



603 POLICY - Missing Student

603.1 Statement of Policy

Institutions of higher education are required to establish a missing student notification policy for students living on-campus. For students who are under the age of eighteen (18), Redlands Community College is required to notify a parent or guardian that the student is missing no later than twenty-four (24) hours after the student has been determined to be missing. Students over the age of eighteen (18) shall be given the option to opt out of the notification process. All students have the option of identifying an individual to be contacted if they are determined to be missing. Additionally, the appropriate law enforcement authority shall be notified no later than twenty-four (24) hours after a student is determined to be missing.

603.2 Related Procedures

The criteria and procedures to be followed in implementing this policy are published in the Procedures section of the Policies and Procedures Manual.

Adopted December 2010



603 PROCEDURE - Missing Student

603.2:1 Statement of Procedure

If a student who resides in campus housing is not seen or heard from within a 24-hour period, excluding weekends and holidays, the student will be determined to be missing. A report of such should be made to campus security and the staff person in charge of student housing by the individual who has knowledge of the student becoming missing. The Executive VP of Campus Administration and Finance, or his or her designee, will initiate, or direct the initiation of the necessary reporting and notifications procedures to parents/guardians and law enforcement authorities.

603.1:2 Notification Guidelines for Students Living on Campus

- A. Students will have the option of identifying an individual to be contacted within 24 hours after the time the student is determined to be missing. For students who do not identify a person to be contacted in the event they are missing, the appropriate law enforcement agencies will be notified.
- B. A notification form will be provided with the housing contract packet. The form should be completed and submitted with the housing contract.
- C. The College is required to notify a parent or guardian if the student who is missing is under 18 years of age.
- D. Students under 18 years of age who have sufficient, supporting documentation that they have severed ties with their parent or guardian may opt to provide an alternate person to be contacted in the event they are missing.
- E. Campus security will notify the Executive VP of Campus Administration and Finance, or his or her designee, once it has been determined that a student has been missing for more than 24 hours.
- F. The appropriate law enforcement agencies will be notified no later than 24 hours after a student is determined to be missing.

Adopted February 2011
Revised September 2018