



Oregon college of
art and craft

OREGON COLLEGE OF ART AND CRAFT

MISSING PERSONS POLICY

In compliance with the Missing Person Procedures of the Higher Education Opportunity Act of 2008, it is the policy of the Student Services Office to investigate any report of a missing student who resides within one of the on-campus residence houses at the Oregon College of Art and Craft (OCAC). OCAC's practices, procedures and policies are as follows:

Practices:

- Upon check-in to the residence house, all student residents will have the opportunity to designate an individual to be contacted by OCAC in case the student is determined to be missing.
- For students under the age of 18, that notification will be made to the student's parent(s) or legal guardian within 24 hours of the time that the student is determined to be missing.
- There is no waiting period for reporting a student missing and a student shall be deemed missing when he or she is reportedly absent from the College for more than 24 hours without any known reason.
- All reports of missing on-campus residence students shall be directed to the Coordinator of Student Services. The Coordinator, in conjunction with the Resident Advisor (RA), will determine whether the student is missing in accordance with this policy.
- The Portland Police Department will be notified within 24 hours of a student being determined missing. Notification will be done by the Director of Student Services or in his absence, the Academic Dean.

Procedures:

- Any report of a missing student should immediately be directed to the Coordinator of Student Services.
- The Coordinator will immediately notify the Academic Dean and the on-campus Resident Advisor (R.A.).
- The Coordinator and R.A. will work in conjunction, attempting to do the following:
 1. Make contact with the student reported missing by calling the student's cell phone number on file, going to the student's room (keying in if no answer) and interviewing the student's roommate(s) to find out the last time the student was seen and find any known plans.
 2. Check the student's class schedule and look for the student in the classroom(s).
 3. Contact the student's faculty members to determine the last time the student reported to class(s) and if any faculty member has knowledge of the student's whereabouts or known plans.
 4. Determine a timeline of when the student was last heard from or seen by other faculty, staff and/or students.
- If at this juncture, the student cannot be located, the Coordinator of Student Services will notify the Academic Dean who will initiate whatever action is deemed appropriate under the specific incident's circumstances.
- If the Coordinator of Student Services, after investigation, determines that an on-campus residence student has been missing for more than 24 hours, he will, within 24 hours of making a determination, notify the student's designated contact person(s) and local law enforcement that the student is missing.
- If such student is under the age of 18 and is un-emancipated, the Coordinator will also notify the student's parent(s) or legal guardian(s) within the 24 hour period after he has determined that the student is missing.
- Any notification to parents, legal guardians, designated contacts, or local law enforcement will be made by the Coordinator of Student Services, the Academic Dean, or designee.

Policies:

- If it has been less than 24 hours and the student's absence does not appear irregular or suspicious, a note will be left at the student's room requesting that they contact the RA, or other staff member immediately upon their return.
- If at the 24 hour mark the student still has not returned or contacted a staff member, then the above stated actions will take place.
- Reports of students missing from off-campus will be referred to the police department having jurisdiction over the student's local residence, if known, or the student's permanent residence if a local residence cannot be determined.
- For students who do not reside in on-campus housing, they will have the option of designating an individual to be contacted in case they are missing, that will be held confidentially on file in the student database, by the Registrar.