



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 Office of Campus and Student Life must be notified if a student, whether living on or off campus, is believed to be missing.

**Saranac Lake:** Director of Campus and Student Life (518)891-2915 ext. 204/205

**Malone:** Coordinator of Campus and Student Life (518)483-4550 ext. 227

**Ticonderoga:** Coordinator of Campus and Student Life (518)585-4454 ext. 2203

Within 24 hours of notification that a student is missing, the Office of Campus and Student Life will initiate an investigation. The following options will take place. Additional options not listed may also be taken.

Security and/or the Director of Campus and Student Life will:

- Check student schedule and class attendance with instructors
- Check residence halls (includes assigned room, guest log and staff)
- Call student’s contact information
- Discuss whereabouts with suitemates/roommates as identified to the college
- Discuss whereabouts with friends, faculty and staff (includes but not limited to Director of Residence Life)
- Contact North Country Community College Association Executive Director (if residential student)
- Review meal plan usage
- 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 Director of Campus and Student Life will inform the President of the college. The President or the President’s 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) 891-4422**

**Malone Police Department (518) 483-2424**

**Ticonderoga Police Department (518) 585-3456**

**NY State Police Troop B Headquarters (518) 897-4000**

The Director of Campus and Student Life will collect the details of the situation and coordinate any additional support needed to respond.

When the student is located, the Director of Campus and Student Life will be notified so she/he can debrief all those who were previously contacted. If the student is not located, the Director of Campus and Student Life will work with the appropriate faculty and staff to address college community’s concerns and issues pertaining to the campus climate.

The President or President’s 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:

**President  
Dr. Carol Brown  
Phone: (518)891-2915 ext. 201**