



Policy: Missing Person Notification

Policy Statement

The Missing Person Notification Policy at the College of Coastal Georgia establishes procedures for the institution to respond to a report of any missing student, as required by the Higher Education Opportunity Act (HEOA) of 2008. Specifically, HEOA mandates that colleges and universities establish:

- A missing student policy for students who live in on-campus housing.
- A method for students to register a confidential contact for use in accordance with this policy.
- Procedures for implementing this policy for students who live on campus.

Reason for Policy

The purpose of this policy is to promote the safety and welfare of the campus community by adhering to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), and it should be followed by all members of the campus community, including faculty, staff, and students. The Clery Act requires institutions with on-campus housing to have a missing student notification policy and procedures in place (20 USC 1092 (j) Section 488 of the Higher Education Opportunity Act of 2008).

Entities Affected by This Policy

All faculty, staff, and students at the College are covered by this policy.

Who Should Read This Policy

All faculty, staff, and students at the College should read and be familiar with this policy.

Contacts

Contact	Phone	Email
Director of Public Safety	(912) 279-5819	bsipe@ccga.edu
Dean of Students	(912) 279-5815	mbutcher@ccga.edu
Director of Residence Life and Housing	(912) 279-4588	mwoodbury@ccga.edu

CITATION REFERENCE

Official Title: Missing Person Notification Policy
Abbreviated Title: Missing Person Policy
Volume: CCGA Policies
Responsible Office: Department of Public Safety; Office of Dean of Students; Office of Residence Life and Housing
Originally issued: 8/1/2010
Revised: 9/1/2023
Effective Date: 10/1/2023

Website Address for This Policy

- [Clery Compliance](#)

Related Documents/Resources

- None

Definitions

These definitions apply to these terms as they are used in this policy:

- **Student:** Anyone currently enrolled in any course for academic credit at CCGA.
- **Residential Student:** A student who resides in on-campus housing under a housing contract and is currently enrolled at CCGA.
- **Emancipated:** The term "emancipated" refers to a student under eighteen (18) years old treated as an adult based upon demonstrated financial independence and a domicile independent of their parents.
- **Missing:** As used in this policy, refers to any student whose absence is contrary to the student's usual behavior pattern, and unusual circumstances may have caused the student's absence that may include, but is not limited to, establishing that:
 - A student is out of contact after reasonable efforts to reach that student by phone calls, emails, and/or in-person attempts to establish contact;
 - Circumstances indicate an act of criminality involved, even lacking twenty-four (24) hours in time;
 - Circumstances indicate that a student may be in danger, even lacking twenty-four (24) hours in time;
 - Circumstances become known that medicine dependence may threaten life or health, even lacking twenty-four (24) hours in time; or
 - Circumstances become known of a physical/mental disability indicates that the student's physical safety is in danger, even lacking twenty-four (24) hours in time.

Process Overview

The College of Coastal Georgia recognizes the importance of safety for the on-campus living community.

Emergency Contact Information

Pursuant to Title 20, United States Code § 1092(j)(1)(A), all students residing in on-campus housing will be advised that they have the option to identify an individual to be contacted by the College not later than twenty-four (24) hours after the time that the student is determined missing.

Students residing in on-campus student housing are encouraged to identify a confidential contact person who will be notified by the Department of Public Safety or the Office of Residence Life and Housing if they are missing. If the student is under the age of 18 and not emancipated, the Dean of Students will notify the student's custodial parent or legal guardian and the confidential contact as soon as possible after the student is determined to be missing.

Designation is Voluntary

The decision to designate an emergency contact is voluntary, but all students are strongly encouraged to do so. A student's emergency contact designation will remain in effect until changed or revoked by the student.

Confidentiality

The emergency contact information provided by the student is confidential. It will only be used by college officials to aid in locating a student who has been reported missing or where a search warrant, subpoena, or other valid legal process requires disclosure.

Notification of Policy

All students who register for on-campus housing will be advised of this policy during registration and/or upon check-in. During the registration process, specific emergency contact information will be captured. Students can provide separate missing person contact information at that time if they choose to do so.

Reporting a Student as Missing

If a member of the campus community has reason to believe that a student who resides in an on-campus housing facility is missing, they should immediately notify the College's Department of Public Safety, which, with the assistance of Residence Life and Housing and/or the Office of the Dean of Students will conduct a preliminary investigation to verify the situation and determine the circumstances relating to the reported missing student.

For each incident when a student is deemed missing, as defined within this policy, a designated point person will be established to ensure continuity of operations and that all necessary College officials are informed as information is received.

a. How to Make a Report.

Missing person reports may be made electronically – [Online Campus Report Form](#).

Missing person reports may be made *in person* at the following locations:

- Brunswick Campus: Campus Police Department, Central Plant Building, One College Drive, Brunswick, Georgia 31520.
- Camden Campus. Campus Police Department (Room 131-F), 8001 Lakes Boulevard, Kingsland, Georgia 31548.

