

Central Community College - Missing Student Procedure

Central Community College takes student safety very seriously. To this end, the following policy and procedure has been developed in order to assist in locating CCC students living in on-campus housing, who based on the facts and circumstances known to the College are determined to be missing. This policy is in compliance with the federal Higher Education Opportunity Act of 2008, section 485 (j).

Each CCC student residing on-campus will identify to the campus Housing Office an individual to be contacted by the College in the event that the student is determined to be missing:

- Students have the option of identifying an individual to be contacted by the college not later than 24 hours after the time the student has been determined to be missing. Students will provide this confidential emergency contact information to the campus Housing Office.
- If the student is under 18 years of age, and not an emancipated individual, the college is required to notify a custodial parent or guardian no later than 24 hours after the time that the student is determined to be missing.
- The college will notify the appropriate law enforcement agency no later than 24 hours after the time that the student is determined to be missing.

Central Community College will follow the following notification procedure for a missing student who resides in on-campus housing:

- A student is determined to be missing when a report comes to the attention of the college and the college official receiving the report determines the report to be credible. The college official 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 (i.e.—visiting friends who live off-campus, working a job away from campus, etc.) including any recent changes in behavior or demeanor.
 - The missing student's cell phone number and email address if known by the reporter.
- The campus housing department staff will immediately begin a search for the missing student by:
 - Initiating an investigation to determine the validity of the report of the missing student.
 - Immediately forward the report of the missing student to Campus Security.
 - Locate the missing student. The Housing Department may use any or all of the following resources to assist in locating the student: check the student's room; talk to the student's roommate(s), Resident Assistants, and floor mates to determine if anyone can confirm the missing student's whereabouts and/or confirm the date, time, and location the student was last seen; call and text the student's cell phone and call any other numbers on record; send the missing student an email; contact any on or off-campus known friends of the missing student; etc.
 - Make a determination as to the status of the missing student.
 - Contacting the individual identified by the missing student as the emergency contact within 24 hours of making the determination that the student is missing.

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- If the missing student is under the age of 18, notify the student's custodial parent or guardian within 24 hours of the determination that the student is missing.
- Campus Security will be contacted to determine if the student has a vehicle on campus and the status of the vehicle. The student's car make, model, and license plate number will be recorded for future need.
- The campus Housing Department staff will notify the Campus President, College Dean of Student and Enrollment Services, the Associate Dean of Students or designee of the missing student as soon as possible, within 12 hours of the initial determination that the student is missing.
- Within 24 hours of a determination that a student is missing, the College Dean of Student and Enrollment Services, the Associate Dean of Students or designee will notify the appropriate law enforcement agency to report the missing student.
- Documentation concerning the missing student reported to the appropriate law enforcement agency will be kept in the office of the College Dean of Student and Enrollment Services, the Associate Dean of Students or designee.