Compton Unified School District Police Department

Raptor Procedural Guide

Created November 25, 2015

Table of Contents

FREQUENTLY ASKED QUESTIONS
BY STAFF

What is the RAPTOR system?

RAPTOR is a visitor registration system that enhances school security by reading visitor drivers' licenses, comparing the 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.

How does it work?

Drivers' license information is compared to a data base that consists of registered sex offenders from all 50 states. If a match is found, campus administrators and law enforcement personnel can take appropriate steps to keep the campus safe.

Why is Compton Unified School District using this system?

Safety of our students is our highest priority. Raptor will provide a consistent system to track visitors and volunteers while keeping away people who present a danger to students and staff members. The system quickly prints visitor badges that include a photo, the name of the visitor, time, date, and destination of visit. This is simply a good practice from both management and security standpoints.

What other information is the school taking from drivers' licenses?

Raptor is only scanning the visitor's name, date of birth, partial license number, and photo for comparison with a national database of registered sex offenders. Additional visitor data will not be gathered and no data will be shared with any outside company or organization. The information will also not be used for any other purpose such as determining residency or legal status in the United States.

Should we scan every visitor into the system, including CUSD employees?

CUSD employees who do not have an employee badge visible must be scanned and wear the Raptor badge. Employees who have their employee badge visible may be granted entry using the regular school procedures such as a paper sign-in log. Substitute employees and volunteers should be scanned at all times. Remember, the verification of individual's identities and accountability of their visit is the key to maintaining a safe and secure campus.

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

Yes, you certainly do! You need to be sure of who is on your campus, 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 the student. You

can only do this by knowing exactly with whom you are dealing. The safety and security of our students are top priorities.

What if the person does not have or refuses to show identification?
Contact the campus administrator and/or School Police 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, or at the administrator's discretion, the student and visitor can meet in the office.

The principal or administrator should check the individual's reported information on the CA state sex offender registry:

http://www.meganslaw.ca.gov

If the individual clears, enter their information into the system manually. The individual should be provided limited supervised access. *The administrator can choose to manually enter information up to two times for a visitor.*

What about family or guardians presenting a passport or driver's license from foreign countries who want to visit a student?

These visitors should be checked against the student's enrollment form to see if they have parental permission to have access to the student. If not, use the normal procedures for visitations such as verified parental permission slips and then check them in using the Raptor system.

Do I scan police officers, firemen and other uniformed or similar governmental officials into the system during non-emergency situations?

Police officers and child protection officers are exempt from scanning since their personal information is protected by state statute. However, their names are not. They should not have their identification scanned but you should still manually enter their names into the system for tracking purposes. Other governmental officials may be scanned; however, if they resist, revert to manual entry procedure. Always verify and track every visitor!

If a "hit" comes back indicating that the person just scanned is a registered sex offender, do I have reason to fear?

Many sexual predators/offenders are going to be relatives of one of your students. Normal caution should always be followed. 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, always summon help immediately. 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.

Remember, the administrator and school police will be already notified whenever a scan produces a hit. They will be responding and contacting you soon.

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. When in doubt, consult with your administrator or call school police at 46578.

Visitor Management System Procedures

Introduction

Raptor is a web-based software application that has been developed with the purpose of aiding educational facilities in tracking their visitors, students and faculty. **Raptor** not only provides an effective, efficient method for tracking, but also goes beyond conventional applications by utilizing available public databases to help control campus security. Raptor is capable of replacing most paper-based logs. It will allow schools and facilities to produce visitor badges, monitor volunteer hours, and electronically check all visitors against registered sexual offender databases. The overall goal is to better control access to all Adams 12 schools; thus providing enhanced protection for our students and staff.

General Procedures

1. All front office 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 badge or CUSD photo ID card visible. Any person who does not have a campus visitor badge with the current date displayed or a CUSD ID badge should be immediately escorted to the office.
2. In most schools, signs will be placed at doors and potential entry points directing visitors to the front office to sign in.
3. When the visitor arrives, they will be greeted and asked for photo identification.
4. The designated staff member will scan the visitor's identification and issue a 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. The identification card will immediately be returned to the visitor when the badge is handed to them. At no time will a visitor's identification card be kept by the attendant.
5. If the visitor does not have acceptable photo identification available, the campus administrator on duty will be called to assess the situation. If he or 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.
6. 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 destroyed in the visitor's presence. If a visitor forgets to check out, the attendant will attempt phone contact through listed contact information. If contact is made the attendant will educate the visitor as to proper check in and check-out procedures. If contact is not made by the end of the day, the visitor will be checked out automatically and educated the next time he/she checks in.

Visitor Categories

CUSD Employees Not Assigned To A Campus
- CUSD employees who have a District ID badge visible will be able to sign in and out using appropriate paper logs.

- CUSD employees who do not have a District ID badge visible will be required to scan their CA Driver's License or ID Card into the system at their first visit to the school/site and log into Raptor on subsequent visits when their badge is not visible.

- CUSD employees will be requested to return to the office to check out when their visit is completed, through either Raptor or the paper logs.

