MISSING STUDENT NOTIFICATION POLICY AND PROCEDURES

Effective August 14, 2008, the Higher Education Opportunity Act of 2008 requires any institution participating in a Title IV federal student financial aid program that maintains on-campus housing facilities to establish a missing student notification policy and related procedures (20 USC 1092 (j) Section 488 of the Higher Education Opportunity Act of 2008.)

Lane College cares deeply about the safety and well-being of everyone on its campus - every student, faculty member, staff member and/or visitor. The College considers the creation and maintenance of a safe and secure environment essential to a place where student-learning is encouraged and supported.

The purpose of this policy is to establish procedures to guide the College’s response to reports of missing resident students. Reports of commuter students may also be made to the Department of Security who can then notify and assist the appropriate law enforcement authority in an investigation of the missing student.

Lane College students who are eighteen (18) years of age or older or who are legally emancipated have the opportunity to identify an individual or individuals to be contacted by the Office of Student Affairs whenever circumstances indicate that the student may be missing or otherwise endangered. In the event the student is under eighteen (18) years of age and is not emancipated, the College is required to make any missing student notification to the custodial parent(s) or guardian(s).

Students residing on-campus will complete the Contact Information Form when they move into campus housing (Hamlett, Graves, Smith, Cleaves, Orchards, Edens, Alumni, Jennie E. Lane, and Harper Halls, Eastbrooke Complex and Cloverdale Apartments). This form must be completed at the beginning of each lease term. It is the responsibility of the student to update any changes to contact information.

Any reports of a missing student should be directed to the Department of Security in person or by telephone at 731.426.7645. An investigation into the circumstances surrounding the student being reported missing will be promptly initiated by the Department of Security and the Office of Student Affairs. Nothing herein shall prohibit the investigation of a report of a student missing before a specific amount of time has elapsed. Investigative steps may include, but are not limited to:

1. Calling the student’s personal cell phone on record.
2. Entering the student’s residence hall room.
3. Checking the daily and/or weekend curfew logs maintained by the residence hall.
4. Checking the student’s class schedule and visiting scheduled classes.
5. Contacting faculty members regarding class absences.
6. Contacting known friends, roommates, acquaintances, and place(s) of work, if any.
7. Checking vehicle registration records for vehicle information and searching the vicinity for registered vehicles.
Upon receipt of a credible report of a missing student, the Department of Security will notify the Jackson Police Department of the report of the missing student as soon as practicable. If a reportedly missing student is not located within twenty-four (24) hours of the initial report, the College is required by law to contact the Jackson Police Department. Nothing herein shall prohibit the prompt notification of the Jackson Police Department of a report of a student missing in fewer than twenty-four (24) hours.

Once the Department of Security and/or the Jackson Police Department has been notified and makes a determination that a student who is the subject of a missing person report is indeed missing, the Vice President for Student Affairs or her designee shall initiate the emergency contact procedure using the student’s designated emergency contacts.

Following notification of the Jackson Police Department, the College will cooperate in the investigation and offer assistance necessary to locate the missing student.