

## **Central Arizona College**

### **Missing Person: Residence Life departmental procedure**

**Revised 12/3/18**

Central Arizona College (CAC) has established a missing person's procedure in accordance with federal and state regulations. This procedure applies to all CAC students who live in campus housing and have been determined to be missing.

Every CAC Residence Life student will annually identify a missing person contact. When students are informed of their requirement to provide a contact person, they will be advised that their contact information will be registered confidentially, and that this information will be accessible only to authorized campus officials and law enforcement. If a student is deemed missing the individual listed will be contacted within 24 hours. Students can update this information at any time through the Dean of Students Office.

In addition to a confidential missing person contact, if the Residence Life student is under 18 years of age and not an emancipated individual, the Dean of Student Life will notify a custodial parent or guardian no later than 24 hours after the time that the student is determined to be missing.

If reasonable suspicion exists that a student is lost, has medical issues, or suspected of being the victim of foul play, notification shall be made immediately to the Central Arizona College Police Department (CACPD). Furthermore, the missing person contact should be reached as soon as possible for notification and investigative purposes.

All missing students shall be reported to the Central Arizona College Police Department (CACPD). Any staff member receiving an initial report of a suspected missing person shall immediately notify the CACPD who will initiate an investigation and make the final determination of the action to take.

### **Notification Procedure**

Central Arizona College will follow the following notification procedure for a missing student who resides in on-campus housing.

1. All reports of missing students received by any staff members are to be referred immediately to the Central Arizona College Police Department (CACPD), regardless of the 24 hour requirement.
2. If Campus Police determines the student has been missing for more than 24 hours the Dean of Student Life will be contacted. The Dean will contact the missing person contact identified by the student and/or the custodial parent or legal guardian if the student is under the age of 18 and not emancipated.

3. The Dean of Student Life will notify the Vice President of Student Services of any missing student.
4. For all missing students, CACPD will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency is the entity that made the determination that the student is missing.

These requirements do not preclude implementing missing person procedures in less than 24 hours if circumstances warrant faster implementation.