

WESTERN NEBRASKA COMMUNITY COLLEGE

President's Procedure

TITLE:	Missing Student Notification Procedure
DIVISION:	Student Services
CATEGORY:	Residence Life
REFERENCE:	BP-531 Missing Student Notification Policy 34 CFR §668.46(h)
NUMBER:	PP 531
DATE OF APPROVAL:	2020
APPROVAL:	Dr. Carmen Simone, President

Definitions

Missing Student: A WNCC student who resides in a WNCC-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 WNCC staff member.

WNCC-owned or controlled student housing facilities: Buildings owned by WNCC that provide student housing, buildings owned by a third party that have 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.

Procedure

When a 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, WNCC is required to notify a custodial parent or guardian.

Local law enforcement will be notified if a student is determined missing regardless of the prior identification of a contact person.

Emergency Contact Information

- A. Each WNCC student residing in WNCC-owned or controlled student housing will identify to the Residence Life Office an individual to be contacted by WNCC in the event that the student is determined to be missing.
 - 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.

- In addition to registering an emergency contact, every student who lives in a WNCC owned or controlled student housing facility has the option to identify confidentially an individual to be contacted by WNCC in the event the student is determined to be missing for 24 hours, or less, if circumstances warrant. The contact person can be anyone chosen by the student.

Making a Determination as to the Status of the Missing Student

1. A student is determined to be missing when a report comes to the attention of WNCC, and the College determines the report to be credible.
2. The WNCC official receiving the report will collect and document the following information at the time of the report:
 - The name of the person making the report and the relationship of the person to the missing student.
 - 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 or relatives who live off-campus, employment off-campus, etc.), including any recent changes in behavior or demeanor.
 - The missing student's most recent cell phone number and email address, if known by the reporter.
3. The Residence Life staff shall begin the search for the missing student by:
 - Initiating an investigation to determine the validity of the report of the missing student and attempting 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
 - contacting all of the student's instructors for last date of attendance
 - contacting 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 email
 - contacting any on or off-campus known contacts of the missing student
 - determining if the student has a vehicle registered on campus and contacting Campus Security to determine the status of the vehicle
 - forwarding the report of the missing student to Campus Security

Notification Procedure

WNCC will implement the following notification procedure for a missing student who resides in a WNCC owned or controlled student housing facility:

1. Within 24 hours of a determination that a student is missing or sooner, if circumstances warrant:
 - a. The Dean of Students or designee will be contacted by the Director of Residence Life or designee.
 - b. The Emergency Response Team will be activated as needed.
 - c. The Dean of Students or designee will notify the appropriate law enforcement agency to report the missing student immediately upon receiving the official missing student report.
 - d. The missing student's emergency contact will be notified by the Dean of Students or designee.
 - e. The missing student's confidential contact, if any, will be notified by the Dean of Students or designee.
 - f. 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 Students or designee.
2. 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.

Revising this Procedure

This President's Procedure supersedes any prior WNCC policy, procedure, guideline or handbook on this subject matter.

WNCC reserves the right to revise this procedure, as necessary, or as new laws require attention.