

ADMINISTRATIVE PROCEDURE

Southwestern Oregon Community College

AP 3503 MISSING STUDENT NOTIFICATION FOR HOUSING RESIDENTS

Reference:

- 20 U.S. Code Section 1092 subdivision (i);
- 34 Code of Federal Regulations Part 668.46(h)

If a member of the campus community has reason to believe that a student who resides in on-campus housing is missing, he/she should immediately notify Southwestern Oregon Community College (SWOCC) Campus Security at 541-297-4200 and SWOCC Student Housing staff. Coos Bay Police Department (CBPD) will generate a missing person report and initiate an investigation.

In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Campus Security or Student Housing staff in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Campus Security or Student Housing staff will notify that individual no later than 24 hours after the student is determined to be missing. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

A student who wishes to identify a confidential contact can do so during the student resident check-in process in Student Housing. This is in addition to the emergency contact person students submit when registering at Southwestern. The emergency contact person and missing student notification person may be the same person. This information is verified during the resident check-in process and recorded. By registering a contact person, students are giving permission for law enforcement personnel to contact the identified individual for the purpose of a missing student investigation. To protect student confidentiality, the student resident's emergency contact information and missing student contact information is kept separately by Southwestern, even if the student has the same person registered as both the missing student notification and emergency contact person.

Housing residents will be determined missing if it is reported that a resident has changed their normal routine and failed to inform roommates, friends, faculty, or staff of the change.

Anyone who receives a missing student report should **immediately** let Campus Security know. Do not wait 24 hours to report this.

Southwestern Oregon Community College does not discriminate on the basis of race, color, gender, sexual orientation, marital status, religion, national origin, age, disability status, gender identity, or protected veterans in employment, education, or activities as set forth in compliance with federal and state statutes and regulations.

As soon as it is determined a resident is missing, Campus Security and/or CBPD will do the following:

- Alert Campus Security and Housing staff.
- Call missing student's cell phone and send a text message if available.
- Interview roommates, apartment mates and known friends.
- Look at social networking sites such as Facebook for any activity.
- Check meal plan transactions to see when the last time the resident's ID was scanned.
- Check Student Housing door access database to see if resident used an ID to enter a building.
- Check with faculty members to see when the resident was in class or if they have had any contact.
- Attempt to locate resident's vehicle on campus if determined they have a vehicle.
- Campus Security will contact CBPD to see if they can provide any information.

After investigating a missing person report, should Campus Security determine that the student has been missing for 24 hours, Campus Security will notify CBPD unless CBPD was the agency that determined the student was missing, and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, Campus Security will notify the student's parent or legal guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student.

Approved: May 4, 2022