

1 **SEX OFFENDER AND CRIMES AGAINST MINORS**
2 **REGISTRY INFORMATION REGULATIONS**

3 **I. PROCEDURE IF A VISITOR IS FLAGGED AS A SEX OFFENDER**
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- 5 1. If a sex offender is flagged by the ACPS Visitor Management System, the school
6 principal and front office staff, relevant administrators and the Office of Safety and
7 Security Services receive an alert.
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9 If the visitor reports to the front desk, please ask the visitor to wait for an administrator or
10 designated “**Alert Person**.”
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- 12 2. The identified Alert Person will receive an email and/or text message stating:
13

14 “An ACPS Visitor Management System registered sex offender check has found a
15 match.”
16

17 The email/text will also provide a list of possible matches. The Alert Person will
18 review the list of names and pictures of possible matches provided via the email/text
19 to determine if the visitor is identifiably an individual restricted as a registered sex
20 offender.
21

- 22 3. If the visitor is not identifiably one of the possible matches, the Alert Person will
23 apologize for the inconvenience and allow the visitor entry.
24

- 25 4. If there is a possible match, please proceed accordingly:
26

- 27 • Ask the visitor to wait a moment.
28
29 • Contact the appropriate authority:
30
31 ○ Elementary Schools - Call the Alexandria Police Department at
32 (703) 746-4444 and wait for an Officer to arrive.
33
34 ○ Middle / High Schools - Notify onsite School Resource Officer (SRO)
35 or proceed as above if one is not readily available.
36
37 • Police Officer/School Resource Officer will take the appropriate action.
38

39 **II. DEFINITION**
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41 “**Alert Person**” is the administrator or other designated school staff who has been
42 selected to handle school security issues relevant to the ACPS Visitor Management
43 System.
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46 **III. SAFETY & SECURITY SERVICES CONTACT INFORMATION**

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48 For more information or to update designee(s), please contact:

49

50 John Contreras
51 Director, Safety & Security Services
52 (571) 255-9720
53 john.contreras@acps.k12.va.us

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55 Carlton Gerald
56 Coordinator, Security and Emergency Operations
57 703-346-1752
58 carlton.gerald@acps.k12.va.us

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61 Established: September 11, 2015

62 Revised: December 16, 2021

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64 Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-79, 22.1-79.3, 9.1-
65 902, 9.1-914, 9.1-918, 18.2-370.5.
66 *Commonwealth v. Doe*, 278 Va. 223 (2009).

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69 CrossRefs.: BBA School Board Powers and Duties
70 DJF Purchasing Procedures
71 KK School Visitors
72 KN Sex Offender and Crimes Against Minors Registry Information
73 KNAJ Relations with Law Enforcement Authorities