

WENATCHEE VALLEY COLLEGE MISSING STUDENT NOTIFICATION POLICY AND PROCEDURE

A. SCOPE

This statement establishes the policy and procedures for the Wenatchee Valley College community regarding the reporting, investigation and required emergency notification when a residential student is deemed to be missing. While the scope of policy and procedure is directed primarily to residential students and the staffs of resident life and campus security, all members of the WVC community including students, faculty and staff share the responsibility of reporting to designated college officials when they believe that a student is missing.

B. POLICY STATEMENT

Wenatchee Valley College takes student safety very seriously. To this end, the following policy and procedure has been established to assist in locating WVC students living in college owned on-campus housing, who based on the facts and circumstances known to the college, are determined to be missing. This policy and procedure has been established as required by the [Higher Education Opportunity Act of 2008](#) (20 USC 1092 (j), Section 488).

C. DEFINITIONS

1. **Residential Student:** A student who resides in on-campus housing under a WVC licensing agreement and is currently enrolled at the college.
2. **Missing:** For purposes of this policy, a residential student is presumed missing if he or she is overdue in reaching home or campus for more than 24 hours past their expected arrival and a check of their residence supports that determination. A residential student may be considered missing if he or she is overdue in reaching home, campus or another specific location past their expected arrival, or any additional factors which lead college staff to believe he or she is missing, and a check of their residence supports that determination.

D. DESIGNATION OF EMERGENCY CONTACT BY RESIDENT STUDENTS

On an annual basis, each resident student, upon checking into his/her residence hall room, has the option to confidentially register an emergency contact ("missing person contact") for WVC to notify, within 24 hours, of when the student has been determined to be missing. The missing person contact information will be registered confidentially and will be accessible only to authorized college officials and will not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

The missing person contact may be in addition to the general purpose emergency contact provided during the residence hall check-in process or during the registration process.

If a missing person contact is not formally declared, the college will notify the general purpose emergency contact.

If a student is under age 18 and non-emancipated, the student's custodial parent or guardian (in addition to any designated missing person contact) will be notified in the event the student is deemed missing.

An emergency contact designation will remain in effect until changed or revoked by the student and will be retained with their housing contract information. Students may change or revoke their emergency contact information by submitting a new [emergency contact form](#) to the residence life coordinator.

E. OFFICIAL NOTIFICATION PROCEDURES FOR MISSING STUDENTS

Individuals who have reason to believe that a student is missing should immediately report their concerns to campus security. Campus security will engage appropriate residence hall and other college staff, including but not limited to, all resident hall advisors, resident life coordinator, and vice president of student development, in immediate efforts to locate the student. These efforts may include but are not limited to:

1. Contact the student via his or her telephone and/or email.
2. Check student's residence hall room, determine if student has been in class, determine if ID card has been used, and make a reasonable attempt to locate the student's vehicle (if any).
3. Check with roommates, friends, members of the residential community and others who may have relevant information

If these actions are unsuccessful in locating the student within 24 hours, or it is apparent immediately that the student may be endangered, the following will occur:

1. The college incident management team will be activated to manage the incident; a liaison will be designated to coordinate with law enforcement and the emergency contacts/parents or guardians as appropriate.
2. The college will contact the appropriate local law enforcement agency to report the student as a missing person and the local law enforcement agency will take charge of the investigation.
3. The vice president of student development or designee will notify the student's designated missing person contact, (for students 18 and over) or the parents/guardians (for students under the age of 18) that the student is believed to be missing.

If, in the course of this investigation, foul play is evident or strongly indicated or other compelling circumstances, law enforcement will be contacted immediately.

F. CAMPUS COMMUNICATIONS ABOUT MISSING STUDENTS

In cases involving missing persons, law enforcement personnel are trained to provide information to the media in a manner designed to elicit public assistance in the search for the missing person. Therefore, all communications regarding missing students will be handled by outside law enforcement authorities who may consult with WVC's Community Relations department. Inquiries to the college regarding missing students will be referred to the community relations department. Individuals with information about the missing student will be directed to incident management team liaison who will refer inquiries and information to law enforcement authorities.

Prior to providing the WVC community with any information about a missing student, the incident management team liaison will consult with community relations, student development and local law enforcement authorities to ensure that communications not only avoid hindering investigations but also that they comply with FERPA guidelines.

G. NOTIFICATION OF POLICY AND PROCEDURE

Notification of this policy and procedure will be made directly to all student residents in campus housing annually through its inclusion in Wenatchee Valley College's annual crime statistics report and through the residence hall registration process.