

MISSING STUDENT NOTIFICATION POLICY

In compliance with the Missing Student Notification Policy and Procedures Requirement (Section 488 of the Higher Education Opportunity Act of 2008), Judson College establishes this policy and procedure as a framework aimed at locating and assisting students who are reported missing.

All Judson College students will be required to complete an Emergency Contact Form at the beginning of each school year. The form will include an individual to be contacted by the College not later than 24 hours after the time that the student is determined missing in accordance with this policy and procedures. Each student is required to register confidential contact information in the event that she is determined to be missing for a period of more than 24 hours. The Vice President and Dean of Students may excuse a student from this requirement for good cause shown.

First year residential students are required to follow Sign In/Out procedures in their residence halls. **All** students are encouraged to inform their roommates and/or close friends of their plans to leave campus, including places to be visited, companion names, and estimated time of return.

Judson College is **required** to notify a custodial parent or guardian of any student who is under 18 years of age, and not an emancipated individual, not later than 24 hours after the time that the student is determined to be missing in accordance with these procedures. Judson College is required, if a determination is made that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to the campus, to initiate the emergency contact procedures in accordance with the student's designation. Additionally, Judson College will notify the Marion Police Department (334-683-9071) not later than 24 hours after the time that a student is determined missing in accordance with these procedures.

As soon as a student is reported missing, all reasonable efforts will be made to locate the student and to determine her state of health and well-being. These efforts will be collaborative between the Vice President and Dean of Students, the Residence Life Staff, Campus Security, the missing student's family and friends, and other offices on campus as needed.

MISSING STUDENT NOTIFICATION PROCEDURES

- Any report of a missing student, from any source, should immediately be directed to the Office of the Vice President and Dean of Students (334-683-5108) on Monday through Fridays from 8:00 a.m. until 4:30 p.m., or to the Residence Hall Director (RD) of the student's residence hall, or the RD on Duty (1-800-3-JUDSON).
- The personnel contacted will **immediately** initiate an investigation to determine the validity of the missing person report without imposing a waiting period.
- Personnel should attempt to physically locate the student by
 - Calling the telephone number assigned to her room, and/or her cell phone
 - Entering the student's assigned room and talking with known associates for last sighting or additional contact information and ask residence life staff in the other residence halls to do the same if necessary
 - Contacting Security to search campus public locations to find the student (e.g., library, academic buildings, dining hall, chapel, gym, etc.)
 - Notifying the Vice President and Dean of Students, if this has not yet occurred
 - The Vice President and Dean of Students or a residence hall director will call the person(s) listed on the emergency contact form to see if they have knowledge of the student's location
 - Contacting academic or other departments on campus for information on last sightings or other contact information. The information technology department may be asked to look up network and email logs for last login and use of the Judson computer network. Additionally, attempts will be made to view the student's available social networking sites to help locate the student.
 - Reviewing card access logs or security cameras to determine last entry into campus buildings
 - Releasing vehicle registration information or issue a picture ID to assist in the location of the missing student
 - Contacting immediately the Marion Police Department (334-683-9071) for assistance if there is any indication of foul play at any time.
 - If attempts to locate the student are not successful for more than 24 hours, the Vice President and Dean of Students or her designee will contact the individual(s) identified by the student in her most current Emergency Contact Form, contact the custodial parent or legal guardian of the student if she is under 18 years of age and not an emancipated individual, or inform the Marion Police Department if these do not apply.