

**CHAPTER 3: GENERAL INSTITUTION  
ADMINISTRATIVE PROCEDURE NO. 3503**

**COLLEGE OF THE SISKIYOU**

**Procedure Manual**

**Title:** Missing Student Notification

**Adoption Date:** September 11, 2012

**Revision Date:** March 28, 2017

**Responsible Area:** Superintendent/President

**Responsible Office:** President's Office

**Policy Reference:** 34 Code of Federal Regulations Section 668.46(h)

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 the Vice President of Student Services, Director of Student Life, and the Weed Police Department at (530) 938-5020. The Weed Police Department will generate a missing person report and initiate an investigation.

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 District in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, the District will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so through the 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.

After investigating a missing person report, should the District determine that the student has been missing for 24 hours, the District will notify the Weed Police Department unless the Weed Police Department 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 District 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.