

SECTION: 5.0 STUDENT
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 Public Safety

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

Date of approval by LC State authority: September 2009

Date of State Board Approval: N/A

Date of Most Recent Review: June 2025

Summary of Major Changes incorporated in this revision to the policy: Updated department names

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, or when there is reasonable belief, the student is missing.
 - A. Any member of the College community who has reason to believe that a student is missing should immediately notify the Department of Public Safety 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 Department of Public Safety by calling (208) 792-2815. Information regarding Campus Security Authorities can be found in LC State 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. If the student has identified a confidential emergency contact person, the Director Public Safety, 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.
 - C. The identity of the student's confidential emergency contact person will be kept in a secure file in the Department of Public Safety 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

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- meeting, or by going to the Department of Public Safety, 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 Department of Public Safety.
- D. Procedure: Upon receiving a report that a student who resides in on-campus College housing is missing, the Department of Public Safety, 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 Department of Public Safety 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 Department of Public Safety 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.
 3. Coordinate public messaging and media inquiries as applicable and appropriate with LC State's Communications & Marketing department.
- E. Students Living Off Campus: Students who live off campus may elect to provide the Department of Public Safety with a confidential emergency contact person by going to the Department of Public Safety, located in Meriwether Lewis Hall, room 110, at any time. If a student who lives off-campus is reported missing, the Department of Public Safety will encourage the reporting party to file a missing person report with the appropriate law enforcement agency. When available, the Department of Public Safety will provide the law enforcement agency with the missing students' confidential emergency contact information upon request.