



# **Raptor Visitor Management System Procedures**

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# **RAPTOR ELECTRONIC VISITOR MANAGEMENT**

## **Introduction**

The District's electronic visitor management system is the V-Soft Raptor System (commonly called Raptor) from Raptor Technologies. Raptor replaces manual paper-based logs, allows schools and facilities to produce customized visitor badges and electronically checks persons against known sexual offender databases and any locally entered Private Alerts. The overall goal is to better control access to any Hortonville Area School District) school/facility, thus providing enhanced protection for our students and staff and visitors.

## **FREQUENTLY ASKED QUESTIONS (FAQ)**

### **What is the Raptor vSoft System?**

Raptor vSoft is a visitor registration system that enhances school security by reading the government issued photo IDs of visitors, comparing visitor identity information to a sex offender database, reviewing the same identity for any alerts that the school or District may have applied to a person, notifying school safety personnel if a match is found, and then (assuming no match was made) printing a badge for the visitor to wear while on school grounds.

### **What is the purpose of the Raptor vSoft Visitor Management System?**

Raptor vSoft helps our schools keep unwanted visitors out while helping them track those that have been allowed in. By quickly alerting safety personnel to certain potential threats, it allows school administrators and law enforcement personnel to take appropriate steps to keep the school, students, staff, and volunteers safe. For valid visitors, the system also prints visitor badges that include a photo, the name of the visitor, and the visitors' destination. Those badges enable personnel within the building to quickly determine if visitors are in areas where they should, or should not, be.

### **Why is the Hortonville Area School District using this system?**

Safety of our students is our highest priority. Raptor vSoft will provide a consistent system to track visitors and volunteers while helping keep away people who present a danger to students and staff members.

## **How does it work?**

Raptor vSoft operates in the following manner:

1. Identifies a visitor by scanning a government issued photo ID.
2. Checks the visitor's identity against online sex offender registries.
3. Checks the visitor's identity against a custom list of prohibited persons (e.g., someone who has a No-Contact order; an expelled student; anyone whom the building principal has named as not being allowed to come into a school, etc.).
4. IF there is a "match" to a prohibited person, the system sends an "alert" message to pre-designated responders (the building administrators, the PLO, for example), via email, phone, and text, so that one or more can respond and meet with the unwelcome visitor.
5. If the visitor is permitted on school grounds, Raptor prints a visitor's badge, with name, picture, date, time, and destination clearly visible for school personnel to see.

## **What kinds of IDs will work in Raptor vSoft?**

The systems will accept all state licenses, state identification cards, green cards, passports and some military cards.

## **What information is the school taking from photo ID?**

Raptor vSoft only utilizes the visitor's name, date of birth, and photo for comparison with a national database of registered sex offenders and a custom database containing private alerts specific to that site. Additional visitor data, such as a driver's license number, is not gathered, and no data will be shared with any outside company or organization.

## **What if the visitor has no government issued ID?**

Individuals will not be allowed to enter the building without presenting a government issued ID.

## **Where do I enter the building?**

All visitors will be asked to enter each school building/facility at front/main entrance. When visitors have completed their stay, they will need to check out at the same entry point and return their visitor badge to the Raptor vSoft operator for disposal.

### **Will we be notified when these changes will occur at our specific school?**

Each school principal will give you prior notice when your school will be implementing the Raptor vSoft Visitor Management System. This will include any information for any changes to entry points for your school.

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

No. After the first scanning, the Raptor operator would simply find the visitor's name in the system (first or last name look-up) and use the record of the previously scanned ID to sign the visitor in and print a visitor's badge. This makes check-in much easier after the initial visit.

### **Do employees need to check-in every day at their regularly assigned building?**

Employees enter the building(s) they usually work in as always. They do not need to check in at the office through Raptor. All employees are required to wear their District ID badges at all times when in District buildings.

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

Individuals will not be allowed to enter the building without presenting a government issued ID.

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

The checkout process doesn't involve scanning the card again. The operator would simply find the name of the person who is signing out from a list of visitors in the appropriate tab and click a "sign out" button. This provides a record of entry and departure and time in the building. The Raptor badge should be returned to the operator and destroyed.

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

Yes. You need to be sure of who is in your building, why they are there, and 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.

- In compliance with HASD School Board Policies:
  - 9150 – School Visitors
  - 7440 – Facility Security

**What do parents who are dropping off or picking up their children in the school do?**

All parents coming in and of the school need to check in/out through Raptor.

**When an “alert” of an unauthorized person seeking admission goes out, how much information is in it?**

An administrator will be notified. The unauthorized person will be asked to remain at the front desk until an administrator can assist with the entry request.

**What is the 2013 Wisconsin Act 88?**

It is a statute relating to the notification requirements for registered sex offenders who are on school premises.

**Privacy of Information**

Raptor Technologies, Inc. (Raptor) warrants that the confidentiality of data from our clients will be maintained according to all Federal and State laws, and any local policies that are communicated to us. Raptor acts as an agent and representative for the client in the storage, import, and/or analysis of data. Access to personally identifiable data will not be allowed for anyone other than Raptor staff directly responsible for the storage, import, and/or analysis of the data. Data will be provided by Raptor only to persons or entities authorized by the client. Data will be used by Raptor only according to the terms of our signed agreements.