

## **Tohono O’odham Community College Missing Student Policy**

This policy establishes the procedures for TOCC’s obligation to respond to reports of missing students who are living on the TOCC campus.

### ***Missing Student Definition and The 24-Hour Rule***

The Missing Student policy only applies to students who live in on-campus student housing. A Missing Student is one who has been missing for at least 24 hours. If there is reason to believe that a student is missing prior to 24 hours, notification procedures may be initiated.

It is the student’s responsibility to inform the Residence Life Director if planning to be away from the campus overnight, except for scheduled travel and vacations.

### ***Process***

1. The following individuals and agencies must be notified that a student is missing. The first person on the list is to be contacted first, and will inform the next person.
  - The Residence Life Director (520) 383-0012
  - The Vice President of Student Services (520) 383-0044 or (520) 360-6094
  - The TOCC President (520) 383-0010
  - Tohono O’odham Police Department (520) 383-3276
2. If a TOCC Security staff member is contacted about a missing student, he or she must immediately report to the Residence Life Director, or if not available to the individual(s) listed next on the list.
3. The missing student report must be provided to the Tohono O’odham Police Department unless TOPD made the initial determination that the student is missing.
4. Students may identify a contact person or persons to be notified within 24 hours of determination by the TOPD that the student is missing. The contact person information is maintained in the student file maintained for students in campus housing by the Residence Life Director. This person may be the same or different from a general emergency contact person. The student shall be provided with the option on the Application for on-campus residency.
5. Students will be advised that this contact information will be confidential, and only provided to authorized campus officials and provided to TOPD only for a missing persons investigation. The reports are maintained by the Vice President of Student Services in a locked file cabinet.

6. If a student is living on campus and is under age 18 a custodial parent or guardian must be notified within 24 hours of determination that the student is missing. A contact person identified by the student specifically for missing student purposes must also be notified.

### ***Procedures***

Any individual who has information that a student living on the TOCC Campus may be a Missing Student must inform the TOCC Director of Residence Life immediately on receiving such information. The Director of Residence Life will inform the Vice President of Student Services who in turn will inform the TOCC President. The Director of Residence Life and other appropriate individuals designated by the Vice President and/or President will investigate the information and make a determination as to whether the student is missing. TOCC Security and other appropriate personnel will be notified and assist in searching for and obtaining information about the missing student. If the information gathered indicates, or if it is apparent through a witness that the student is missing, the student will be declared a Missing Student.

If a determination is made that the student is missing the TOPD will be informed within 24 hours of such determination by the point person assigned by the TOCC President and will serve as the liaison with the TOPD and assist with the investigation as requested.

Within 24 hours after determination that a student is missing the Director of Residence Life or a designee will notify the Emergency Contact if the student has designated one. If the student is under age 21 TOCC reserves the right to notify the parents or guardians.