

Missing Student Notification Policy

This policy is for locating and assisting students who reside in Barton Community College on-campus student housing who are reported missing. Any person (student, staff or faculty) believed to be missing from the campus unexpectedly shall be immediately reported to Campus Security. A student shall be considered missing when he or she has not been seen in 24 hours and whose whereabouts are unknown. All reports of missing students shall be directed to Campus Security which will investigate each report and also notify local law enforcement agencies. All students will have the opportunity to identify an individual to be contacted by the College in case a student is considered to be missing. A confidential contact person can be registered by entering the contact information where requested at time of general emergency contact information. Only authorized campus officials and campus security will have access to the identity of the confidential contact person. If the missing student is under 18 years of age, Campus Security is required to notify the parent or guardian of the missing student no later than 24 hours after it is determined by Campus Security that the student is missing. If the missing student is over the age of 18 and has not designated an emergency contact, the College will inform the appropriate law enforcement agency that the student is missing.

Notification Procedure

1. Anyone who suspects a student may be missing should notify Campus Security, the Housing Coordinator or the office of Student Services immediately.
2. Any report of a missing student, should be directed to Campus Security.
3. When a student is reported missing Campus Security will:
 - Begin an investigation to determine the validity of the missing person report.
 - Notify local law enforcement agencies within 24 hours after determining that the student is missing.
 - Notify the Dean of Student Services and the President.
 - Make a determination as to the status of the missing student.
 - Notify the individual identified by the missing student as the emergency contact within 24 hours of making the determination that the student is missing.
 - If the missing student is under the age of 18, notify the student's custodial parent or guardian within 24 hours of the determination that the student is missing.
 - This procedure may be implemented in less than 24 hours if circumstances warrant a faster implementation.