

TOUGALOO COLLEGE
MISSING PERSON NOTIFICATION POLICY
FOR STUDENTS WHO RESIDE IN CAMPUS HOUSING

This policy contains the official notification procedures of Tougaloo College for missing students who reside in campus housing, in accordance with the requirements of the Higher Education Opportunity Act of 2008, Section 485 (j).

Students residing in campus housing will be informed annually that each student has the option to identify a person designated as a confidential contact to be notified by Tougaloo College no later than twenty-four (24) hours after the time the student is determined to be missing by the Department of Public Safety. The confidential contact may be a person designated by the student in addition to the declared emergency contact. Should the student not formally declare a separate missing person contact, the emergency contact on record will be notified.

For persons under 18 years of age and not of legal age, the institution will still allow a separate person to be designated for missing person notification; however, a legal parent or guardian will also be notified, in compliance with the Higher Education Opportunity Act.

Notification of this policy will be made directly to all student residing in campus housing annually and be available in conjunction with the “Annual Crime Report” that provides information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Security Crime Statistics Act.

All students attempting to register for campus housing will also be notified of this policy at the time of registration and completion of housing related documents. During the registration process, specific campus housing emergency related contact information will be captured, and the student will have the opportunity to complete a separate missing person form. All information submitted during the housing registration process will remain on file and be considered accurate until the student voluntarily provides different information.

Students have the opportunity to submit revised missing person contact information at any time by notifying the Tougaloo College Office of Residential Life. Email sent to agoins@tougaloo.edu is the preferred method of submission, and must include the following:

- student’s full legal name
- where the student resides in campus housing
- the student’s cell phone # (or best contact phone #)
- the name and relationship of the person(s) who the student desires to be contacted

- a home and cell phone # for that person(s)
- an email address for that person(s) (Optional)
- a home address for that person(s)

Each student who voluntarily chooses to file a separate missing person contact is solely responsible for the continued accuracy of the information.

A student is determined to be missing when the Department of Public Safety have verified that reported information is credible and circumstances warrant declaring the person missing. Should the Department of Public Safety determine that a residential student is missing, the Director of Residential Life or designee will be notified to verify the appropriate missing person contact information. The Department of Public Safety will notify the Jackson Police Department, and will provide the police with information about the student, including where available a recent photo and vehicle information. If the student is younger than 18, the student's parent or legal guardian will also be notified within 24 hours of the determination that the student is missing. If the student is 18 or older, and has designated a missing person confidential contact, the Department of Public Safety or the Office of Student Affairs will notify the confidential contact within 24 hours of the determination that the student is missing. The Department of Public Safety will provide the Office of Student Affairs timely and continuous notification of the status of the investigation until the case is closed.

The Department of Public Safety and the Police Department will interview students, faculty and staff members who are familiar with the student or who might have additional information about his or her whereabouts, travel plans or state-of-mind.

Appendix A provides a sample annual notification statement to residential students regarding this policy.

Appendix A

IMPORTANT NOTICE TO ALL RESIDENTS:

In accordance with the college's policy for missing persons, you have the right to register a specific emergency contact in the event that you should ever be declared a missing person. This information should be submitted to

Tougaloo College Office of Residential Life via email at agoins@tougaloo.edu.

Please include:

- **your name**
- **where you live**
- **your cell phone #**
- **the name and relationship of who you desire to be contacted**
- **a home and cell phone # for that person(s)**
- **an email address for that person(s) (optional)**
- **a home address for that person(s)**

If you choose not to register a specific/separate contact for missing persons reporting, should you become missing your regular emergency contact on file with the college and/or housing will be notified.

For persons under 18 years of age and not emancipated, in addition to your desired contact person, a legal parent or guardian will be contacted should you become a missing person.

**If you have any questions or desire more information, please contact
Tougaloo College Residential Life at agoins@tougaloo.edu or 601-977-7819
Tougaloo College Department of Public Safety @ 601-977-7857**

All emergency contact information submitted to Tougaloo College Office of Residential Life is kept confidential and only shared with appropriate emergency response and law enforcement personnel in the event that such information should be needed.

If you suspect a person is missing, notify The Department of Public Safety immediately at 601-977-7857 or The Office of Residential Life at 601-977-7819