

*Policy Series 5000*  
*Policy 5330*  
**Procedure 5330.6**

## **Missing Student**

In accordance with the Higher Education Reauthorization Act, NWCCD will actively investigate any report of a missing student who is enrolled at the District. Members of the District community should immediately report missing persons to Campus Life and Housing staff, or by calling the Campus Safety Line(s) at 307-675-0250 (SC & Johnson County) or 307-681-6051 (GC). Within the District, responsibility for investigation of missing person reports rests with Campus Life and Housing. There is no waiting period for reporting a missing person. Responding staff will carefully record and investigate the factual circumstances surrounding the disappearance in accordance with departmental processes.

Campus Life and Housing has established a Missing Student Emergency Contact list, where on-campus students may register a confidential emergency contact(s) to be notified in the event they are reported missing. The information is voluntary, but strongly encouraged. The information provided will be treated in a confidential manner and will only be used by District officials and local police to aid in locating a student who has been reported missing or where disclosure is legally required by a search warrant or subpoena. The information can be provided as part of the housing application process. Updates to the information can be done through Campus Life and Housing.

If Campus Life and Housing staff, after investigation, determines that an on-campus residential student has been missing for 24 hours, college officials will, within 24 hours after making such a determination, notify both the student's designated contact person and local law enforcement that the student is missing. Notice to others will be in compliance with applicable FERPA regulations.

Report of students missing from off-campus residences will be referred to the police department having jurisdiction over the student's local residence, if known, or the student's permanent residence if the local residence cannot be determined.

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