# Missing Student Notification Policy and Missing Student Procedures

 **2017**

**Purpose:**

To provide a plan to inform Dalton State College students who reside in Mashburn Hall a policy governing required notifications within twenty-four (24) hours after the time a student is deemed to be missing.

# Policy:

Students will be informed each academic year that each student, age 18 or above, has the option to identify a person designated as confidential contact to be contacted by Dalton State College.

* Not later than twenty-four (24) hours after the time the student is determined to be missing. The confidential contact may be a person designated by the student in addition to the emergency.
* Contact listed with the Dalton State College Enrollment Services. Students who are under age eighteen (18) and are not emancipated will be informed each academic year that the institution is required to notify the custodial parent not later than twenty-four (24) hours after the time the student is determined to be missing.

A student may register such confidential contact information:

* During the first two weeks of each semester by filing a form (see Appendix B) provided by the office at Mashburn Hall.

Each student who files a confidential contact registration form is solely responsible for the accuracy of the contact phone number and for update of information should the confidential contact person and / or number change. A student may update information by filing a new form with the office at Mashburn Hall.

Students will be informed that Dalton State College will notify the appropriate law enforcement agency not later than 24-hours after the time the student is determined to be missing.

# Missing Person Procedures:

A student is determined to be missing when a report comes to the attention of Dalton State College which determines the report to be credible. Circumstances may include, but are not limited to establishing that:

* 1. a student is out of contact after reasonable efforts to reach that student by phone calls, emails, and/or in-person attempts to establish contact;
	2. circumstances indicate an act of criminality involved, even lacking twenty-four (24) hours in time;
	3. circumstances indicate that physical safety is in danger, even lacking twenty-four (24) hours in time;
	4. circumstances become known that medicine dependence may threaten life or health, even lacking twenty-four (24) hours in time;
	5. existence of a physical / mental disability indicates that the student’s physical safety is in danger, even lacking twenty-four (24) hours in time.

Any official missing persons report relating to such student requires that Dalton State College Police Department be notified immediately to investigate and make a determination that a student who is subject of a missing report has been missing for more than 24 hours and has not returned to campus.

During the investigation, the following information should be established and documented in a police report:

* + - Name and location / contact information of the person reporting the missing student
		- Name / vital information of the student reported to be out of contact
		- Nature of the circumstances supporting the determination that the student is out of contact (time/date last seen or in contact with)
		- Avenues to establish that the student remains out of contact (failure to respond to phone, email and in-person attempts to contact by an Dalton State College official; parental notice or notice from reporting person outside the College; establishment of lapse of time of class attendance, lapse in affiliation with roommates and friends, or use of Dalton State College facilities / services; concern of incident of criminality or safety, etc.)
		- Dates and times of notifications made

The Residence Life Director (if the incident occurs within Mashburn Hall) and VP of Student Affairs and Enrollment Management will be informed by the Dalton State College Police Department after the officer’s initial attempt to contact the student does not successfully establish contact or lead to information that results in actual contact being made with the student. During business hours, the VP of Student Affairs and Enrollment Management may also involve other Dalton State College faculty, staff and Administrators to assist in establishing contact or avenues to pursue contact.



# Appendix A

To: Dalton State College Faculty, Staff and Students From: Dalton State College Public Safety Director Date: February 01, 2010

Re: Missing Student Policy

This communication is intended to inform each student of Dalton State College of new information and requirements provided under the federal Higher Education Opportunity Act, Section485(j) regarding missing students:

* + - You, as a Dalton State College student, eighteen (18) years of age or older, have the option to identify an individual to be contacted by Dalton State College Enrollment Services Office not later than twenty-four (24) hours after the time circumstances indicate that you, as a student, may be determined missing. If you are a student who is under age eighteen (18) and not emancipated, the institution is required to notify the custodial parent not later than twenty-four (24) hours after the time that you, as a student, may be determined missing.
		- The confidential contact is a person designated by the student in **ADDITION** to the emergency contact listed with the Dalton State College Enrollment Service Office. You may register a person whom you designated as a confidential contact during the first two (2) weeks of each semester by filing a form provided by the office at Wood Valley.
		- If a confidential contact is not designated, or the confidential contact cannot be reached by the information provided by the student, the emergency contact person provided to the Dalton State College Enrollment Services will be used. Dalton State College has the authority to contact the emergency person as well as the confidential contact.
		- At the end of the fourth week of each semester, a new list is finalized and distributed to appropriate officials at Dalton State College for the purpose of reporting a missing person.

A Dalton State College official receiving a missing persons report relating to a student’s required to notify the Public Safety Office immediately to investigate and make a determination that a student who is the subject of a missing report has been missing for more than 24 hours and has not returned to campus. The Dalton State College Police Department will initiate the report of a missing student as soon as it is established that avenues to contact the student have been exhausted (even when less than twenty-four hours (24) of time has elapsed), or immediately if circumstances of criminality or safety are determined to be involved. The Enrollment Services Office of Dalton State College will initiate the notification to the confidential contact, as provided in Appendix “B” and / or the emergency contact person provided to Dalton State College upon enrollment for investigation and / or notification purposes.

Each year some students come to the attention of a Dalton State College official as out of contact with Dalton State College voluntarily, by absence from classes by leaving campus on impromptu trips without notifying anyone of their absence, or by failing to respond to faculty or emails and phone calls. Each such report generates a response to establish whether the student is voluntarily out of contact or whether there is a safety issue involved. An investigation into a report of a student who is out of contact because of the aforementioned circumstances is very serious. It is therefore very helpful to the community as a whole for students to inform their friends and family if they expect to be away from campus for a period of time, so that energy and resources are applied only to genuine emergencies.

Notification of this policy will be via information provided in the “Annual Crime Report” that provides information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Security Crime Statistics Act. The link to the website is published on the Dalton State College Public Safety website at 20 U.S.C. § 1092 (f)



# Appendix B

**Dalton State College Missing Student Policy Confidential Contact Registration Form**

**Please print legibly.** The confidential contact information is intended to be utilized as a contact to be notified by Dalton State College not later than twenty-four (24) hours after the time a student, age 18 or older, so designating the person, is determined to be missing. The confidential contact is a person designated in addition to the emergency contact listed with the Enrollment Service office. The emergency contact person, supplied upon enrollment to Dalton State College, may be contacted by Dalton State College. For students who are below age 18 and not emancipated, the custodial parent will be notified.

 New Information Updated / Corrected Information Name of Student:

Residence Address:

Phone or cell:

Person designated as Confidential Contact:

Relationship of Confidential Contact:

Address of Confidential Contact:

Contact number of Confidential Contact: confirm that this is a valid number.)

(Please

I understand that the information supplied above is to be utilized in case it is established that I am a missing student, and that the contact information may be utilized in establishing that circumstances support a missing persons report. I understand I am solely responsible for the accuracy of the information of my confidential contact and for updating this information as needed.

Signed: Date: