



PALAU COMMUNITY COLLEGE MISSING STUDENT POLICY & PROCEDURE

Palau Community College takes student safety very seriously. To this end, the following policy and procedure has been developed in order to assist in locating PCC student(s) living in or on-campus housing, which based on the facts and circumstances known to the College are determined to be missing. This policy is a requirement by the Clery Act, Higher Education Act, and the U.S. Department of Education Regulations.

Anyone who believes a student to be missing should report their concern to the Dean of Students or Director of Student Life. Every report made to the campus will be followed up with an immediate investigation once a student has been missing for 24 hours. Depending on the circumstances presented to the Dean of Students or Director of Student Life, parents and/or guardians of missing student(s) will be notified. In the event that parental notification is necessary, the Dean of Student or Director of Student Life will place the call.

At the beginning of each academic year, on-campus students will be asked to provide emergency contact information in the event she/he is reported missing while enrolled at PCC. This emergency information will be kept in the office of Student Services and will be updated annually.

General Procedure:

1. The Dean of Students or Director of Student Life receiving the report will collect and document the following information at the time of the report:
 - a. The name and relationship of the person making the report.
 - b. The date, time, and location the missing student was last seen.
 - c. The general routine or habits of the suspected missing student (e.g. - working a job away from campus, visiting friends/family members who live off-campus) including any recent changes in behavior.
 - d. The missing student's cell phone and other phone numbers of friend/family members (if known by the reporter).
2. The Dean of Students or Director of Student Life will ascertain if/when the Vice President of Administration/Finance and the President need to be contacted.
3. Upon notification from anyone that a student may be missing, PCC may use any or all of the following resources to assist in locating the student.

- a. Go the student's room.
 - b. Talk to student's roommate and other residents to see if anyone can confirm the missing student's whereabouts and/or confirm the date, time, and location the student was last seen.
 - c. Secure a current student ID (from Dean's office or other photo of the student from a friend).
 - d. Call and text the student's cell phone and call any other numbers on record.
 - e. Send the student an e-mail.
 - f. Check all possible locations at off-campus mentioned by the parties above.
 - g. Ascertain the student's car make, model, and license plate number, if the missing student owns a vehicle.
4. Once all information is collected and documented the Dean of Students or Director of Student Life may contact the local police to report the information. (Note: If in the course of gathering information as described above, foul play is evident or strongly indicated, the police can be contacted immediately). If it is necessary to contact the public safety office, police procedure and protocol will be followed by the College



Patrick U. Tellei, Ed.D
President


Date

