

NORTHEAST COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE NUMBER: AP- 5021.0

FOR POLICY NUMBER: BP – 5021

MISSING STUDENT NOTIFICATION

1. PROCEDURE SUMMARY STATEMENT

- 1.1 Northeast Community College (Northeast) is committed to creating and preserving a safe and secure environment for its students. In accordance with this commitment, these protocols establish a framework for action to assist in locating students residing in college-owned or controlled student housing facilities who are reported missing.

2. DEFINITIONS

- 2.1 Missing student: A Northeast student who resides in a college-owned or controlled student housing facility, who has not been seen by students or staff for 24 hours, or less if circumstances warrant, and whose whereabouts have been questioned and brought to the attention of a Northeast staff member.
- 2.2 Northeast-owned or controlled student housing facilities: Buildings owned by Northeast that provide student housing, buildings owned by a third party that has a written agreement with the College to provide student housing, and/or buildings that house students located on property owned or controlled by the College.

3. PROCEDURE

- 3.1 Each Northeast student residing in college-owned or controlled student housing will identify to the Residence Life Office an individual to be contacted by Northeast in the event that the student is determined to be missing:
 - 3.1.1 Students will provide confidential emergency contact information to the Residence Life Office on their housing application. The emergency contact information will be confirmed at check-in into their student housing facility.
 - 3.1.2 When the student is determined to be missing for 24 hours, or less if circumstances warrant, and the student is under 18 years of age and not an emancipated individual, Northeast is required to notify a custodial parent or guardian.
 - 3.1.3 Local law enforcement will be notified if a student is determined missing regardless of the prior identification of a contact person.
- 3.2 Northeast will implement the following notification procedure for a missing student who resides in a college-owned or controlled student housing facility:

- 3.2.1 A student is determined to be missing when a report comes to the attention of Northeast and Northeast determines the report to be credible. The Northeast official receiving the report will collect and document the following information at the time of the report:
 - 3.2.1.1 The name of the person making the report and the relationship of the person to the missing student.
 - 3.2.1.2 The date, time and location the missing student was last seen.
 - 3.2.1.3 The general routine or habits of the suspected missing student (i.e., visiting friends or relatives who live off-campus, employment off-campus, etc.), including any recent changes in behavior or demeanor.
 - 3.2.1.4 The missing student's most recent cell phone number and e-mail address if known by the reporter.
- 3.2.2 The Residence Life staff will immediately begin a search for the missing student by:
 - 3.2.2.1 Initiating an investigation to determine the validity of the report of the missing student and attempt to locate the missing student by utilizing any or all of the following resources: checking the student's room; talking to the student's roommate/suitemates, Resident Assistants, Student Assistants, and peers to determine if anyone can confirm the missing student's whereabouts and/or confirm the date, time and location the student was last seen; contact all of the student's instructors for last date of attendance; contact the food service vendor to determine when the last meal was consumed at the cafeteria; calling and texting the student's cell phone and calling any other numbers on-record; sending the missing student an e-mail; and contacting any on or off-campus known contacts of the missing student.
 - 3.2.2.2 Determining, via the College Welcome Center receptionist, if the student has a vehicle registered on campus and contacting Campus Security to determine the status of the vehicle.
 - 3.2.2.3 Forwarding the report of the missing student to Campus Security.
 - 3.2.2.4 Making a determination as to the status of the missing student.
- 3.2.3 Within 24 hours of a determination that a student is missing or sooner if circumstances warrant:
 - 3.2.3.1 The Dean of Student Life or designee will be contacted by the Director of Residence Life or designee.

- 3.2.3.2 The Dean of Student Life or designee will notify the appropriate law enforcement agency to report the missing student immediately upon receiving the official missing student report.
 - 3.2.3.3 The missing student's emergency contact will be notified by the Dean of Student Life or designee.
 - 3.2.3.4 If the missing student is under the age of 18 years, the missing student's custodial parent or guardian will be notified by the Dean of Student Life or designee.
- 3.2.4 Documentation concerning the missing student reported to the appropriate law enforcement agency will be maintained in the office of the Vice President of Student Services.

4. APPLICABILITY

N/A

ISSUE DATE: 02/28/2018

EFFECTIVE DATE: 02/28/2018

REVISION DATE(S): 09/09/2010 (item #10698); 05/01/2014; 02/28/2018

PRIOR POLICY/PROCEDURE NUMBER: 5038.a

SCHEDULE FOR REVIEW: 2023

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Student Services

SPONSORING DIVISION/DEPARTMENT: Student Services

RELATED PROCEDURES/ REFERENCE: none

PROCEDURE KEY WORDS: missing student