



<b>Policy Name:</b>	Missing Persons					
<b>Section Number:</b>	4.05	<b>Section Title:</b>	Student Affairs			
<b>Policy Owner:</b>	Chief Student Affairs Officer		<b>Last updated:</b>	February 2020	<b>Reviewed:</b>	March 2020
<b>Status:</b>	Active		<b>Due for Review:</b>	March 2025		

## Policy

In compliance with the Missing Student Procedures of the Higher Education Opportunity Act of 2008, it is the policy of Jones County Junior College (Jones College) to investigate any report of a missing student who resides on-campus at JCJC. This policy and procedure outline establishes a framework for cooperation among members of the Jones College community aimed at locating and assisting students who are reported missing.

A student shall be deemed missing when they are reported absent from Jones College for more than 24 hours without any known reason. All reports of missing students shall be directed to Campus Police who will investigate the report and make a determination as to whether the student is missing in accordance with this policy.

Each student living on-campus has the option to register confidential contact information in the event that the student is determined to be missing for a period of more than 24 hours. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.

Each student over the age of 18 has the option of opting out of the Missing Student Policy through the signing of a waiver on the Missing Student Policy Form. If a missing student is under 18 years of age, and not an emancipated individual, Jones College is required to notify a custodial parent or guardian of the missing student not later than 24 hours after the determination by Campus Police that the student is missing. Campus Police may also notify the Ellisville Police Department and other law enforcement agencies no later than 24 hours after it determines that the student is missing, even if a student has not registered a contact person.

If Campus Police has been notified and makes a determination 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, Jones College will initiate the emergency contact procedures in accordance with the student's designation.

Student welfare and safety is paramount to the institution; however, Jones College recognizes and makes known its limitations in obtaining accurate and timely information on the whereabouts of students.

The Office of the Vice President of Student Affairs shall have the responsibility to make the provisions of this policy and the procedures set forth below available to students.

**Procedure Notification:**

- Any report of a missing student, from whatever source, should immediately be directed to Campus Police.
- When a student is reported missing, Campus Police shall:
  - a. Initiate an investigation to determine the validity of the missing person report;
  - b. Contact the Dean of Student Affairs;
  - c. Make a determination as to the status of the missing student
  - d. Notify Ellisville Police Department or other appropriate law enforcement agencies not later than 24 hours after determining that the student is missing.
- When contacted by Campus Police, the Dean of Student Affairs shall:
  - a. Notify the Director of Men's/Women's Housing, the Office of the Vice President of Student Affairs, and the President's Office.
  - b. If on investigation of the official report, Campus Police determines that the student is missing, the Dean of Student Affairs will notify the individual identified by the missing student as the emergency contact within 24 hours of making the determination that the student is missing.
  - c. If the missing student is under the age of 18, and not an emancipated individual, notify the student's custodial parent or guardian as contained in the records of the college within 24 hours of the determination that the student is missing.
  - d. The Dean of Student Affairs shall initiate whatever action he deems appropriate under the circumstances in the best interest of the missing student.

**Student Contact Information:**

Students residing on-campus shall be given the opportunity to identify and register a confidential contact person(s) to be notified in the case that the student is determined to be missing. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information. If a resident is under 18 years of age, and not an emancipated individual, the custodial parent or guardian must be the contact person. Students will complete the Contact Information Form when they move into campus housing. This form must be completed at the beginning of each semester. It is the responsibility of the student to update any changes to contact information.