

GCCC Policy Add Template

Category: Student Services

Division:

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Policy Title: Missing Student Policy

Policy Statement: A missing student is defined as any Garden City Community College student who resides in a facility owned or operated by Garden City Community College and who is reported as missing from his/her residence hall room/apartment.

Procedures: If any member of the Garden City Community College community has reason to believe that a student is missing, he/she should immediately notify the GCCC Campus Police office and/or the Residential Life Director. All possible efforts will be made to locate the student and to determine his/her state of health and well-being through collaboration of the Campus Police Office, Vice President for Student Services and Athletics, and the missing student's family and friends. A missing student should be reported as soon as possible to the GCCC Campus Police Office and/or the Residential Life Director. Once a missing student is reported, GCCC Campus Police will work in conjunction with the Vice President for Student Services and Athletics and the Residential Life office to ascertain as much information as possible. The procedures that will be followed will include, but are not limited to the following:

- Collection of Information
 - The identity of the student
 - The person reporting the incident
 - The relationship of the person reporting
 - The circumstances that caused the reporting person to file the report
- GCCC Campus Police will contact the following:
 - The student's roommate
 - The student's friends
 - The student's advisor/coach/work study supervisor
 - The student's emergency information as stated on the student's housing information
- If the student is not located within 24 hours of the first report, appropriate family members, associates, or a college official will file a report to the law enforcement agency which has jurisdiction. If the missing student is under the age of 18 and is not an emancipated individual, the GCCC Campus Police Office will notify the student's parent or legal guardian immediately after it has been determined that the student has been missing for more than 24 hours. The GCCC Campus Police Office will cooperate with, aid, and assist the primary investigative agency in all ways prescribed by law.

All residential life students must identify and list confidentially an individual to be contacted by GCCC in the event a student is determined to be missing for more than 24 hours. This individual will be notified no later than 24 hours after the student is determined to be missing.

Contacts:

GCCC Police Department - 620-272-6828

Residential Life Office – 620-276-9516 or 620-276-9642

Approved Date: 10/1/2009

Policy History: [Click here to enter text.](#)

Keywords: missing student

Related Form: [Click here to enter text.](#)