



CONNORS

— STATE COLLEGE —

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**2020 Connors State College Security Report Missing
Person Notification Policy**

Missing Student Notification:

In accordance with Section 485 of the Higher Education Act, 20 U.S.C. § 1092(j), Connors State College has developed this investigation and notification policy regarding students who reside in on-campus housing and have been reported as missing.

Any report to a College official or campus security authority indicating that a student who resides in on-campus housing is missing shall be referred immediately to the Connors State College Police Department, and an investigation shall be conducted. If the initial investigation determines that the student is missing, the following persons shall be notified:

1) *A confidential contact person designated by the student:*

Students have the option of identifying a person of their choice to be contacted in the specific case they are determined missing. Students can choose to identify the same person as their general emergency contact or identify a different person who is more likely to know their whereabouts if determined missing (for example a roommate, close friend, or in-town relative might be more familiar with your daily movements than out-of-town family or friends). Their choice can be entered and kept updated on their C-Key account services page at <https://app.it.okstate.edu/okey/connors/>. The person you designate and their contact information shall be considered confidential and is only to be accessed by College officials after the student has been reported missing. This confidential contact person database can be used by any CSC student, whether they live on-campus or not.

2) *The student's custodial parent(s) or legal guardian(s), if the student is under 18 and not an emancipated minor.*

3) *Local law enforcement authorities:*

The Connors State College Police Department will work with other law enforcement agencies, if necessary, once a student is determined to be missing.

College officials may elect to notify additional persons determined to be appropriate and consistent with the Family Education Rights and Privacy Act, 20 § 1232(g).

IMPORTANT: Students are encouraged to share pertinent information with family and friends when leaving campus or taking trips. Sharing this information will enable College staff, as well as family and friends, to contact you if the need arises. In addition, students are encouraged to periodically update their emergency contact information in C-Key.