

CENTRAL TEXAS COLLEGE

Housing Policy

Reporting Procedures for Missing Residential Students

I. PURPOSE

The purpose of this Policy is to establish coordinated procedures for the Central Texas College District's ("CTCD") response to missing residential students, as required by the Higher Education Opportunity Act ("HEOA").

This policy applies to all students who reside within any CTCD owned or operated housing.

II. POLICY

A. Designation of Emergency Contact Information

1. Residential students age 18 and above and emancipated minors will be given the opportunity upon moving into on-campus housing, to confidentially designate individual[s] to immediately be contacted by the college, and within 24 hours after the time the student is determined to be missing, in accordance with the procedures set forth below. Designations will remain in effect until changed or rescinded by the student. See Form A attached hereto.
2. Non-emancipated residential students under 18 years of age shall designate their custodial parent[s] or guardian as the emergency contact. CTCD is required to notify the custodial parent or guardian within 24 hours of determination that a non-emancipated residential minor student is missing. Determination that a student is missing will be made in accordance with the procedures set forth below. Designations will remain in effect until changed or rescinded by the student. See Form A attached hereto.
3. Students are responsible for updating all such emergency contact information.
4. The CTCD Housing Manager and the Manager of Morton Hall shall confidentially maintain emergency contact information for all on-campus residential students who are under 18 years of age and not emancipated, or who are over 18 years of age and choose to participate in the program. CTCD Housing Manager and the Manager of Morton Hall and shall be aware of and comply with the requirements of the procedures for reporting missing residential students as required in the HEOA.

B. Designation of Missing Person

For purposes of this policy, a student may be considered to be a “*missing person*” if:

1. the student’s absence is contrary to his/her usual pattern of behavior; or
2. some unusual or unexplained circumstance may have caused the absence, including, but is not limited to:
 - a. suspicion that the missing person may be the victim of foul play;
 - b. past expression of suicidal thoughts;
 - c. history of drug dependency;
 - d. has been with or is acquainted with persons who may endanger the student’s welfare; or
 - e. other circumstances which reasonably lead to a belief that a student is missing.

C. Official Notification Procedures for Missing Residential Students

1. Any individual on campus having information that a residential student may be missing, should immediately notify the Campus Police 254-526-1427/1200, or Director of Student Life Activities at 254-526-1259/1258 or the Housing Coordinator at 254-526-1167, who are responsible for immediately contacting Campus Police.
2. The Campus Police will immediately investigate and gather all essential information about the residential student from the reporting person and from the student’s acquaintances. The CTCAD Administration shall be notified immediately and appropriate campus staff will be contacted to aid in the initial investigation and search for the student.
3. If the above actions are unsuccessful in locating the residential student or it is immediately apparent that the student is actually missing (e.g., witnessed abduction, signs of foul play), the Campus Police will initiate a missing person report and take charge of the investigation
4. The Campus Police, Director of Business Services, or the Director of Student Life Activities will notify the designated emergency contact person (for students 18 and over) or the custodial parent/guardian (for students under the age of 18) that the student is believed to be missing. Notification to the emergency person shall take place no later than 24 hours following the designation that the student is a “missing person”.

D. Student Emergency Contact Information

Student Emergency Contact Information shall be held confidentially by CTCAD and treated as a school record protected under FERPA and shall be accessible for

business purposes by authorized CTCD officials who may release such information to Campus Police and/or local law enforcement in furtherance of a missing person investigation.

E. Student Notification of this Policy

Students shall be notified of this policy via

- A full copy of this policy and Form A given to each student when their housing application is approved;
- Discussion at beginning semester housing meetings to include written notification as to where to obtain copies of the policy;
- Included in the CTCD Married Student Housing and Morton Hall Student Handbooks;
- A full copy of this policy on the CTCD website Housing link.

FORM A – Minor Resident REQUIRED
CENTRAL TEXAS COLLEGE DISTRICT
Housing Policy - Reporting Procedures for Missing Residential Students

CONFIDENTIAL CONTACT REGISTRATION FORM

I/We am/are the parent/legal guardian of a non-emancipated minor who will reside in Central Texas College District ("CTCD") student housing ("Parent/Guardian"). I/We understand that the information supplied on this form is to be utilized for the purpose of effectuating investigation concerns that Student is a missing person.

I/We expressly give my/our permission for this contact information to be released by CTCD officials to Campus Police and other law enforcement agencies for the purpose of investigation whether Student may be missing and to effectuate a missing person's report or investigation as needed.

PRINT LEGIBLY

Student:

Name of Student: _____

Campus Housing Address: _____

Student cell phone, other phone numbers & e-mail address: _____

Emergency Contact[s]:

Each Parent's/Guardian's Name: _____

Contact numbers – cell, home, & work (Please confirm each number is valid):

E-mail address: _____

I understand that I am solely responsible for the accuracy of the information contained herein and for updating this information as needed.

Signed: _____ Date: _____

Signed: _____ Date: _____

For CTCD Housing Office Only: [] New Information [] Updated Information

FORM A - OPTIONAL
CENTRAL TEXAS COLLEGE DISTRICT
Housing Policy - Reporting Procedures for Missing Residential Students

CONFIDENTIAL CONTACT REGISTRATION FORM

I as a resident of Central Texas College District ("CTCD") student housing, understand that the information supplied on this form is to be utilized for the purpose of effectuating investigation concerns that I am a missing person. I understand that the information contained on this form may be used in addition to the emergency contact information I supplied on my CTCD enrollment application. **I expressly give my permission for this contact information to be released by CTCD officials to Campus Police and other law enforcement agencies for the purpose of investigation whether I may be missing and to effectuate a missing person's report and missing person investigation as needed.**

PRINT LEGIBLY

Student:

Name of Student: _____

Campus Housing Address: _____

Student cell phone, other phone numbers & e-mail address: _____

Emergency Contact[s]:

Name: _____

Contact numbers – cell, home, & work (Please confirm each number is valid):

E-mail address: _____

I understand that I am solely responsible for the accuracy of the information contained herein and for updating this information as needed.

Student Signature: _____ Date: _____

Student declines to give permission for the emergency contact information to be released for this purpose.

Student Signature: _____ Date: _____

For CTCD Housing Office Only: [] New Information [] Updated Information