

Missing Student Policy and Procedure for Residential Students

Southeastern Community College takes student safety very seriously. The following policy and procedure has been developed in order to assist in locating an SCC student living in on-campus housing, who based on the facts and circumstances known to the College, is determined to be missing. This policy is in compliance with Section 485(j) of the Higher Education Act of 2008.

Most missing person reports in the college environment result from a student changing his/her routine without informing roommates, family, and/or friends of the change. However, **anyone who believes a student to be missing** (has not been seen on campus, cannot be reached by acquaintances, and for whom concern has been expressed regarding the individual's safety and well-being by an acquaintance, for a period of more than 24 hours) **should report their concern to one of the following staff: Residence Life Coordinator, the Resident Assistant (RAs), or the Keokuk Apartment Manager.** The staff member receiving the report will immediately notify the Vice President of Student Services or designee who will conduct an informal investigation on every missing student report. **If the student is determined missing, the Vice President of Student Services or designee will make appropriate notifications no later than 24 hours after the time that such determination of missing status was made.** Depending on the circumstances presented to college officials, appropriate notifications when a student is determined missing will include some/all of the following entities: West Burlington Police, individual(s) identified as the student's emergency contact, and/or custodial parent or guardian.

At housing check-in, **students 18 years of age and older will have the option of identifying a contact person(s)** whom the institution or law enforcement shall notify within 24 hours of the determination that the student is missing. **This confidential contact information** is maintained in the student's housing file in Residence Life and **is only accessible by authorized college personnel and/or law enforcement officers in furthering a missing person investigation.**

Students under 18 years of age and who are not emancipated are required to provide contact information for their parent or legal guardian, and **will be advised that SCC is required to notify** a custodial parent or guardian, any additional contact

person(s) designated by the student, and the local law enforcement agency within 24 hours of the determination that the student is missing.

All students will be advised that regardless of whether or not they choose to identify a contact person(s), are above the age of 18, or are an emancipated minor, **SCC will notify the West Burlington Police within 24 hours that the student is determined missing.**

GENERAL PROCEDURE:

1. The SCC staff member receiving the report will collect and document the following information at the time of the report:
 - The name and relationship of the person making the report.
 - The date, time, and location the missing student was last seen.
 - The general routine or habits of the suspected missing student (e.g. – visiting friends who live off campus, working a job away from campus) including any recent changes in behavior or demeanor.
 - The missing student's cell phone number (if known by the reporting individual).

2. The SCC staff member receiving the report will immediately contact the Vice President of Student Services to alert them of the situation and to receive additional consultation. The Vice President of Student Services will ascertain if/when other college officials need to be contacted and will conduct such notifications as appropriate.

3. Upon notification that a student may be missing, SCC officials may use any or all of the following resources to assist in locating the student:
 - Call the student's room.
 - Go to the student's residence hall room.
 - Talk to the student's RA, roommate, and floor mates to see if anyone can confirm the missing student's whereabouts and/or confirm the date, time, and location the student was last seen.
 - Check with the student's respective faculty.
 - Secure a current student ID photo.

- Call and/or text the student's cell phone and call any other numbers on record.
 - Send the student an email.
 - Check all possible locations mentioned by the parties above including, but not limited to, library, residence hall lounges, student common areas, etc.
 - Contact or call any other on-campus or off-campus friends or contacts that are made known.
 - Ascertain the student's car make, model and license plate number. Check SCC's parking lots for the presence of the student's vehicle.
 - Contact the student's parent and / or emergency contact.
4. The SCC Information Technology Staff may be asked to obtain email logs in order to determine the last login and/or access of the SCC network.
 5. Once all information is collected and documented the Vice President of Student Services or designee will make appropriate notifications if the student is determined missing. **(Note: If at any time during the course of gathering information as described above, foul play is evident or strongly indicated, the police will be contacted immediately.)**