Missing person reports may be made telephonically by calling the following numbers:

- Brunswick Campus: To file a report telephonically during regular business hours (8:00 a.m. - 4:30 p.m. Monday through Thursday), call (912) 279-5820. For all other times, please call (912) 258-3133 or 911 if it is an emergency
- Camden Campus: To file a report telephonically during regular business hours (8:00 a.m. - 4:30 p.m. Monday through Thursday, call (912) 510-3306. For all other times, please call (912) 552-5277 or 911 if it is an emergency.

b. Taking the Report. When receiving a report of a possible missing student, the Director of Public Safety will ensure the following information is obtained, if possible, from the individual making the report:

- *Name and contact information* (e.g., address, phone number) of the individual making the missing person report;
- *Name and vital information of the student* reported missing that should include, if possible, all the following:
 - Approximate height and weight; hair and eye color;
 - Scars, tattoos, glasses, hairstyle, or any other defining physical characteristics;
 - A description of the clothing the student was wearing when last seen, including any accessories;
 - A description of the student's vehicle;
 - Any known medical conditions and medications that the student relies upon (e.g., insulin for diabetes);
 - Any locations that the individual making the reports knows the missing student commonly frequents;
 - The names of any other individual who may have information regarding the student's whereabouts;
 - A recent photograph, if available; and
 - A description, in as much detail as possible, of the circumstances under which the student was last observed.

Investigation Upon Receiving a Report

Upon receiving a report of a missing person, an investigation will be initiated to determine the validity and credibility of that report.

- c. Notification. Upon receipt of a missing person report, the Director of Public Safety will immediately notify the Dean of Students and Director of Residence Life and Housing and initiate an investigation into the student's absence through the designation of an Investigating Officer.
- d. Investigation. The Director of Public Safety will initiate an investigation to try to determine the student's whereabouts. Campus law enforcement personnel will make every reasonable effort to locate the student. At a minimum, the investigation shall consist of the following actions:
 - Calling the missing student's cell phone and sending a text message to the number;
 - Conduct a welfare check into the student's resident hall room;
 - Interviewing the student's roommates, suitemates, and known friends;
 - Examining social networking sites to determine whether any recent activity has occurred;
 - Checking the residence hall to determine the last time the student's access key was utilized;
 - Checking the dining facility to determine the last time the student's identification card was used;
 - Checking with faculty members to determine whether the student was in class or contact;
 - Attempting to locate the student's vehicle on campus;
 - Contacting area hospitals and law enforcement to determine whether they can provide information regarding the student's whereabouts; and
 - Contact employers if that information is known.
- e. Report of Investigation. If the listed actions prove unsuccessful in locating the missing student, the Investigating Officer will document their findings in an incident report. That report shall include the following information:
 - The name and contact information of the individual making the missing person report;
 - Name and vital information of the student reported missing;
 - Nature of the circumstances supporting the determination that the student is missing, including the results of all inquiries made pursuant to subsection (b);
 - The date and time the missing person report was received; and
 - The date and time the inquiry was completed and a determination the student was missing was made.

Determining Whether a Student Is Missing

It is expected that some, if not most, missing person report at the College will result simply from a student changing their routine without informing friends or family of the change. Nonetheless, if a member of the College community has reason to believe that a student is missing without any known reason, or which may be contrary to the student's usual patterns of behavior, all efforts will be made immediately to locate the student to determine their state of health and well-being.

Accordingly, a student at the College will be determined to be missing when a report is made to the Department of Public Safety and the report is determined to be credible. The credibility of any such report may be established if any of the following circumstances are verified:

- a. No Contact. First, a report may be considered credible if no one has been able to contact the student in the last twenty-four (24) hours, even though reasonable efforts have been made by phone, email, and in-person attempts to do so.
- b. Evidence of Criminal Activity. Next, evidence that indicates a criminal act may have occurred will establish a report's credibility. If this occurs, the twenty- four (24) hours waiting period will be discarded.
- c. Reliable Information. Further, a report may be determined credible if, based upon a reliable source, information exists that the student is in danger due to physical issues, mental illness, or consumption of drugs or alcohol. Again, the twenty-four (24) hours waiting period will be discarded.
- d. Suicidal Concerns. Finally, a report may be considered credible if information exists that the person may be suicidal. If this occurs, the twenty-four (24) hour waiting period will be discarded.

Initiation of Notification Procedures

If the Director of Public Safety determines that a student who is the subject of a missing person report has been missing for more than twenty-four (24) hours and has not returned to the campus, the College shall initiate emergency contact procedures in accordance with the student's designation.

All unemancipated students under the age of 18 who live on campus or in campus housing will have their parents, custodial parents, or guardians notified by the College within 24 hours, in addition to the confidential contact person the student specified. Only law enforcement officials who need the information to progress the investigation may receive it.

Notification to Law Enforcement

Additionally, pursuant to subsection 1902(j)(1)(A)(iv), the Director of Public Safety shall notify the surrounding law enforcement agencies not later than twenty-four (24) hours after the time that a student is determined to be missing under this policy.

Community or Press Inquiries

All community or press inquiries concerning a missing person at the College shall be immediately referred to the Vice President for Advancement.

Responsibilities

The responsibilities each party has in connection with this missing person notification policy are:

Contact	Phone	Email
Director of Public Safety	(912) 279-5819	bsipe@ccga.edu
Dean of Students	(912) 279-5815	mbutcher@ccga.edu
Director of Residence Life and Housing	(912) 279-4588	mwoodbury@ccga.edu

Forms

None

Appendices

None