



Administrative Policy

Policy Title:	Missing Housing Student		
Policy Category:	Student Policies Public Safety and Environment Health & Safety Policies		
Related Procedure(s)/ Guideline(s):	Missing Housing Student Standard Operating Procedure (SOP)		
Policy Owner:	Executive Director of Facilities, Safety & Security		
Date Approved:	6/18/24		
Review Dates:		Revision Dates:	
Policy Scope:	On-Campus Housing Students		
Policy Statement:	<p>Southwest Wisconsin Technical College (Southwest Tech or College) provides on-campus student housing through a partnership with the SWTC Real Estate Foundation, Inc. In accordance with federal law 20 USC 1092 (j) Section 488 of the Higher Education Opportunity Act of 2008 and the Jeanne D. Clery Act, Southwest Tech maintains a policy for missing students in on-campus student housing facilities. This policy is designated for those students living within on-campus housing under a housing lease.</p> <p>For purposes of this policy, a student will be considered missing after 24 hours without any known reason if a roommate, classmate, faculty member, family member or other campus person has not seen or heard from the person in a reasonable amount of time and depending on the information available regarding the missing person's schedule, habits, punctuality, and reliability. Individuals will be considered missing immediately, if their absence has occurred under circumstances that are suspicious or cause concerns for their safety.</p> <p>A report of a missing student shall be investigated by the Campus Safety Team, who will determine whether the student is missing in accordance with this policy. The reporting, investigation, and emergency notification procedures when an on-campus student housing student is deemed to be missing</p>		

are included in the Missing Housing Student Standard Operating Procedures (SOP).

All on-campus student housing students are annually given the opportunity to identify an individual to be contacted by College personnel or local law enforcement in case a student is determined missing. When students are informed of their option to provide a confidential contact, they are advised that the information for the confidential contact will be registered confidentially, and that this information will be accessible only to authorized campus officials and law enforcement and may not be disclosed outside of a missing person investigation. If a missing student is under 18 years of age and not emancipated, the College is required to notify the custodial parent or guardian of the missing student in addition to the confidential contact no later than 24 hours after the determination is made that the student is missing.

Reports of a missing person must be made to the Resident Assistants, Resident Life Manager, or Executive Director of Facilities, Safety & Security. At any point during a student's lease in on-campus housing, the student may choose to change their confidential contact. The student is responsible for ensuring that the confidential contact information is up-to-date and accurate.