

## **Missing Person Notification Policy**

Approved July 2010

This policy contains the official notification procedures of Claremont McKenna College (The "College") for missing students who reside in campus housing, in accordance with the requirements of the Higher Education Opportunity Act of 2008, Section 488(j).

### **Confidential Contact**

Students who reside in on-campus housing are encouraged to identify an individual to be their missing person emergency contact and to confidentially register that person's contact information with the Dean of Students Office and the Department of Campus Safety. Should the student not formally declare a separate missing person contact, the emergency contact on record will be notified. Students may update their missing person contact and their emergency contact information at any time by notifying the Dean of Students Office.

This information will not be disclosed except to law enforcement personnel in furtherance of a missing person investigation or as required by law.

### **Investigation**

If any member of the Claremont McKenna College community has reason to believe that a student may be missing he or she should immediately notify the Dean of Students Office at 909-621-8114 (Monday-Friday, 8:00 am to 5:00 pm) or the Department of Campus Safety at 909-607-2000.

The College will initiate an investigation into any report of a missing person as soon as this information is received by the College or the Department of Campus Safety. If a student is determined to have been missing for twenty-four (24) hours, the College and/or Department of Campus Safety will notify the appropriate law enforcement agency and initiate the notification procedures as set forth in this policy.

### **Notification Procedures**

A student's missing person contact will be notified by a member of the Dean of Students Office no later than twenty-four (24) hours after the time that the student is determined to be missing. If the student is under the age of 18 and not emancipated, the student's parents or legal guardian, in addition to the student's missing person contact, are required to be contacted. Appropriate law enforcement agencies will also be notified.