

Lake Region State College
Policy and Procedure Manual

SECTION 800.08.01
MISSING STUDENT NOTIFICATION

As required by the Higher Education Opportunity Act of 2008, this policy addresses missing student notification for students residing in on-campus student housing and includes procedures that LRSC will follow in the event a student is reported missing.

A missing student is defined as a person currently enrolled at LRSC, residing in on-campus student housing, whose whereabouts have been unaccounted for by LRSC or local law enforcement for more than 24 hours. If a student is determined to be missing, LRSC will initiate notification procedures within 24 hours.

Designation of Confidential Contact Information

1. Students residing in on-campus student housing have the option to designate a confidential contact person who will be notified in the event the student is determined by LRSC or local law enforcement to be missing.
2. A student may designate a confidential contact person at any time by filing a Confidential Contact Form with the Director of Housing or Assistant Director of Housing. The student is responsible for the accuracy of the contact information and for updating the information as necessary.
3. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.
4. The confidential contact may be someone other than the emergency contact listed in Campus Connection. Emergency contact information listed in Campus Connection will be kept separately from the missing student contact information.
5. If the missing student is under the age of 18 and is not an emancipated individual, LRSC is required to notify the student's parent or guardian, in addition to any confidential contact designated, immediately after determining that the student has been missing for 24 hours.
6. When a student is missing and the student failed to designate a confidential contact, LRSC may contact any person who they believe may have information about the student's whereabouts.

Notification of Missing Persons

1. Any individual who has information that a student who resides in on-campus housing is missing shall immediately notify the Assistant Director of Housing or the Resident Assistant on duty.
2. The housing official will confirm that the student is currently enrolled and living in on-campus student housing.
3. If confirmed, the housing official shall immediately notify the Director of Housing and Vice President of Student Affairs.
4. The Director of Housing will conduct an investigation to verify the situation and determine the circumstances that exist.
5. If it is determined that the student is missing, the Vice President of Student Affairs shall, within 24 hours, report the missing student to:
 - a. Local law enforcement,

- b. The student's designated confidential contact,
- c. The student's parent or guardian,
- d. Other campus officials as deemed necessary.

Campus Communication Regarding Missing Persons

1. Prior to providing the LRSC community with any information about a missing student, the Director of Public Affairs shall consult with law enforcement to ensure that communications do not hinder the investigation.
 2. All communication with the general public regarding missing students will be handled by law enforcement authorities, who shall consult with the Director of Public Affairs.
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History

Administrative Council Approved 5/11/2015