

PUBLIC SAFETY POLICY AND PROCEDURE

Missing Student-CLERY Compliance 2012

1. **Missing Student Policy Statement.** The purpose of this Missing Student Policy is to promote the safety and welfare of the members of the Lane Community College (“LCC”) community through compliance with the requirements of the Higher Education Opportunity Act of 2008 (“HEOA”). In accordance with the provisions of the HEOA, this policy establishes the LCC protocol and notification procedures for students who reside in LCC on-campus housing who are determined to be missing.

2. **Defintions.**

2.1. On-Campus Housing. LCC on-campus housing is the LCC student housing facility “Titan Court.”

2.2. Missing Student. For purposes of this Policy, a student who resides in Titan Court is a missing student when the LCC Public Safety Department (“LCC PSD”) or other law enforcement agency determines that a student has been missing for more than 24 hours and circumstances warrant declaring the student missing. Such circumstances may include, but are not limited to: (a) whether the student’s absence is contrary to their usual pattern of behavior; (b) whether suspicious or unusual circumstances may have caused the student’s absence; and (c) whether the reported missing student information is credible.

3. **Policy: Missing Students.**

3.1. Reporting Missing Students. If any member of the LCC community has reason to believe that a student who resides in on-campus housing is missing, or receives a report that a student who resides in on-campus housing is missing, that individual shall immediately contact LCC PSD and provide such report. Individuals who have reason to believe that a student is missing, or receive a missing student report, do not need to wait to determine that a student has been missing for 24 hours before providing a report to LCC PSD and should not delay in reporting the missing student to LCC PSD.

3.2. Missing Students Should Be Reported to LCC PSD.

Phone: (541) 463-4949 or (541) 463-5558
Address: 4000 East 30th Avenue
 Building 13, Room 107
 Eugene, OR 97405
 www2.lanecc.edu/psd/public-safety-department

3.3. Missing Student Protocol. Nothing in this Missing Student Policy is intended to preclude LCC PSD from making the determination that a student is missing before such student has been missing for 24 hours or from initiating notification procedures as soon as LCC PSD determines that such student is missing.

3.4. Investigation. When the LCC PSD receives a missing student report, LCC PSD will assess the report and conduct a subsequent investigation which may include, but may not be limited to: (a) a cursory inspection of the resident's living area in accordance with applicable law; and (b) attempt to contact the missing student and interviewing individuals who may have associated with the missing student, including on-campus housing residents, friends, witnesses, and/or any person who may have information regarding the missing student. LCC PSD may advise housing staff and the missing student's roommate(s), if any, to alert LCC PSD should the student return to Titan Court.

3.5. Notification. If an on-campus student resident is determined to be missing, LCC PSD will:

- (a) if the student has designated a contact person, notify that contact person within 24 hours that the student is missing;
- (b) if the student is under 18 years of age and is not emancipated, notify the student's custodial parent or guardian and any other designated contact person within 24 hours that the student is missing; and
- (c) regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, inform the local law enforcement agency that has jurisdiction in the area (Eugene Police Department) within 24 hours that the student is missing.

4. Identification of a Confidential Contact Person.

4.1. LCC and/or the management of Titan Court will provide student residents of Titan Court with the option of identifying a confidential contact person or persons who would be notified by LCC PSD, or a local law enforcement agency, within 24 hours of the determination that such student is missing. The contact information provided will be registered confidentially, and will be accessible only to authorized campus officials. The confidential contact information will not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

4.2. Students Who Are Under the Age of 18 and Are Not Emancipated. If a student residing in on-campus housing and is under the age of 18 and is not emancipated, LCC PSD must notify a custodial parent or guardian within 24 hours of the

determination that the student is missing, in addition to notifying any additional contact person designated by the student.

5. **Notification of Local Law Enforcement.** LCC PSD is required to notify local law enforcement within 24 hours of the determination that a student residing in on-campus housing is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.