

Title	: Missing Student Notification for Residential Students	
Number	:	5600.03
Approved	:	10/08/20
Reference	: U.S. Department of Education Handbook for Campus Safety and Security Reporting, 2016 Ed.; GCCCD 2070.01	

Purpose

In compliance with the Missing Student Notification Policy and Procedures (Section 488(i) of the Higher Education Opportunity Act of 2008), Eastern Arizona College (EAC or the College) has developed the following regulation to guide the efforts of College employees when they suspect and/or have determined a **residential student** is missing.

Definitions

Residential student: a student who has enrolled in Eastern Arizona College and is living in on-campus housing on the Thatcher, Arizona campus.

Missing residential student: a **residential student** whose location and/or status is unknown and is unable to be ascertained 24 hours **after** Eastern Arizona College Police has been notified.

Designated College employee or organization: College employees or organizations to which students, employees, or other individuals should report that a residential student may be missing include, but are not limited to:

1. Eastern Arizona College Campus Police (EACCP)
2. Director of Student Life
3. Resident Hall Head Resident and/or Resident Director
4. Dean of Students
5. Vice President of Academic and Student Affairs
6. Graham County Sheriff’s Office/TPD

Designated College Employee or Organization Responsibilities

If a non-law enforcement designated College employee or organization receives notification, or has other good reason to believe that a residential student may be missing, he/she shall **immediately**, in this order of priority:

1. Contact EACCP, who, in turn, initiates their department’s investigation procedures.
2. Notify the Director of Student Life.
3. Notify the Hall Head Resident and/or Resident Director.
4. Attempt to contact the residential student who is missing.
5. Notify the Dean of Students Office as soon as possible.
6. Notify the Vice President of Academic and Student Affairs.
7. Notify local law enforcement agencies.

College Responsibilities

Upon receipt of notification that a residential student’s whereabouts are unknown, EACCP initiates their department’s investigative procedures, as appropriate.

If EACCP is unable to locate the resident student within 24 hours of receipt of the initial notification:

1. A designated College employee notifies the residential student’s emergency contact(s).
 - a. Residential students provide confidential emergency contact information (e.g., name(s), phone number(s), email address(es) and mailing address(es) to the Residence Life staff upon checking into campus housing.
 - b. The residential student’s confidential contact information is accessible only to authorized College and law enforcement officials, as necessary. A student’s confidential contact information will be attached to the student’s housing record.



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2. If the resident student is under 18 years of age and not emancipated, a designated College employee must notify the resident student's custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to emergency contact(s) provided by student.

If non-law enforcement or designated College employees are able to contact the resident student, he/she shall:

1. Attempt to confirm the whereabouts and safety of the residential student.
2. Inform the residential student that EACCP will contact the resident student to verify his/her status.
3. Contact EACCP immediately to provide a status update on the residential student.

Other College Responsibilities

The College will:

1. Advise all resident students of the required notification procedures prior to checking into residence hall. Notification information is included in check-in material emailed to students prior to halls opening each semester.
2. Retain all non-law enforcement (Housing Office) and law enforcement (EACCP) records pertaining to a missing resident student report or investigation.

