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|------------------|-------------------------------------|-------------------------------|-------------------------------------|
| Policy Change | <input type="checkbox"/> | Subject Matter Area Review | <input checked="" type="checkbox"/> |
| Procedure Change | <input type="checkbox"/> | Constituency Group Review | <input checked="" type="checkbox"/> |
| New Policy | <input checked="" type="checkbox"/> | District Council | <input type="checkbox"/> |
| New Procedure | <input checked="" type="checkbox"/> | Board 1 st Reading | <input type="checkbox"/> |
| | | Board 2 nd Reading | <input type="checkbox"/> |

KEY:
BOLD= new language
~~strikethrough=~~ delete language

Comments:
 Campus Safety/Security may want to include a Missing Student Confidential Contact Registration Form in relation to the Procedure. Compliance will inform Policy Committee in December.

Referred to:

Edited:
 11/18/15

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Policy

3503 Missing Student Notification

The Chancellor shall enact procedures as appropriate and permitted by law regarding notification and reporting of missing students who reside in on-campus housing facilities.

References:

[34 Code of Federal Regulations Section 668.46\(h\)](#)

Adopted:

Last Reviewed:

Administrative Procedure

3503 Missing Student Notification

If a member of the campus community has reason to believe that a student who resides in on-campus housing is missing, he/she should immediately notify:

Modesto Junior College: Campus Safety at (209) 575-6351 and the Agriculture Student Intern Supervisor, Agriculture Operations Manager and Agriculture Dean;

Columbia College: Campus Security at (209) 588-5167

Provide details regarding where the student was last seen, what s/he was wearing, who s/he was with, and when s/he was last seen.

In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by the college in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, the college will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a Missing Student Confidential Contact can do so by completing the Missing Student Contact Registration form available as follows:

Modesto Junior College: Located at Campus Safety on either campus or in the Agriculture Intern Program Orientation Packet

Columbia College: Located at Campus Security or Dean of Student Services Office

A student’s confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation. The Missing Student Contact Registration form will be used specifically for the purpose of identifying an emergency contact in the event the student is missing. To protect confidentiality, general emergency contact information and missing student contact information must be kept separate, even if the student has registered the same person for both purposes.

After investigating a missing person report, should the college determine that the student has been missing for 24 hours, the college will notify Modesto Police Department for MJC or Tuolumne County Sheriff for Columbia College unless local law enforcement was the agency that determined the student was missing, and the student’s emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, the college will notify the student’s parent or legal guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student.

References:

[34 Code of Federal Regulations Section 668.46\(h\)](#)

Procedure Last Revised:

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Last Reviewed: