

Sierra College

ADMINISTRATIVE PROCEDURE

AP 3503

Missing Student Notification

Date Adopted:	12/8/2017
Date Revised:	12/13/2024
Date Reviewed:	12/13/2024
References:	34 Code of Federal Regulations Section 668.46(h)

If a member of the campus community has reason to believe that a student who resides in on-campus housing is missing, they should immediately notify the Chief of Community Safety at (916) 660-7120 and Residence Housing Supervisor at (916) 660-7389. The Chief of Community Safety and the local law enforcement agency will generate a missing person report and initiate an investigation.

In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by the District in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, the District will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so by contacting the Residence Life Office or through the Community Safety Office. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

After investigating a missing person report, should the District determine that the student has been missing for 24 hours, the District will notify the local law enforcement agency, unless that was the agency that determined the student was missing, and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, the District will notify the student's parent or legal guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student.