

## Manage Sex Offender Alerts

Each time a visitor, contractor or volunteer signs in or a guardian signs out a student, their name and date of birth are compared against over 750,000 known sex offenders across all 50 states and several territories within the United States. Raptor takes the extra step of comparing all known alias names used by the sex offenders to the name of the person signing in, providing a thorough screening process.

When one or more matches are detected, a Possible Offender Alert displays on the screen for each occurrence. It is important to note that it is the responsibility of the user to determine if this Possible Offender Alert is an actual match. Therefore, the photos, middle name, sex, race, height, weight, and color of eyes should be compared to confirm an accurate match.

If a match is confirmed, a silent alert is immediately sent via email and/or text message to a customized receipt list. For positive matches, users are instructed to follow the proper procedures set up by your school or district.

**Note** Because Raptor matches possible offenders based on name and any alias names in criminal records, it is not uncommon that visitors, contractors and volunteers who have common names, may get flagged multiple times.

## Specify Sex Offender Alert Notifications

You can specify the notification message for sex offender alerts and who to send it to from the **Sex Offender Alert Notification Detail** workspace.

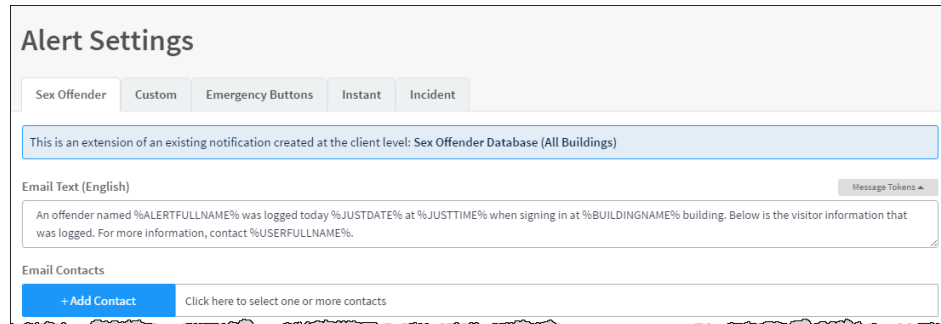
Perform the following steps to set up the sex offender alert notifications:

In the navigation menu, select **Admin > Alert Settings**.

On the **Sex Offender** tab, specify the following information and then click **Save**.

**Note** Contacts must be defined prior to setting up notifications.

## Email Notifications



**Alert Settings**

Sex Offender Custom Emergency Buttons Instant Incident

This is an extension of an existing notification created at the client level: Sex Offender Database (All Buildings)

Email Text (English) Message Tokens

An offender named %ALERTFULLNAME% was logged today %JUSTDATE% at %JUSTTIME% when signing in at %BUILDINGNAME% building. Below is the visitor information that was logged. For more information, contact %USERFULLNAME%.

Email Contacts

[+ Add Contact](#) [Click here to select one or more contacts](#)

2. **Email Text** – The email message is pre-populated with a default message using message tokens but you can change this message if desired. This text is sent in addition to the Visitor/Offender information so if this email message field is left blank, the Visitor/Offender information is still sent.  
To use message tokens to compile the message, see [Message Tokens for Sex Offender Alert Notifications](#).
3. **Email Contacts** – Click **Add Contact** and select the contact name from the drop-down list. The contact information must be added prior to creating the email notification.

**Note** In the **Add Contact** drop-down list, the icons that display represent the contact's preferred method of notification.

To remove an email contact, click the **X** in the contact label.

**Note** If the contact name is gray, it was defined at the district level and cannot be removed at the building level.

## Text Message Notifications



Text Message Message Tokens

An offender named %ALERTFULLNAME% was logged today %JUSTDATE% at %JUSTTIME% when signing in at %BUILDINGNAME% building. Below is the visitor information that was logged. For more information, contact %USERFULLNAME%.

Text Message Contacts

[+ Add Contact](#) [Click here to select one or more contacts](#)

4. **Text Message** – The optional text message is pre-populated with a default message using message tokens but you can change this message if desired. If this field is left blank, no text message is sent.

5. **Text Message Contacts** – For those who want to be notified via a text message, click **Add Contact** and select the contact name from the drop-down list. The contact information must be added in prior to creating the text message notification. Only those contacts that provided a text message phone can be selected from the list.

**Note** In the **Add Contact** drop-down list, the icons that display represent the contact's preferred method of notification.

To remove a text contact, click the **X** in the contact label.

**Note** If the contact name is gray, it was defined at the district level and cannot be removed at the building level.

### District Policy Message

Users with the *Can Manage Alerts* permission can specify the district policy and procedures to be followed when a visitor, contractor, guardian or volunteer matches a sex offender during sign in. This message can be accessed on the Match Confirmation alert notification.

In the **District Policy Message** area on the **Sex Offender Alert Notification Detail** workspace, enter the message that you want displayed when **Match** is selected on the **Possible Sex Offender** dialog.

Click **Save**.

### Message Tokens for Sex Offender Alert Notifications

You can also use **Message Tokens**, which are variables, in the notification message so that when the message is sent, the tokens will be replaced by their associated value.

Click **Message Tokens** to view the variables that can be entered in the message.

<p><b>%CLIENTNAME%</b> - District Name</p> <p><b>%BUILDINGNAME%</b> - Building Name</p> <p><b>%USERFULLNAME%</b> - User's First and Last Name</p> <p><b>%ALERTFULLNAME%</b> - Visitor's First and Last Name</p> <p><b>%JUSTTIME%</b> - Time Logged - hh:mm:tt</p> <p><b>%JUSTDATE%</b> - Date Logged - MM/DD/YYYY</p>
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**Example:** An alert has been issued by %USERFULLNAME% at %CLIENTNAME% %BUILDINGNAME% on %JUSTDATE% at %JUSTTIME%.