
Missing Student Policy and Procedure for Residential Students

Iowa Western Community College takes student safety very seriously. The following policy and procedure has been developed in order to assist in locating Iowa Western student(s) living in on-campus housing, who based on the facts and circumstances known to the College, are determined to be missing. This policy is in compliance with Section 488 of the Higher Education Act of 2008.

Most missing person reports in the college environment result from a student changing her routine without informing her roommates and/or friends of the change. Anyone who believes a student to be missing should report their concern to the Department of Residence Life or Campus Security. Every report made to the campus will be followed up with an immediate investigation once a student has been missing for 24 hours. Depending on the circumstances presented to College officials, parents of a missing student will be notified. In the event that parental notification is necessary, the Director of Residence Life will place the call.

At the beginning of each academic year, residential students will be asked to provide, emergency contact information in the event she is reported missing or is involved in an emergency situation, while enrolled at Iowa Western. This emergency information will be kept in the Office of Residence Life and will be updated annually.

GENERAL PROCEDURE:

1. The Iowa Western official receiving the report will collect and document the following information at the time of the report:
 - The name and relationship of the person making the report.
 - The date, time, and location the missing student was last seen.
 - The general routine or habits of the suspected missing student (e.g. –visiting friends who live off-campus, working a job away from campus) including any recent changes in behavior or demeanor.
 - The missing student's cell phone number (if known by the reporter).
2. The Iowa Western College official receiving the report will contact the Director of Residence Life and the Campus Security Supervisor to update them on the situation and to receive additional consultation. The Dean of Student Life will ascertain if/when other members of the Cabinet need to be contacted.

3. Upon notification from any entity that a student may be missing, Iowa Western may use any or all of the following resources to assist in locating the student.

- Call the student's room,
- Go to the student's residence hall room,
- Talk to the student's RA, roommate, and floor mates to see if anyone can confirm the missing student's whereabouts and/or confirm the date, time, and location the student was last seen.
- Secure a current student ID photo.
- Call and/or text the student's cell phone and call any other numbers on record.
- Send the student an email.
- Check all possible locations mentioned by the parties above including, but not limited to, library, residence hall lounges, student common areas, etc.
- Contact or call any other on-campus or off-campus friends or contacts that are made known..
- Ascertain the student's car make, model and license plate number. A member of Campus Security will also check Iowa Western's parking lots for the presence of the student's vehicle.
- Contact the student's parent and / or emergency contact.

4. The Iowa Western Information Technology Staff may be asked to obtain email logs in order to determine the last log in and/or access of the IWCC network.

5. Once all information is collected and documented and the Dean of Student Life, or designee, is consulted, Iowa Western staff may contact the local police to report the information. (Note: If in the course of gathering information as described above, foul play is evident or strongly indicated, the police will be contacted immediately.) If it is necessary to contact the local or state authorities, police procedure, and protocol will be followed by the College.