

Dear Colleagues,

Next week, we will launch our new campus visitor check-in process as part of our continued commitment to the safety of our campus community. The College recently received a Higher Education Safety Grant from the State of Tennessee. A portion of the grant funds have been used to acquire a visitor management system, Raptor. The new system screens each visitor's information against the sex offender registry, the College's unwanted guest list, and other databases.

### **Visitor/Contractor Check-in Process**

1. When visitors arrive at the gate, they must have a valid driver's license or other approved government ID. The visitor's ID will be scanned into the Raptor system, and a visitor badge will be printed for them to wear throughout their visit. The badge will include their name, photo, and campus destination. All vehicle passengers will be required to present their identification.
2. Visitors to West Campus should be directed to check in at one of the main campus gates before proceeding to their destination. We value and welcome our community partners to campus, and we realize that many of their meetings with faculty and staff will be held on West Campus. When you invite community partners to Rhodes, especially if you are on West Campus, please inform them of the need to check in at one of the main campus gates. This practice will help ensure their safety while on campus.
3. Initially, you may want to advise visitors to arrive a few minutes early for appointments to allow time for checking their credentials and printing their visitor badge. This process will speed up as we become more familiar with the new system and procedure.

**Check-In Process for Large Events—The check-in process will be the same unless the visitor has been pre-registered. Registrations for events with large numbers of external guests can be created through Formsite by contacting the College Events Office.**

1. Access will be granted to pre-registered event guest(s) who have received and are displaying their special event parking pass or emailed event pass. Upon displaying the designated parking or event pass, the guest(s) can bypass the Raptor sign-in.
2. At least 48 hours before the event, the event organizer should provide the Campus Safety Office with a copy of the special parking pass or event pass. Providing a copy of the parking pass in advance will allow guest(s) to pass through the gates more swiftly. Unregistered guests will go through the regular visitor check-in process.
3. The parking pass or event pass should include the date(s) of the event.
4. At least 48 hours before the event, the event organizer should provide the Campus Safety Office with a list of registered attendees.
5. A copy of the parking or event pass and the attendee list can be emailed to [security@rhodes.edu](mailto:security@rhodes.edu)

We understand that this new visitor system will be an adjustment. We are grateful for your patience and flexibility as we implement security enhancements for the safety of our community.

Sincerely,

**L. Angela Webb**

Associate Vice-President for Campus Safety