

## **E. Notification Procedure for Missing Students Who Reside On-Campus**

This procedure contains the official notification procedures for Gordon State College concerning missing students who reside in on-campus housing, in accordance with the requirements of the Higher Education Opportunity Act of 2008 (HEOA). The purpose of this procedure is to promote the safety and welfare of members of the college community through compliance with HEOA requirements. This procedure should be adhered to by all college faculty, staff, and students.

1. In the event that a member of the college community has reason to believe that a student who resides in on-campus housing is missing, he or she shall immediately notify the Gordon State College Department of Public Safety (DPS). Gordon DPS will generate a missing person report and initiate an investigation. In addition, Gordon DPS will report the missing person to Residence Life if such information has not already been conveyed.
2. During the course of the investigation, Gordon DPS will determine if the student has been missing more than 24 hours. In such event Gordon DPS will notify all surrounding law enforcement agencies 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, Gordon DPS will notify the student's parent or legal guardian immediately after they determine that the student has been missing for more than 24 hours.
3. In addition to registering emergency contacts, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Gordon State College in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Gordon State College will notify that person no later than 24 hours after the student is determined to be missing. Students who wish to identify a confidential contact can do so by completing the appropriate paperwork during check-in procedures.
4. This procedure is effective from the date of issuance and will be made available to all members of the campus community. Its availability will be through postings on the college website, emergency response plan manual, Residence Life handouts/publications and statistical information brochures issued annually by Gordon DPS.