

General Procedures

1. All campuses will use the security ID System from 7:30 a.m. to 4:00 p.m. on all days that the office is open. Campus administrators may choose to modify the hours it is in use, with permission from the Director of Safety and Risk Management.
2. 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 badge or FCS photo ID card visible. Any person who does not have a campus visitor badge with the current date displayed should be immediately escorted to the office.
3. Signs will be placed at the front office doors and potential entry points directing visitors to the office to sign in.
4. When the visitor arrives, they will be greeted and asked for photo identification.
5. 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 data base. The staff member will keep the individual's driver's license in plain view, to reduce concerns that anyone might be copying personal information.
6. If the visitor does not have acceptable photo identification available, the campus administrator on duty will be called to assess the situation. If he 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.
7. 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. If a visitor forgets to check out, the system will automatically sign them out at 4:00 p.m.

Visitor Categories

FCS PHOTO ID Employees NOT Assigned To Main Campus

- FCS PHOTO ID employees who have a badge visible will be able to sign in and out using appropriate paper logs.
- FCS PHOTO ID employees who do not have a badge visible will be required to scan their Florida Drivers License or Florida 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.
- FCS PHOTO ID employees will be requested to return to the office to check out when their visit is completed, through either Raptor or the paper logs.

FCS PHOTO ID Substitute Teachers

- All FCS PHOTO ID substitute teachers will sign into the system each day. Long term substitutes assigned to a specific campus will sign in daily as well.

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 and many countries, or military identification card for scanning. Parents/guardians refusing to produce such ID may be asked to leave the school/site as their identity cannot be verified. A School administrator should be the one to make that decision. 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 names 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 badges will be thoroughly torn, so that it cannot be reused.

Law Enforcement/Emergency Responders/Government Officials

- Law enforcement and other first responders should bypass the sign-in process if responding to an emergency.
- Law enforcement and 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, on request.

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.
- 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.
- If the scan of the database comes back with a positive match, a school administrator will be immediately contacted to assess the situation. This person will be asked to have a seat in the waiting area and wait for the administrator. If this person is affiliated with FCS PHOTO ID as a vendor or contractor, please immediately contact the FCS PHOTO ID Department that oversees the contract.

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, 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 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.
- 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 and immediately contact a school administrator.
- The visitor may ask for his/her ID back and want to leave – comply with this request. **DO NOT PREVENT ANYONE FROM LEAVING**
- Appropriate parties (the School Resource Officer, Law Enforcement, and district/campus administrators) will automatically be notified by e-mail, text message or on their cell phones of the problem and will respond. Standby for instructions.
- If the individual becomes agitated or you fear for your safety, follow your normal emergency procedures for summoning assistance.

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 resource officers will **PRIVATELY** notify the parent or guardian that they appear to be matched with a person on security 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 Law Enforcement representative for that campus will be contacted to determine status of this individual and if there 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.

Volunteers

The Raptor system can 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.