

Jefferson Community College
REGISTRATION OF CONFIDENTIAL CONTACT

Registration of Confidential Contact Information

1. Students residing in on-campus housing have the option to register a confidential contact person who will be notified in accordance with this policy if the Jefferson Community College Safety and Security Department, or local law enforcement determines that the student is missing.
2. For purpose of this policy, the term “on-campus housing” means property that is owned, maintained and/or operated by FSA, the occupancy of which is governed by a contract with the Office of Residential Life.
3. The confidential contact may be someone other than the emergency contact listed with the Office of Student Records. The student may register more than one confidential contact.
4. Only authorized campus officials and law enforcement officers pursuing the missing person investigation will have access to this information.
5. A student may register such confidential contact information at any time by filing a Confidential Contact form with the Safety and Security Department.
6. Each student who files a Confidential Contact Form is solely responsible for the accuracy of the Contact information by filing a new Confidential Contact Form with the appropriate office.

Student Name: _____
Student J Number: _____
Student Cell Phone: _____
Student Email Address: _____

I, _____, have received a Registration of Confidential Contact Form, I designate the following person to be my confidential contact:

Name: _____
Relationship: _____
Address: _____

Home Phone: _____
Cell Phone: _____
Alternate Phone: _____
Email Address: _____
Alternate Email: _____

I understand the following:

- If the Jefferson Community College Safety and Security Department determines that I have been missing for more than 24 hours, my confidential contact will be notified within 24 hours of that determination;
- The College may notify my confidential contact within 24 hours of my disappearance if, in the judgment of the Jefferson Community College Safety and Security Department, the circumstances warrant earlier notification;
- I am solely responsible for the accuracy of the information provided on this form and for providing updated information as necessary;
- Additional information about the College’s policies and practices are contained in the Missing Person Notification Policy and Procedure.

Signature: _____

Date: _____