

CP 1-12 C: Missing Student

COLLEGE POLICY: CP 1-12 C

APPROVED: December 11, 2020

EFFECTIVE: December 11, 2020

REVISED: N/A

REFERENCES: BP 1-12

Dawson Community College has established a Missing Student Policy concerning the procedures for reporting and responding to reports of missing students. After 24 hours, when students are unaccounted for, they are presumed missing and the missing student procedures are invoked.

Definitions

On-Campus Student – A student who resides in on-campus housing under a housing contract with DCC Housing.

Off-Campus Student – A student who resides in off-campus private housing.

Missing - A student is presumed missing if

1. The student is overdue in reaching home, campus, or other specific destination for 24 hours past their expected time of arrival, or
2. additional factors lead college staff to believe the student is missing, and a check of their residence supports that determination.

In accordance with the Higher Education Opportunity Act, DCC has a procedure that is followed when residential students are determined to be missing for 24 hours. Students residing in campus housing will be informed annually that each student has the option to identify a person designated as a missing person contact to be notified by DCC no later than 24 hours after the time the student is determined to be missing by College officials authorized to make that determination or the local law enforcement agency in which the student went missing. When students provide a missing person contact, this contact information will be registered confidentially, and this information will be accessible only to authorized campus officials and law enforcement and that it may not be disclosed outside of a missing person investigation.

Reports of missing students should be referred immediately to the Director of Housing or Vice President of Academic and Student Affairs. If members of the DCC community believe that a student has been missing for 24 hours, it is critical that they report that information to DCC by calling (406) 359-9030. When a student is reported missing by any source, the College will determine whether the report is valid and, if so, will institute action to find the student. It will also notify other appropriate law enforcement agencies and specified College officials.

If the student has designated a missing person contact as recommended by this policy, or as offered by Housing, DCC will notify that contact person within 24 hours, if the student is determined to have been missing for 24 hours. If the missing student is under 18 years old and is not emancipated, DCC will notify the custodial parent or guardian and any other designated contact person within 24 hours.

For all missing students, DCC will notify the local law enforcement agency immediately once the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

Missing Student Procedures –

When a student is reported missing by any source, the College shall:

- Investigate to determine the validity of the report.
- Attempt to determine the location and status of the missing student.
- Notify local/other law enforcement agencies in accordance with established protocols.
- Notify the President and the Vice President for Student Affairs.
- Notify the individual identified by the missing student as the missing person contact.
- If the missing student is under the age of 18, notify the individual identified by the missing student as the missing person contact and the student's custodial parent or guardian as provided in College records.

The Director of Housing may (1) inform college officials that may have knowledge of the student's background or situation, (2) inform the student's coaches, and (3) notify the student's instructors of his/her absence.

All parties involved in the reporting and investigation of missing students must comply with the applicable provisions of the Family Educational Rights & Privacy Act (FERPA), the federal law which protects the privacy of student records.

If the student is under the age of 18 and is not an emancipated individual, DCC will notify the student's parent or guardian and any other designated contact person within 24 hours.

Regardless of whether the student has identified a contact person, if above the age of 18, or is an emancipated minor, the College will inform the local law enforcement agency that has jurisdiction in the area that the student is missing immediately upon making the determination that the student is missing.

SCOPE These procedures apply to Dawson Community College.

PROCEDURES The College President shall promulgate such procedures as may be needed to implement this policy.

History: