

## 2180 - Barton Community College Missing Student Procedure

In compliance with 20 U.S.C. 1092 (j) § 488 of the Higher Education Opportunity Act of 2008, any institution participating in a Title IV federal financial aid program that maintains on-campus housing facilities must establish a missing student notification procedure and related procedures.

This procedure establishes Barton's response to a report of a residential student who is potentially missing. This procedure applies to students who reside in on-campus housing.

For the purposes of this procedure, the following terms are defined as noted:

- "missing student" refers to any Barton student who resides in a facility owned or operated by the College and reported as missing from their residence for more than 24 hours
- "emergency contact" is the identification of an individual, often a parent or guardian, who the student indicates should be contacted in any emergency
  - At Barton, students residing on campus are required to provide an emergency contact.
- "confidential contact" is the identification of an individual who should be contacted in the specific case of a suspected missing person situation
  - At Barton, students residing on campus have the option of identifying a person of their choice to be contacted in the specific case they are reported missing. The contact will be noted on their student housing contract filled out annually, retained by Residence Life personnel and able to be accessed by Student Life, Safety and other authorized personnel.
  - 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 the student trusts to aid officers in determining the student's whereabouts, or verifying that further investigation and/or entry into national missing persons databases is warranted.
  - The person a student designates as their "confidential contact" shall be considered confidential, will be kept separately from the general "emergency contact," and is only to be accessed by Barton officials after the student has been reported missing.
  - In the event that no "confidential contact" is identified, the "emergency contact" will be notified.

For purposes of this policy, a student will be considered missing, if a roommate, classmate, faculty members, family member or other campus person have not seen the student in a reasonable amount of time. A reasonable amount of time may vary with the time of day and information available regarding the missing person's daily schedule, habits, punctuality, and reliability. Individuals will be considered missing immediately, if their absence has occurred under circumstances that are suspicious or cause concerns for their safety. If the initial report

that a person is missing is made to a department other than the Barton Campus Safety Department, the employee receiving the report will ensure that Campus Safety is contacted immediately.

Campus Safety Department  
620-792-9217

Campus Safety is open 24 hours a day, 7 days a week and is located in the Technical Building in Room T-154

In case of emergency, call 911.

Campus Safety will conduct an initial investigation to determine if the person appears to be missing, or has simply changed his/her routine unexpectedly, and whether or not there is a reason to believe the person is endangered. Campus Safety will check student's log in records, dining records, class schedules, interview fellow students, faculty and residence hall staff, and use other methods to determine the status of a missing person. From this initial investigation, the scope will continue to expand to make attempts to determine the location of the person reported missing to assure he/she is safe. As part of the investigation, Campus Safety will contact the confidential contact, if any. If a confidential contact is not identified, Campus Safety will contact the emergency contact.

Once a determination is made that a student living in on-campus housing is missing, the institution will notify local law enforcement of the situation within 24 hours. This statement addresses any missing student who lives in on-campus housing regardless of age or status, and regardless of whether he or she registered a confidential contact person. Campus Safety or the Vice President of Student Services would then notify the student's emergency contact, if notification has not already taken place.

Note for Students Under the Age of 18 and NOT Emancipated:

For any student under the age of 18 who is not emancipated, Barton must identify a custodial parent or guardian not later than 24 hours after the time the student is determined to be missing, in addition to notifying the emergency contact person designated by the student. For any situation in which a missing person is believed to be endangered, this notification will be made as early as possible while officers are continuing to investigate.

Additional Missing Residential Student Information

In regard to missing Persons reports, the information that is registered by the student will be confidential (assuming no FERPA release has been filed), and the information will only be accessible to authorized campus officials and it will not be disclosed, except to law enforcement personnel in the furtherance of a missing person investigation.

**In summary:**

- Upon receiving a report of a missing student, Campus Safety will begin an investigation. This will include contacting the student's confidential contact, if any.
- If during the course of their investigation, Campus Safety determines the student has been missing for more than 24 hours, Campus Safety will notify local law enforcement. The Vice President of Student Services will also notify the student's emergency contact.

\*This policy has been adapted from and used with permission by Southeastern Oklahoma State University.

**Contacts:** Director of Campus Safety, Director of Student Life

**Related Form(s):**

**Reference:** [20 U.S.C. 1092 \(j\) § 488 of the Higher Education Opportunity Act of 2008](#)

**Relevant Policy or Policies:** [1175-Campus Safety](#)

**Approved by:** President

**Date:** 10/19/21

**Revision(s):** 6/9/22 (minor revision)