

Missing Student Policy

Missing Student Notification

- **Responsible Office(s):** Student Services, Dean of Students
- **Current Approved Version:** 11/02/2020
- **Policy Type:** Administrative

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Policy Statement and Purpose

The purpose of this policy is to establish procedures for the college's response to a report of missing students, as required by the Higher Education Opportunity Act of 2008. This policy applies to students who reside in on-campus housing.

Any person (student, faculty, or staff) believed to be missing from the campus unexpectedly shall be immediately reported to the Denmark Tech Department of Public Safety.

Denmark Tech Dept. of Public Safety
803.793.5173 or 803.824.9121

The Police Department is open 24 hours a day, 7 days a week and is in Building #022.

Who Should Know This Policy

All DTC employees (faculty, staff) and students are responsible for knowing this policy and familiarizing themselves with its contents and provisions.

Definitions:

Emancipated Adult

A person less than 18 years of age who has been declared by a court to be independent of their parents.

Missing Student

A student will be deemed to be missing when there has been no contact with the student, through regular or normal contacts, for more than 24 hours.

Student

A person enrolled in one or more courses at Denmark Technical College, including employees of Denmark Technical College.

Contacts

The Division of Student Services officially interprets this policy and is responsible for obtaining approval for any revisions as required by the policy *Creating and Maintaining Policies and Procedures* through the appropriate governance structures. Please direct policy questions to the Division of Student Services at **803.793.5242**.

Policy Specifics and Procedures

Missing Student Notification Contact

On-campus students have the option of identifying a person of their choice to be contacted in the specific case they are determined missing. The contact will be noted on their student housing contract filled out annually and on the Resident Emergency Contact Information sheet filled out when checking into the residence halls.

Students should be sure that this contact knows how to reach the student in case of emergency and have a general idea of the student's general daily routine and any travel plans. This person should be someone you trust to aid officers in determining your

whereabouts or verifying that further investigation and/or entry into national missing persons databases is warranted.

The person you designate, and their contact information shall be considered confidential, will be kept separately from the general emergency contact, and is only to be accessed by College officials after the student has been reported missing.

Any individual who believes a student may be missing should contact the DTCDPS. Upon receipt of a complaint, report, or expression of concern about a missing student, DTCDPS will:

Notification Procedures

- Attempt to contact the student through all reasonable and available means.
- Investigate the validity of the missing person report and manage the information according to established investigative standards.
- Notify the V.P. of Student Services, the Executive Vice President, and if the student resides in on-campus student housing, the Dean of Students and Residential Life to seek their aid in the investigation.
- Contact any other appropriate law enforcement agencies as necessary to further its investigation.

The responding DTCDPS officer(s) will establish whether the student has been physically on DTC property or in an area within the scope of the DTCDPS jurisdiction rather than in the jurisdiction of another law enforcement agency. If the student was last seen in another jurisdiction, the complainant shall be assisted in contacting the appropriate law enforcement department in order to file a report.

DTCDPS will intervene within 24 hours after regular contact with the student has ceased when:

- There is evidence of possible criminal activity in connection with the student's disappearance.

- The student, regardless of age, has a known or suspected physical/mental disability or condition or is otherwise compromised and there is thought to exist risk of an immediate danger to their safety or the safety of others.
- The student, regardless of age, is believed to be in the company, voluntarily or involuntarily, of another person under circumstances indicating that their physical safety is in danger; or
- The student possibly poses a threat of harm to self.

Missing Student Determination

If, within 24 hours of the missing student report, DTCDPS is unable to locate the missing student and the student is not known to have returned to College property or not otherwise located, DTCDPS will notify the appropriate College personnel (Division of Student Services and/or Residential Life and Housing) to take the following action(s):

- Notify the individual(s) the student has designated as their missing student contact and document the date and time of the notification.
- Notify the custodial parents or legal guardian if the missing student is under the age of 18 and not emancipated.
- Document the date and time of the notification.

When the missing student is located, DTCDPS and appropriate College personnel will contact the student to offer any appropriate support, as well as the emergency contacts and/or parents to confirm the student has been located. If the initial investigation is unsuccessful in locating the missing student, DTCDPS will continue to investigate according to established law enforcement procedures.

Notification of this policy must be referenced in the Annual Security and Fire Safety Report, www.denmarktech.edu.