

 <b>Wharton County Junior College</b>	<b>ADMINISTRATIVE PROCEDURE MANUAL</b>	
<b>WCJC Title: Student Housing: Missing Students</b>	<b>Section F: Students</b>	<b>Page(s): 3</b>
<b>BASED ON BOARD OF TRUSTEES POLICY</b>		
<b>Policy Title: Student Housing</b>	<b>Policy: FG (Legal)</b>	
<b>Subtitle: None</b>	<b>Date Adopted: 08/01/2020</b>	

### **Purpose**

To establish missing residential student notification procedures.

### **Procedure**

- A. Students will be required to complete an Emergency Contact Card prior to moving into a residence hall. These Emergency Contact Cards will remain in the student housing file. Access to this information will be limited to authorized campus personnel, such as the Office of Campus Security and Public Safety, the Dean of Student Success, Campus Housing personnel, the Vice President of Instruction, the Vice President of Administrative Services, and the President.
- B. Students will be informed upon move-in that if a student is determined to be missing, their emergency contact and the local police will be notified.
- C. If any person believes that a student is missing, they are to notify the Office of Security and Public Safety immediately. The Office of Security and Public Safety will alert the Dean of Student Success of the report.
- D. The Dean of Student Success will initiate emergency contact procedures if Campus Security has been notified and makes a determination that a student is missing for more than 24 hours and has not returned to campus, or if a local law enforcement agency notifies WCJC that it has determined a student residing on campus to be missing.
  - a. If a student is under 18 years of age, and not an emancipated individual, WCJC is required to notify a custodial parent or guardian (in addition to any other contact person designated by the student) and the notification must occur not later than 24 hours after the student is determined to be missing.
  - b. Regardless of whether the student has named a confidential contact person,

WCJC will notify any appropriate local law enforcement agencies not later than 24 hours after the student is determined to be missing.

- E. Once a report is received and the Office of Campus Security and Public Safety determines the student to be missing, the following offices will be notified.
  - a. President
  - b. Vice President of Administrative Services
  - c. Vice President of Instruction
  - d. Vice President of Strategy, Enrollment Management, and Technology
  - e. Dean of Student Success
  - f. Office of Marketing and Communications
  
- F. Once a student is missing for more than 24 hours, the Office of Campus Security and Public Safety will contact the following:
  - a. The person confidentially identified by the student on the Emergency Contact Card;
  - b. The custodial parent or guardian, if the student is under 18 years of age and not emancipated; and
  - c. Appropriate law enforcement.
  
- G. Upon notification from any entity that any WCJC student may be missing, the President will be notified first and then WCJC will use any of the following resources to assist in locating the student. These resources may be used in any order and combination.
  - a. Office of Campus Security and Public Safety
  - b. Dean of Student Success
  - c. Vice President of Instruction
  - d. Vice President of Administrative Services
  - e. Vice President of Strategy, Enrollment Management, and Technology
  
- H. Any of these entities may be asked to assist in physically locating the student by accessing the student's assigned room and talking to known associates.
  - a. All listed in section G
  - b. Residence Life Supervisor
  - c. Director of Student Life
  
- I. All of the following actions may be taken in attempts to locate any WCJC missing student(s):
  - a. Office of Campus Security and Public Safety, or designee, can search public campus locations (library, academic buildings, etc.)
  - b. Office of Campus Security and Public Safety, or designee, may try to contact known friends, family, or faculty for last sightings or additional contact information.
  - c. Security access card logs may be checked to determine last use on campus.
  - d. Campus surveillance videos may be reviewed.

- e. Office of Campus Security and Public Safety may access vehicle registration information for vehicle location and distribution to local authorities.
  - f. WCJC may use its information technology resources to examine logs for the last login and use of WCJC systems.
- J. If there is any indication of foul play, all appropriate law enforcement will be immediately notified.
- K. Records regarding missing residential student notifications will be maintained in the Dean of Student Success office.

**Date Prepared:** 5/31/2023 (LM)

**Revised Date:**