

Georgia College & State University

Missing Student Policy and Procedures

Policy Statement – (From Board of GCSU Public Safety Policy Manual)

Students will be informed each academic year that each student, age 18 or above, has the option to identify a person designated as a confidential contact to be contacted by GCSU no later than twenty-four (24) hours after the time the student is determined to be missing. The confidential contact may be a person designated by the student in addition to the emergency contact listed with the Office of Registrar. Students who are under age eighteen (18) and are not emancipated will be informed each academic year that the institution is required to notify the custodial parent not later than twenty-four (24) hours after the time the student is determined to be missing.

Reason for Policy

Georgia College & State University is required by Federal Law to have a policy in place to assist with required emergency contact notifications within twenty-four (24) hours after the time a student is deemed to be missing.

Entities Affected By This Policy

All students who reside in University Housing at GCSU.

Contacts

Contact	Phone	e-mail/URL
Director of Public Safety	478-445-5800	dave.grosecolse@gcsu.edu
VP Student Affairs	478-445-6169	bruce.harshbarger@gcsu.edu
Executive Director of University Housing	478-445-5160	larry.christenson@gcsu.edu
Legal Affairs General Counselor	478-445-2037	marc.cardinalli@gcsu.edu

Website Address for This Policy

<http://www.gcsu.edu/publicsafety/annualreport.htm>

Related Documents/Resources

None

Definitions

These definitions apply to these terms as they are used in this policy:

Overview

The policy is intended to inform GCSU students each academic year that each student, age 18 or above, has the option to identify a person designated as a confidential contact to be contacted by GCSU no later than twenty-four (24) hours after the time the student is determined to be missing. The confidential contact may be a person designated by the student in addition to the emergency contact listed with the Office of Registrar.

Responsibilities

The responsibilities each party has in connection with the Missing Student Policy are:

Party	Responsibility
Vice President for Student Affairs	Provide Confidential Contact Form upon request by student.
Executive Director of University Housing	Provide Confidential Contact Form upon request by student.
GCSU Public Safety	Policy and procedure implementation.

Forms

Confidential Contact Form

Appendices

Appendix A. Georgia College & State University Confidential Contact Form

(End, GCSU Public Safety Policy)

Supporting Documents

Missing Student Notification Procedures

Georgia College & State University

Missing Student Procedures

Purpose:

To provide a plan to inform Georgia College & State University (GCSU) students who reside in University Housing about our policy governing required notifications within twenty-four (24) hours after the time a student is deemed to be missing.

This plan is a good faith effort to comply with the August 14, 2008 Higher Education Opportunity Act, Section 485 (j) until specific guidelines or requirements are published by the U.S. Department of Education.

Notification will be given via information provided in the Annual Public Safety Report which provides information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Security Crime Statistics Act. The annual report is published on the GCSU Department of Public Safety's website at <http://www.gcsu.edu/publicsafety/annualreport.htm>.

Policy:

Students will be informed each academic year that each student, age 18 or above, has the option to identify a person designated as a confidential contact to be contacted by GCSU no later than twenty-four (24) hours after the time the student is determined to be missing. The confidential contact may be a person designated by the student in addition to the emergency contact listed with the Office of Registrar. Students who are under age eighteen (18) and are not emancipated will be informed each academic year that the institution is required to notify the custodial parent not later than twenty-four (24) hours after the time the student is determined to be missing.

Procedures:

Registration Procedures

A student may register such confidential contact information during the first two weeks of each semester by filing a Confidential Contact Registration Form (see Appendix A) available at the Office of Student Affairs and/or University Housing.

Each student who files a confidential contact registration form is solely responsible for the accuracy of the contact information and the updating of information should the confidential contact person and/or number change. A student may update information by filing a new form with the Office of Student Affairs and/or University Housing.

Students will be informed that Georgia College & State University officials will notify GCSU Department of Public Safety no later than 24-hours after the time the student is determined to be missing.

