

Abraham Baldwin Agricultural College Missing Student Notification Policy and Missing Student Procedures

Purpose:

To provide a plan to inform ABAC students who reside in ABAC Place and ABAC Lakeside; a 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.

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 Abraham Baldwin Agricultural College not 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 the emergency contact listed with the ABAC Housing. 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.

A student may register such confidential contact information:

- by filing a form provided by the Office of the Dean of Students located in the John Hunt Town Hall.

Each student who files a confidential contact registration form is solely responsible for the accuracy of the contact phone number and for update 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 the Dean of Students.

Students will be informed that ABAC will notify the appropriate law enforcement agency not later than 24-hours after the time the student is determined to be missing.

Missing Person Procedures:

A student is determined to be missing when a report comes to the attention of ABAC Police and they determine 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 physical safety is 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.

Any official missing persons report relating to such student requires that the ABAC Police Department be notified immediately to investigate and make a determination that a student who is 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 an ABAC official; parental notice or notice from reporting person outside the college; establishment of lapse of time of class attendance, lapse in affiliation with roommates and friends, or use of ABAC facilities / services; concern of incident of criminality or safety, etc.)
- Dates and times of notifications made

The Dean of Students and the VP of Student Affairs will be informed by the ABAC Police Department after the officer's initial attempt to contact the student does not successfully establish contact or lead to information that results in actual contact being made with the student. During business hours, the VP of Student Affairs and Dean of Students may also involve other ABAC faculty, staff or Administrators to assist in establishing contact or avenues to pursue contact. The VP of Student Affairs and Dean of Students will be notified by College Police 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 Dean of Students 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 ABAC Police Department.