

## Missing Student Notification Policy

The Clery Act requires institutions that maintain on-campus housing facilities to establish a missing student notification policy and procedures (20 USC 1092 (j), Section 488 of the Higher Education Opportunity Act of 2008).

LCAD has created the following policy and procedures established to assist in locating LCAD students living in our Residence Hall who based on facts and circumstances to LCAD Administration have been determined missing.

It is required that students contact the Resident Advisor on duty if they intend to spend +24 hours off campus and to notify all of their roommates. LCAD also requires students to exchange contact information with their suitemates. We strongly suggest students to exchange information with the rest of the LCAD Residence Hall, as well.

LCAD shall follow the following notification procedures for a missing student living in our Residence Hall.

- Anyone receiving or making a missing student report should contact the Assistant Dean of Students at 949-376-6000 x245 or by e-mailing [jvelarde@lcad.edu](mailto:jvelarde@lcad.edu).
- If the student is under the age of 18, parent(s) or legal guardian will be contacted and advised immediately.
- Once the College receives a missing student report the following offices will be notified:
  - Office of Academic Affairs
  - Campus Safety
  - Residence Life
  - Campus IT
  - Counseling
- Residence Hall students are required to submit an emergency contact listing at move-in. Such contacts and the Laguna Beach Police Department will be notified if student is absent for more than a 24 hour period without Residence Hall staff or roommate communication or is otherwise believed missing.
- Any Missing Student report indicating possible foul play will warrant LBPD notification immediately.
- Upon notification, LCAD will start an internal investigation of the missing student report and start the process of locating a student by conducting the following in any combination or order.
  - Assess overall situation

- All Points Bulleting to all faculty and staff
- Resident Advisors may be asked to physically search the Residence Hall
- Campus Safety to check security camera footage
- Campus Safety to physically check all campus locations
- Research Social Media
- Call the local hospitals
- Administration will check Student ID activity
- Administration will check official LCAD e-mail and computer usage activity
- Inquire with Roommates about recent happening, discussions or behaviors
- Student Life Office may reach out to known friends, family, or faculty members for last sighting or additional contact information.

If the student is not a Residence Hall student, please report any missing student concerns directly to the Assistant Dean of Students, Registrar, Campus Safety or another member of the LCAD Administration. LCAD will notify the local authorities.