

NORTH COUNTRY COMMUNITY COLLEGE

CAMPUS NOTIFICATION PROCEDURES: MISSING PERSON REPORT

A student may be considered to be a "missing person" when he/she is reported as missing by another individual and/or when there is suspicion the missing person is absent from campus due to a health or safety issue such as a victim of a crime, an abusive relationship, expressed distressful comments such as suicidal comments, etc.

The College must be notified if a student, whether living on or off campus, is believed to be missing. Please call the Administrator-on-Call 24/7/365 (518-354-0023) or any of the phone numbers listed below to make a report.

- Saranac Lake Campus:
 - Associate Vice President of Student Affairs (518-891-2915 ext.1205)
 - Director of Athletics (518-891-2915 ext. 1323)
 - Assistant Director of Student Life (518-891-2915 ext. 1266)
 - Associate Director of Residence Life & Housing (518-891-2915, ext. 4400)
- Malone:
 - Coordinator of Student Life (518) 891-2915 ext. 3226
- Ticonderoga:
 - Administrative Aide (518) 891-2915 ext. 2201

Within 24 hours of notification that a student is missing, the Associate Vice President of Student Affairs will initiate an investigation and the following options will take place. Additional options not listed may also be taken.

- ✓ Check student schedule and class attendance with instructors
- ✓ Call student's contact information
- ✓ Contact North Country Community College Association Executive Director (if residential student)
- ✓ Check residence halls (includes assigned room and guest log) and speak with Residence Life staff members, suitemates/roommates
- ✓ Review meal plan usage
- ✓ Discuss whereabouts with friends, faculty and staff
- ✓ Review college email usage and social media networks
- ✓ Check for vehicle
- ✓ Contact work study supervisor (if applicable)
- ✓ Contact Student Government and Club Advisors/Athletic Department (as appropriate)
- ✓ Contact emergency contact listed with the College. If a student is unemancipated and under 18 years of age, a custodial parent or guardian WILL BE CONTACTED within 24 hours of such student being determined to be missing.

In the event the procedures yield no information on the whereabouts and safety of a student, the Dean of Student Life will inform the College President's Office. The President (or designee) will be responsible for contacting the New York State Police and local police departments no later than 24 hours after a student is determined missing by the College. The contact for these communications will be:

- ✓ Saranac Lake Police Department (518) 891-4428
- ✓ Malone Police Department (518) 483-2424
- ✓ Ticonderoga Police Department (518) 585-3456
- ✓ NY State Police Troop B Headquarters (518) 897-2000

The Associate Vice President of Student Affairs will collect the details of the situation and coordinate any additional support needed to respond. (1) When the student is located, the Dean of Student Life will be notified so she/he can debrief all those who were previously contacted. (2) If the student is not located, the Dean of Student Life will work with the appropriate faculty and staff to address college community's concerns and issues pertaining to the campus climate. The College President (or designee) will maintain contact with the family of the student.

NOTIFICATION TO SUNY AND COUNTIES: The College President (or designee) will be responsible for contacting the State University of New York System Administration. The SUNY contact for these communications will be: Joseph Keegan, College President (phone: 518-891-2915, ext. 1201)