

SECTION: STUDENT POLICIES

SUBJECT: MISSING STUDENT

Background: This policy is in accordance with the new federal campus safety requirements that mandate all institutions of higher education with on-campus student housing facilities to have a missing student notification policy and procedures.

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: April 10, 2013

Date of State Board Approval: N/A

Date of Most Recent Review: 4/2013

Summary of Major Changes incorporated in this revision to the policy: No substantive changes. Updated references from “student services” to student affairs.”

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All residence hall students have the option to identify confidentially an individual to be contacted by Campus Security in the event the student is determined to be missing. If a student has identified such an individual, Campus Security will notify that individual no later than 24 hours after the student is determined to be missing. Students who wish to identify a confidential contact can do so by filling out and returning the card provided to them. The confidential contact information submitted by the student will be kept in a secure file in the Security Office and will only be used for notification purposes by the Campus Security Department. If the student is under the age of 18 and is not a legally emancipated individual, the parents or guardians will be notified along with any other individual listed.

Procedure: If a member of the college community has reason to believe that a residence hall student is missing, they should *immediately* notify the Campus Security Department at 208-792-2226. All possible efforts will be made to locate the student to determine his or her state of well-being through the collaboration of Campus Security, Residence Life and Student Affairs.

1. Campus Security will secure authorization from Residence Life officials to make a welfare entry into the student’s room.
2. If the student is determined to have moved off-campus, Campus Security will informally enlist the aid of the neighboring police agency having jurisdiction.
3. Concurrently, Campus Security will endeavor to determine the student’s whereabouts through contact with other members of the campus community as appropriate to the specific

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student in question (e.g. friends, associates, and/or employers of the student), whether or not the student has been attending classes, labs, recitals, and scheduled organizational or academic meetings, or appearing for scheduled work shifts, will be established.

4. If located, verification of the student's intention of returning to the campus will be made by the Director of Security or designee. When and where appropriate, a referral will be made to the Student Counseling Center.
5. If not located, notification to the contact provided by the student and to local law enforcement within 24 hours of receiving the initial report will be made.
6. If the student is an off-campus resident, Security will assist and will encourage appropriate family members or associates to make an official missing person report to the law enforcement agency with jurisdiction.
7. 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 after it has determined that the student is missing.

Campus Security will cooperate, aid, and assist the primary investigative agency in all ways prescribed by law. If the student is an on campus resident, the Security Department will open an official investigation. Upon closure of the missing person investigation, all parties previously contacted will be advised of the status of the case.