

**Coast Community College District**  
**Administrative Procedures**  
Chapter 3  
General Institution

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## **AP 3503 Missing Student Notification**

### **Reference:**

34 Code of Federal Regulations Section 668.46 (h)

Anyone who has reason to believe that a student who resides in the on-campus housing ("The Harbour") at Orange Coast College ("OCC") is missing should immediately notify The Harbour staff, OCC Public Safety, or the OCC Director of Student Housing and Residential Education. In any event, the missing student report must be referred immediately to OCC Public Safety. Notifications also may be made to the Costa Mesa Police Department ("CMPD").

OCC Public Safety or CMPD will make the determination as to whether the student is missing, and, if it is determined that the student is missing, OCC Public Safety or CMPD will immediately investigate the location of the missing student. OCC will notify CMPD within 24 hours of the determination that a student is missing unless CMPD made the determination.

OCC officials will attempt to determine the resident student's whereabouts through contact with faculty, known friends, associates, or employers of the student to determine whether the student has been attending classes, or scheduled organizational or academic meetings, or has been appearing for scheduled work shifts.

If the student is not immediately located, the OCC Director of Student Housing and Residential Education, in conjunction with the Scion onsite manager, will provide authorization to conduct a welfare entry into the student's on-campus residence. In any event, The Harbour staff may conduct a wellness check in the resident unit when there is reasonable cause to believe that there is danger to the life, safety, or health of the student resident.

If the student is located, an attempt to ascertain the student's state of health will be made. Referrals will be made, as needed, to the OCC Student Health Center or the OCC Behavioral Intervention Team.

In addition to registering a general emergency contact, students residing at The Harbour will be advised that they may identify one or more individuals to be contacted in the event that the student is determined to be missing by OCC Public Safety or by CMPD. If a student has identified such an individual, OCC will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a contact can do so by submitting the information to The Harbour staff or complete the appropriate form online. When the students are informed of their option to identify a contact, they shall be advised that the contact information will be registered confidentially and will be accessible only to authorized OCC officials and will not be

otherwise disclosed except to law enforcement personnel in furtherance of a missing person investigation.

If the missing student resident is under the age of 18 years and is not legally emancipated, OCC will notify the student's parent or legal guardian and any other individual designated by the student no later than 24 hours after the student is determined to be missing.

Ratified January 15, 2025