent) you cannot give a blanket “no.” However, such individuals should only be given limited access and should be accompanied at all times by an adult representative of the school.

**What if a person doesn't have a Texas driver's license?**

If someone does not have a valid Texas or national ID, they have two options: They may obtain a state ID through the Texas Department of Public Safety in San Marcos (guidelines attached) or through the Mexican Consulate in Austin, [www.sre.gob.mx/](http://www.sre.gob.mx/). The ID from the Mexican Consulate will have to be entered manually.

The following IDs are known to work within the system: Texas Driver License; State ID Card; Concealed Handgun License; Military ID; Government ID; Mexico Driver License; Mexico Consulate ID; Canada Driver License; and, Alien Registration Receipt Cards.

**What if the visitor does not have an approved photo ID; can they still get into the school?**

It depends on the purpose of the visit. A campus administrator will evaluate the purpose for the visit and make a determination if the visitor is known. If access is granted, the visit must be monitored and limited solely to the area where the visitor needs to go. Before entering the school, the visitor will be asked to provide their first and last name, as well as their date of birth; this information will be manually entered into the system and scanned against the RSO database. Assuming clearance, a visitor's pass will be issued. A visitor shall be denied access on subsequent visits without an approved photo ID.