

MISSING STUDENT POLICY and PROTOCOL

This policy is to be distributed to all residential students upon checking into the residence halls. It is also the responsibility of the Residence Life Director to ensure that this policy is reviewed by the residents at the first floor meeting.

Columbia College Chicago is a caring educational community where the well-being of our students is of utmost importance to us. We encourage our students to explore our vibrant campus and the City of Chicago, which is also our extended campus community. We recognize, however, that we have an obligation and a responsibility to report a residential student who has been missing for 24 hours to proper authorities. In order to comply with the federally mandated Missing Student Protocol, we ask that students provide confidential emergency information for an individual to be contacted by College officials if a student is determined to be missing. Columbia College Chicago, regardless of your age, will abide by federal mandate and notify a custodial parent or guardian if health and safety are a potential issue, as in the case of a missing person report. Law enforcement authorities will also be notified by a representative from Campus Safety & Security no later than 24 hours after the filing of the report. Representatives from Campus Safety and Security and Student Services will conduct an investigation to determine and contact individuals from the campus community that most recently were in contact with missing person. This information will also be shared with proper law enforcement authorities, if deemed necessary.

Procedural Response to a Report of a Missing Student

If for any reason a residential student is reported missing, the following protocol should be followed:

- If a student is missing for a period of 24 hours the resident assistant should be notified. If the resident assistant is not available, one of the following individuals should be notified (a graduate assistant, a Residence Life Coordinator, the Associate Director of Residence Life, or the Director of Residence Life).

- Campus Safety and Security will be notified immediately of the reported missing student, and will interact with local law enforcement as deemed necessary.
- If a student is missing for more than 24 hours, the individual listed as the student's emergency contact will be notified by either a Residence Life staff or a Campus Safety and Security staff.
- On-campus investigation of the missing person will be headed by Campus Safety and Security.