Missing Student Policy and Procedure-Iowa Lakes Community College

Iowa Lakes Community College takes student safety very seriously. To this end, the following policy and procedure has been developed in order to assist in locating Iowa Lakes Community College student(s) 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 is in compliance with Section 488 of the Higher Education Act of 2008. Most missing person reports in the college environment result from a student changing his/her routine without informing his/her roommates and/or friends of the change. Anyone who believes a student to be missing should report their concern to the Campus Dean and/or Student Housing /Residence Life. Every report made to the campus will be followed up with an immediate investigation once a student has been missing for 24 hours.

Depending on the circumstances presented to College officials, parents of a missing student will be notified. In the event that parental notification is necessary, the Campus Dean or the Dean of Students will place the call. For students under 18 and not emancipated, the College will notify a parent/guardian in addition to any additional contact person designated by the student.

At the beginning of each academic year, residential students will be asked to provide, on a voluntary basis, emergency contact information in the event he/she is reported missing while enrolled at Iowa Lakes Community College. This emergency information will be kept in the Student Information System and will remain confidential.

GENERAL PROCEDURE:

1. The Iowa Lakes Community College administrator receiving the report will collect and document the following information at the time of the report:
   a. The name and relationship of the person making the report.
   b. The date, time and location the missing student was last seen.
   c. The general routine or habits of the suspected missing student (e.g. –visiting friends who live off-campus, working a job away from campus) including any recent changes in behavior or demeanor.
   d. The missing student’s cell phone number (if known by the reporter).

2. The Iowa Lakes administrator receiving the report will contact the President, the Campus Dean and the Dean of Students in order to update them on the situation and to receive additional consultation. They will determine if/when other members of the Cabinet and the Director of Marketing need to be contacted.

3. Upon notification from any entity that a student may be missing, Iowa Lakes may use any or all of the following resources to assist in locating the student.
   a. Call the student’s room,
   b. Go to the student’s residence hall room,
   c. Talk to the student’s RA, roommate, and dorm unit mates to see if anyone can confirm the missing student’s whereabouts and/or confirm the date,
time, and location the student was last seen.
d. Secure a current student ID or other photo of the student from a friend.
e. Call/text the student’s cell phone and call any other numbers on record.
f. Send the student an email.
g. Check all possible locations mentioned by the parties above including,
but not limited to, library, residence hall lounges, student commons,
fitness center, etc. The Housing Office may be asked to assist in order to expedite the
search process.
h. Contact or call any other on-campus or off-campus friends or contacts
that are made known. This could include checking a student’s social
networking sites such as MySpace, Facebook and Twitter.
i. Ascertain the student’s car make, model and license plate number. A
member of the Housing Office will also check College parking lots for the
presence of the student’s vehicle.

4. The Technology Staff may be asked to obtain email logs in order
to determine the last log in and/or access of the Iowa Lakes network.

5. Once all information is collected and documented and the Deans (or
designee) is consulted, Iowa Lakes staff may contact the local police to report the
information. (Note: If in the course of gathering information as described above, foul
play is evident or strongly indicated, the police can be contacted immediately.) If it is
necessary to contact the local or state authorities, police procedure and protocol will be
followed by the College.

August 2009
Revised 1/2012