

Employee Questions/Comments
2180-Barton Community College Missing Student Procedure

Questions/Comments #1	
Questions/Comments	<p>Hello,</p> <p>Should position titles should be consistent throughout the document?</p> <ol style="list-style-type: none"> 2. If a college community member has reason to believe that a student is missing, they should immediately notify the Barton Campus Safety Office at 620-792-9217. In case of emergency, contact 911. The Campus Safety Office will generate a missing person report and initiate an investigation, utilizing other Barton personnel as needed. In addition, Campus Safety will report the missing person to the Vice President of Students and Director of Student Life. 3. During the course of the investigation, Campus Safety will determine if the student has been missing for more than 24 hours. In such a circumstance, Campus Safety will notify the local law enforcement agency. The Vice President or their designee will then notify the confidential contact identified by the student. If the student is under 18 years of age and is not emancipated, or failed to provide a confidential contact, the Vice President of Student Services or their designee will notify the student's parent or legal guardian. 4. The Campus Safety Office will contact local law enforcement no later than 24 hours of determining that a student is missing. The College may disclose the following information, in response to law enforcement request, to identify or locate a missing person: <ul style="list-style-type: none"> • Name and address • Date and place of birth • Social Security Number • A description of distinguishing physical characteristics such as height, weight, gender, race, hair and eye color, scars, tattoos, etc. • Vehicle registration information such as automobile make, model, and tag number 5. This procedure is available to all members of the campus community. Its availability will be through postings on the college website, emergency response plan manual, Student Life handouts/publications and published reports including the Annual Security and Fire Safety Report. <p style="text-align: right;">Amye Schneider</p>
Response(s)	<p>Thank you. I will make the following changes:</p> <ul style="list-style-type: none"> • Vice President of Student Services • Vice President of Student Services • Remains the same <p>Cathie Oshiro</p>

Questions/Comments #2	
Questions/Comments	<p>My comments on the procedure.</p>

3. During the course of the investigation, Campus Safety will determine if the student has been missing for more than 24 hours. In such a circumstance, Campus Safety will notify the local law enforcement agency. The Vice President or their designee will then notify the confidential contact identified by the student. If the student is under 18 years of age and is not emancipated, or failed to provide a confidential contact, the Vice President of Student Services or their designee will notify the student's parent or legal guardian.

(If the student failed to offer emergency contact info, will the college contact parents if they are 18 or older?)

4. The Campus Safety Office will contact local law enforcement no later than 24 hours of determining that a student is missing. The College may disclose the following information, in response to law enforcement request, to identify or locate a missing person:

- Name and address
- Date and place of birth
- Social Security Number
- A description of distinguishing physical characteristics such as height, weight, gender, race, hair and eye color, scars, tattoos, etc. (Both Sex and Gender should be reported)
- Vehicle registration information such as automobile make, model, and tag number

5. This procedure is available to all members of the campus community. Its availability will be through postings on the college website, emergency response plan manual, Student Life handouts/publications and published reports including the Annual Security and Fire Safety Report. (Is this statement saying that students who live off campus are eligible for the benefits of this procedure? They should be. My confusion is... would a student have to register their emergency contact info with Housing if they live off campus, or will the college utilize the emergency contact info in Banner for off-campus students? If they must register with housing, I believe that there will be very low compliance with that requirement).

Peter Solie

<p>Response(s)</p>	<p>3. During the course of the investigation, Campus Safety will determine if the student has been missing for more than 24 hours. In such a circumstance, Campus Safety will notify the local law enforcement agency. The Vice President or their designee will then notify the confidential contact identified by the student. If the student is under 18 years of age and is not emancipated, or failed to provide a confidential contact, the Vice President of Student Services or their designee will notify the student's parent or legal guardian.</p> <p>(If the student failed to offer emergency contact info, will the college contact parents if they are 18 or older?)</p> <p>Response: If the housing student is over 18 and they have designated either a "missing person" contact or an "emergency contact," we would notify that person in addition to law enforcement. Many students do not designate emergency or other contacts, but if they do and we believe the housing student may be missing, we will contact that person regardless of the student's age.</p> <p>4. The Campus Safety Office will contact local law enforcement no later than 24 hours of determining that a student is missing. The College may disclose the following information, in response to law enforcement request, to identify or locate a missing person:</p> <ul style="list-style-type: none"> • Name and address • Date and place of birth • Social Security Number • A description of distinguishing physical characteristics such as height, weight, gender, race, hair and eye color, scars, tattoos, etc. (Both Sex and Gender should be reported) • Vehicle registration information such as automobile make, model, and tag number <p>Response: the descriptor "Sex" will be added.</p> <p>5. This procedure is available to all members of the campus community. Its availability will be through postings on the college website, emergency response plan manual, Student Life handouts/publications and published reports including the Annual Security and Fire Safety Report. (Is this statement saying that students who live off campus are eligible for the benefits of this procedure? They should be. My confusion is... would a student have to register their emergency contact info with Housing if they live off campus, or will the college utilize the emergency contact info in Banner for off-campus students? If they must register with housing, I believe that there will be very low compliance with that requirement).</p> <p>Response: This procedure applies to students who reside in campus housing. If we were to elect to extend this, where would we then draw the line in terms of Barton populations? Only those who are 22 and younger? All ages? Only students taking classes on the Barton County Campus? Additionally, what would be our criteria to define what "missing" means for a student who does not live on our campus?</p> <p>Angie Maddy and Jonathan Dietz</p>
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