CUSD Substitute Employees
- All CUSD substitute employees will sign into the system each day. Long term substitutes assigned to a specific campus will sign in daily as well unless issued a District ID Badge.

Parents/Guardians of Students at the School/Facility
- All parents/guardians attempting to gain access to the school/facility for the first time will present a valid driver's license from any state, an official state photo identification card from any state, consular matricular identification card, or military identification card for scanning. Parents/guardians refusing to produce such ID may be asked to remain in the office or leave the school/site as their identity cannot be verified. School principals and site administrators *may* allow limited access based on their personal understanding of the situation and/or knowledge of the person in question. Such persons, however, should be manually entered into the system by the campus administrator and have their name and date of birth checked against the database.

- School staff members conducting visitor check-in and scan processes will verify scan results and verify the nature of the visit. If the scan is negative and the visit meets school/site criteria, the visitor will be allowed appropriate access after receiving an appropriate visitor's badge.

- The visitor will be requested to return to the office to check out when their visit is completed to be logged out of the system. Each visitor will be asked to surrender the badge. The badge will be thoroughly torn, so that it cannot be reused.

Law Enforcement/Emergency Responders/Government Officials
- Law enforcement and other first responders shall bypass the sign-in process if responding to an emergency.

- Other government personnel on official business should be asked present their identification similar to other visitors. However, these visitors have an option to show their badge or state-issued identification that can be manually entered.

<u>Vendors/Contractors/Others</u>
- All vendors, contractors and other visitors not assigned to the particular school will be scanned into the system.

- School personnel conducting visitor check-in and scan processes will verify scan results and verify the nature of the visit. If the scan is negative and the visit meets school/site criteria, the visitor will be allowed appropriate access.

- <u>Vendors:</u> If the scan of the database comes back with a positive match, the vendor will be accompanied by a school administrator or school police officer while the delivery is made. The vendor will then be asked to provide contact information for his/her supervisor and asked to leave the campus. The accompanying administrator or school police officer will then follow up with the supervisor and advise him/her that the particular vendor will not be allowed to make deliveries to that or any other school in CUSD.

- <u>Contractors:</u> If the person is affiliated with CUSD as a contractor, contact an administrator to speak with the person. If the contractor is only going to be at the school for a short time (less than one hour), follow the procedure listed above for vendors. If the contractor is going to be there for an extended amount of time please contact the Facilities Office at 310-604-2706. The Facilities Office will then contact the project manager and advise him/her of the situation. It will be the project manager's responsibility to follow up and either stay with the contractor while the work is completed or contact the supervisor of the contractor and let him/her know the particular contractor will not be allowed at that or any other school in CUSD.

Match with the Database

The database will show a match if the visitor has the same name and birthdate/year as that of a registered sex offender. In some cases the match will be the visitor in front of you and at times it may register a false positive.

To determine if this match is a _false positive_, please do the following:

- o Compare the picture from the identification to the picture from the database.

- If the potential match is unclear, check the date of birth, 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 the person visits each campus in the District.

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.

- 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 – schools should comply with this request.

- Appropriate parties (School Police and district/campus administrators) will automatically be notified by e-mail and/or text message of the problem and will respond. Stand by for further instructions and assistance from the responding administrator.

- If the individual becomes agitated or you fear for your safety, follow your normal emergency procedures.

- The alert notification on the visitor will be sent to the School Police Department and listed school administrators.

Special Circumstances

Parents/Legal Guardians Who Are Registered 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 police officers will privately notify the parent or guardian that they appear to be matched with a person on the Raptor database.

- The school police department will be contacted to determine the status of this individual and if there are any conditions of their probation or parole that impact their access to the campus.

- 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.

Customized Alerts
There may be situations where certain visitors can be flagged as posing a danger to students or staff. One of the features of the Raptor is the ability to program customized alerts. These alerts seek to help school personnel identify and avoid dangerous situations.

Examples of persons that can be entered into a Private Alert are:
- Non-custodial parents or family members
- Parents or other family members with restraining orders banning contact with a student or staff member
- Parents with very limited visitation of students
- Expelled students
- Students from rival campuses
- Persons who have threatened students or faculty members
- Persons who have committed crime on or near a campus

The campus and district moderators will have the ability to add private alerts. If a private alert is added, please ensure the following:

1. File a copy of the court order, restraining order, legal document or communication from law enforcement/administrators which supports the alert.
2. Notify the office staff and all campus leaders via email about the nature of the alert.
3. Review the campus emergency procedures that address hostile persons on campus.

Volunteers

The Raptor system will provide an electronic database of volunteer hours and duties performed by a campus.

- Each volunteer will scan their identification into the system on the first visit. On subsequent visits, the volunteer's name will be located through the quick find screen.
- On the first screen, select volunteer.
- Indicate the job and location.
- Print the badge.
- Check out when the volunteer activity is completed.

Power/Internet Connection Failure

In the event that there is no power or internet service, please use paper logs. The logs should be entered into the system once the power or internet service has been restored.

Acknowledgements: