

SECTION: STUDENT POLICIES

SUBJECT: MISSING STUDENT

Background: This policy was created to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, which requires the college to have a policy and procedures on reporting a missing student, how students can designate an emergency contact person, and how the emergency contact information will be used. This policy is only applicable to students residing in on-campus student housing facilities.

Point of Contact: Director of Security

Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy: Vice President for Student Affairs and Director of Residence Life

Date of approval by LCSC authority: October 31, 2019

Date of State Board Approval: N/A

Date of Most Recent Review: October 2019

Summary of Major Changes incorporated in this revision to the policy: Updated to comply with Clery Act regulations

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1. **Policy: MISSING STUDENT** For the purposes of this policy, a missing student is defined as, a student residing in on-campus College owned or controlled housing who is reported missing from campus for 24 hours.
 - A. Any member of the College community who has reason to believe that a student is missing should immediately notify the Office of Campus Security and Emergency Preparedness at their 24/7 number at (208) 792-2815. Additionally, any Campus Security Authority (CSA) who receives a report that a student who resides in on-campus College housing is missing should immediately notify the Office of Campus Security and Emergency Preparedness by calling (208) 792-2815. Information regarding Campus Security Authorities can be found in LCSC Policy 3.204
 - B. Students residing in on-campus College housing, regardless of age, have the option to register a confidential emergency contact person, separate from the student's general emergency contact person. The confidential emergency contact person will only be notified in the event that the student is determined to be missing for 24 hours. If the student has identified a confidential emergency contact person, the Director of the Office of Campus Security and Emergency Preparedness, or their designee, will notify that individual no later than 24 hours after the student is determined to be a missing student. The College will also notify the parent or legal guardian of any missing student under the age of 18 that is not emancipated. A student's general emergency contact person and confidential emergency contact person may be the same individual.

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- C. The identity of the student's confidential emergency contact person will be kept in a secure file in the Office of Campus Security and Emergency Preparedness and will only be shared with authorized College officials and law enforcement personnel in furtherance of a missing student investigation. Students who wish to identify a confidential emergency contact person may do so by completing the confidential emergency contact form during the fall residence hall orientation meeting, or by going to the Office of Campus Security and Emergency Preparedness, located in Meriwether Lewis Hall, room 110, at any time. A student may update the information for their designated emergency contact person at any time by visiting the Office of Campus Security and Emergency Preparedness.
- D. Procedure: Upon receiving a report that a student who resides in on-campus College housing is missing, the Office of Campus Security and Emergency Preparedness, in collaboration with Residence Life and Student Affairs, will:
 - 1. Investigate the report and determine if the student is missing. Once a determination is made, the Office of Campus Security and Emergency Preparedness will notify LPD and the student's emergency contact person within 24 hours. If the missing student did not designate a confidential emergency contact person, the Office of Campus Security and Emergency Preparedness will still notify LPD within 24 hours.
 - 2. Cooperate with the primary investigative agency to the full extent of the law. Upon closure of a missing student investigation, all parties previously contacted, will be notified of the status of the case.
- E. Students Living Off Campus: Students who live off campus may elect to provide the Office of Campus Security and Emergency Preparedness with a confidential emergency contact person by going to the Office of Campus Security and Emergency Preparedness, located in Meriwether Lewis Hall, room 110, at any time. If a student who lives off-campus is reported missing, the Office of Campus Security and Emergency Preparedness will encourage the reporting party to file a missing person report with the appropriate law enforcement agency. When available, the Office of Campus Security and Emergency Preparedness will provide the law enforcement agency with the missing student's confidential emergency contact information upon request.