

Related Policy: 2608 Missing Persons

Purpose: The procedure shall clarify the required steps necessary for complained with College' Missing Student Notification Policy.

Frequency: The procedure is followed when a missing student is suspected

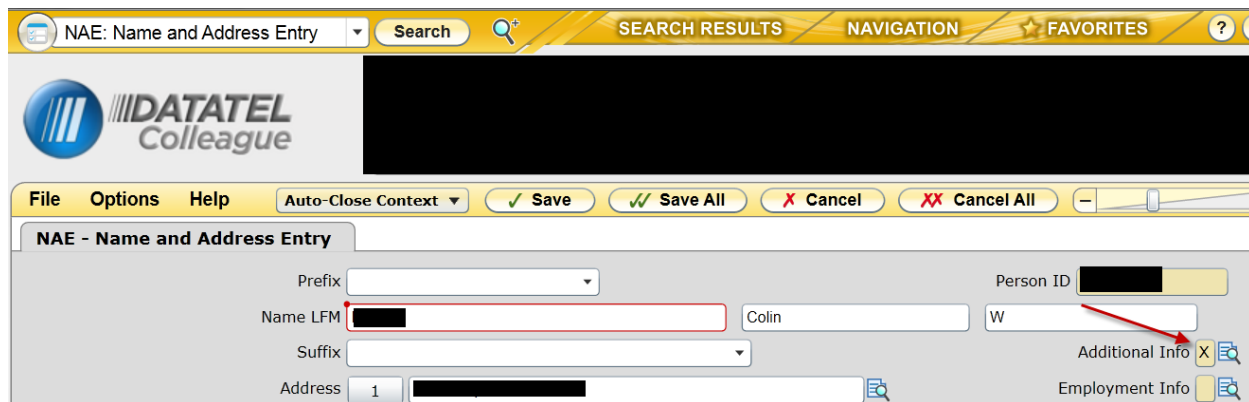
Policy: 2607 Safety; 2609 Threats of Violence, 2801 Student Record Access

Primary Responsibility: Directors of Campus View and Campus Security

Official notification procedures for missing students: When a student who resides in on-campus housing has been determined to be missing the following notifications shall occur:

- A. Any campus official who receives a missing person report relating to a student residing in student housing shall immediately refer the report to Campus Security.
- B. Upon notice appropriate incident report documentation shall be completed.
- C. The Jackson Community College (JCC) Security shall gather information about the residential student from the reporting person and from the student's acquaintances (including, by way of example, description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photograph, class schedule, etc.). JCC security may complete this investigation in consultation with local law enforcement as deemed necessary.
- D. If upon investigation of the official report, the police or campus security department determines that the missing student has been missing for more than 24 hours, the Dean of Students or designee must contact the individual identified by the student as a contact. If the missing student is under 18 years of age and not emancipated the school shall immediately contact the custodial parent or legal guardian of the student and, in cases where the preceding two scenarios do not apply to a student determined to be a missing person, the school will inform the appropriate law enforcement agency that the student is missing.

Procedures for designation of emergency contact information: Students living in one of the Campus View facilities shall be given notice of this procedure and an opportunity during the first seven days after move-in each semester to designate an individual or individuals to be contacted by the College "in case of emergency". Contact information shall be registered confidentially in the Name and Address (NAE) screen of the student's record:



NAE: Name and Address Entry Search SEARCH RESULTS NAVIGATION FAVORITES

DATATEL Colleague

File Options Help Auto-Close Context Save Save All Cancel Cancel All

NAE - Name and Address Entry

Prefix: [Dropdown] Person ID: [Redacted]

Name LFM: [Redacted] Colin W

Suffix: [Dropdown] Additional Info [X]

Address: 1 [Redacted] Employment Info

Menu

Select Item

- BIO - Biographic Information
- FINF - Foreign Person Information
- EMER - Emergency Information
- DADD - Additional Demographics
- FNM - Formatted Names
- INAA - Interests and Achievements
- ODEM - Online Demographic

Selected Item

NAE - Name and Address Entry **EMER - Emergency Information**

Contact Name

Contact Phone Number

Insurance Info

1

2

Health Conditions

1

2

Emergency contact information shall be accessible only to authorized campus officials, and may only be disclosed to law enforcement personnel in furtherance of a missing person investigation. An emergency contact designee shall remain in effect until changed or revoked by the student.

Campus communications about missing students: All public and/or media communications about a missing student shall be managed by JCC’s Vice President of Administration/Designee. Communications shall be coordinated with local law enforcement to insure that investigations are not impeded by the release of information. Any release of student information shall be in accordance with JCC’s Student Record Access policy and documented in the student record CASM screen.

CASM: Contact and Appt Summar SEARCH SEARCH RESULTS NAVIGATION FAVORITES Logout

DATATEL Collegue

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CASM - Contact and Appt Summary **CON - Contact History**

Contact ID: 60209

Start/End Date: 12/15/12

Start/End Time:

Location:

Comm Code St/Dt:

Office Code:

Type:

Purpose:

Result:

Staff Involved: 1 Role:

Accompanied By: 1

Contact For: 1 0356138 Whitney N. Cool

Contact Summary: 1

Activity/Event:

Scheduling:

Contact Details