
MISSING STUDENT NOTIFICATION POLICY

Missing Student Notification Policy

Great Basin College is committed to the safety and security of all students attending each campus and center. A student will be determined to be missing if they are absent from their GBC college residence, campus, or center for more than twenty-four (24) hours without any known reason. This policy has been developed in order to assist in locating any student determined by the college to be missing upon completion of the investigative procedures listed below. The policy complies with Section 488 of the Higher Education Act of 2008.

Anyone who believes a student is missing should report their concern immediately. On the Elko campus, reports should be made to the University Police Services, a Security Officer, the Housing Coordinator, or the Vice President of Student Affairs. Concerns at all centers should be reported to the Center Director, the University Police Services, or the Vice President of Student Affairs. Upon receipt of a report of concern that a student may be missing, if the report was not directly to them, both the Vice President of Student Affairs and the University Police Services shall be notified so an investigation may be conducted in accordance with Great Basin College policies and procedures.

The University Police Services will immediately begin an investigation into the report of a missing student. The investigation will include:

- Inspection of the student's residence if they live in on-campus housing.
- Attempts to contact the student via any known cell or home numbers.
- The student will be sent an email to contact the college immediately.
- If a dorm resident, interviews of the student's resident advisor, roommate(s), and friends will be conducted to see if they may be aware of the student's activities, location, or plans.
- The student's class schedule will be reviewed, and a Security Officer will meet with each class to determine if the student attends or if anyone in the class may know their whereabouts.
- Instructors will be contacted to attempt to determine when the last class attendance or web campus entry occurred.
- If the student has a vehicle registered with the housing coordinator, or friends can identify it, Security will search all college properties for the vehicle.

All results of the investigation will be reported to the Vice President of Student Affairs. Upon completion of the investigation, if the location of the missing student has not been determined and the student has been missing 24 hours or if there appears to be a reason to believe foul play has occurred, the Vice President of Student Affairs will authorize a report being filed with the local police agency. The Vice President of Student Affairs or their designee will notify the individual listed as emergency contact. "If a student is under 18 years of age, and not an emancipated individual, the institution is to immediately contact the custodial parent or legal guardian of such student" [cited from Section 488 (j)(1)(A)(i)(II)].