2180-Barton Community College Missing Student Procedure

In compliance with 20 U.S.C. 1092 (j) § 488 of the Higher Education Opportunity Act of 2008, any institution participating in a Title IV federal financial aid program that maintains on-campus housing facilities must establish a missing student notification procedure and related procedures. The term “missing student” refers to any Barton student who resides in a facility owned or operated by the College reported as missing from their residence for more than 24 hours.

1. Students residing in on-campus housing have the option to identify a confidential contact to be notified by the College in the event the student is determined to be missing. If a student has identified such an individual, Barton will notify that person 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 identifying one in their PAWS account. It is the student’s responsibility to keep the contact information up to date.

2. If a college community member has reason to believe that a student is missing, they should immediately notify the Barton Campus Safety Office at 620-792-9217. In case of emergency, contact 911. The Campus Safety Office will generate a missing person report and initiate an investigation, utilizing other Barton personnel as needed. In addition, Campus Safety will report the missing person to the Vice President of Student Services and Director of Student Life.

3. During the course of the investigation, Campus Safety will determine if the student has been missing for more than 24 hours. In such a circumstance, Campus Safety will notify the local law enforcement agency. The Vice President of Student Services or their designee will then notify the confidential contact identified by the student. If the student is under 18 years of age and is not emancipated, or failed to provide a confidential contact, the Vice President of Student Services or their designee will notify the student’s parent or legal guardian.

4. The Campus Safety Office will contact local law enforcement no later than24 hours of determining that a student is missing. The College may disclose the following information, in response to law enforcement request, to identify or locate a missing person:

    - Name and address
    - Date and place of birth
    - Social Security Number
    - A description of distinguishing physical characteristics such as height, weight, gender, race, hair and eye color, scars, tattoos, etc.
    - Vehicle registration information such as automobile make, model, and tag number

5. This procedure is available to all members of the campus community. Its availability will be through postings on the college website, emergency response plan manual, Student Life handouts/publications and published reports including the Annual Security and Fire Safety Report.

Contacts: Lead Campus Safety Officer, Vice President of Student Services, Director of Student Life

Related Form(s): Emergency Contact/Missing Student Confidential Contact Information

Reference: 20 U.S.C. 1092 (j) § 488 of the Higher Education Opportunity Act of 2008

Relevant Procedure or Procedure(s): 1175-Campus Safety

Approved by: President

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Revision(s):