Missing Person Definition

A student is determined to be missing when a report comes to the attention of a GCSU official and GCSU Department of Public Safety determines the report to be credible. Circumstances may include, but are not limited to establishing that:

- a) a student is out of contact after reasonable efforts to reach that student by phone calls, emails, and/or in-person attempts to establish contact;
- b) circumstances indicate an act of criminality involved, even lacking twenty-four (24) hours in time;
- c) circumstances indicate that a student may be in danger, even lacking twenty-four (24) hours in time;
- d) circumstances become known that medicine dependence may threaten life or health, even lacking twenty-four (24) hours in time
- e) existence of a physical / mental disability indicates that the student's physical safety is in danger, even lacking twenty-four (24) hours in time.

Missing Person Procedures

Any official missing persons report relating to such student requires that the GCSU Department of Public Safety must be notified immediately to investigate and make a determination that a student who is the subject of a missing report has been missing for more than 24 hours and has not returned to campus.

During the investigation, the following information should be established and documented in a Police Incident report:

- Name and location / contact information of the person reporting the missing student
- Name / vital information of the student reported to be out of contact
- Nature of the circumstances supporting the determination that the student is out of contact (time /date last seen or in contact with)
- Avenues to establish that the student remains out of contact (failure to respond to phone, email and in-person attempts to contact by a Georgia College & State University official; parental notice or notice from reporting person outside the University; establishment of lapse of time of class attendance, lapse in affiliation with roommates and friends, or use of Georgia College & State University facilities / services; concern of incident of criminality or safety, etc.)
- Dates and times of notifications made

The Executive Director of University Housing (if the incident occurs within University Housing) and the VP of Student Affairs will be informed by the GCSU Department of Public Safety after the officer's initial attempt to contact the student does not successfully establish contact or leads to information that results in actual contact being made with the student. In no circumstances should the notification to the VP of Student Affairs after an initial report to GCSU Department of Public Safety exceed twenty-four (24) hours in time. During business hours, the VP of Student Affairs may also involve other GCSU faculty, staff or administrators to assist in establishing contact or avenues to pursue contact. The VP of Student Affairs will be notified by GCSU Department of Public Safety as the investigation of the incident progresses.

The emergency contact listed with the Office of the Registrar as well as any confidential contact listed with the Office of Student Affairs will be notified as part of the investigation in attempting to establish contact with the student reported missing. In the case of a student under the age of eighteen (18) and not emancipated, the contact will be with the custodial parent. The contact will be initiated by the GCSU Department of Public Safety.

Related Policies:

None

Forms:

Confidential Contact Registration Form (See Below)

Contacts:

David Groseclose; dave.groseclose@gcsu.edu

Date Last Updated:

9/9/2010

Appendix A



Georgia College & State University
Missing Student Policy

Confidential Contact Registration Form

Please print legibly. The confidential contact information is intended to be utilized as a contact person to be notified by GCSU no later than twenty-four (24) hours after the time a student, age 18 or older, so designating the person, is determined to be missing. The confidential contact is a person designated in addition to the emergency contact listed with the Registrar's office. The emergency contact person, supplied upon enrollment to GCSU, may also be contacted by GCSU. For students who are below age 18 and not emancipated, the custodial parent will be notified.

_____ New Information _____ Updated / Corrected Information

Name of Student: _____

Residence Address: _____

Phone or Cell: _____

Person designated as Confidential Contact: _____

Contact number(s): (Home) _____

(Cell) _____

(Alt.) _____

*(Please confirm that these are valid numbers.)

I understand that the information supplied above is to be utilized in case it is established that I am a missing student, and that the contact information may be utilized in establishing that circumstances support a missing persons report. I understand I am solely responsible for the accuracy of the information of my confidential contact and for updating this information as needed.

NOTE: You are encouraged to notify the person that you have identified as your confidential contact that you have provided us their contact information and that they will be contacted should you be reported missing.

Signed: _____ Date: _____