

## **NORTHWEST INDIAN COLLEGE**

### **Missing Student Notification Policy & Procedure**

The purpose of this policy is to establish procedures for the Colleges response to reports of missing students, as required by the Higher Education Opportunity Act of 2008. This policy applies to students who reside in campus housing.

A Northwest Indian College residential student is “determined to be missing” when a missing person report investigation concludes that the student has been absent from the College for a period of 24 hours or longer without any know reason. The Campus Safety committee, or designee, in conjunction with the Dean of Student Life, or designee, will make the official determination of whether a student is deemed missing.

#### **Procedure for designation of confidential emergency contact information**

All residential students have the opportunity annually to identify an individual or individuals to be contacted by the Director of Residence Life not later than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below.

1. A designation will remain in effect until changed or revoked by the student.
2. This information is maintained confidentially and will be available only to the Director of Residence Life.
3. The administration of the College reserves the right to notify the parents of a student under the age of 21 if she has been determined to be missing.
4. For those students under the age of 18 and not an emancipated individual, the College is required to notify the emergency contact as well as the custodial parent or guardian no more than 24 hours after the student is determined to be missing.

#### **Procedure for official notification for missing students**

Any concerned person who has information that a residential student may be a missing student must notify the Director of Residence Life or a member of the Campus Safety Committee as soon as possible so that an official determination may be made about whether or not the student is missing.

Note: In order to avoid jurisdictional conflicts when a student is believed to be missing, the reporting person should immediately notify the Director of Residence Life and the director will follow the procedures notifying Campus Safety Committee and, then after determined, the local law enforcement authorities. The Director of Residence Life and Campus Safety Committee will assist external authorities with these investigations as requested.

The residence life staff will gather all essential information about the residential student from the reporting person and from the student’s acquaintances. Appropriate campus staff will be notified to aid in the search for the student. Appropriate staff will include the residential coordinator on-call, the Director of Residence Life.

If the above actions are unsuccessful in locating the student within 24 hours, or it is apparent immediately that the student is a missing person (e.g. witnessed abduction) the student will be determined a missing student.

Within 24 hours after a student is determined to be missing, (1) Director of Residence Life or designee, will notify the emergency contact per emergency contact process; and (2) the Campus Safety Committee, designee, will notify the appropriate local law enforcement agencies for assistance. In addition, the administration of the College reserves the right to notify the parents of a student under the age of 21 if she has been determined to be missing.