

**CATEGORY:**

**SUBJECT:     Missing Persons Procedure**

The College has implemented this procedure to identify dorm students that may be missing and to establish a protocol for reporting the same.

Student Personal Contacts:

- 1) During the admissions process, the Admissions Office gathers personal contact information from the applicant.
- 2) The student/applicant is advised that their contact information will be kept confidential, only accessible by authorized campus officials, and that it may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.
- 3) Students under 18 years of age are advised that a custodial parent will be notified once a student is determined to be missing.
- 4) Students over the age of 18 are advised that the emergency contact person on their admissions information form will be contacted no later than 24 hours after the student is determined to be missing.
- 5) All students are advised that campus security and law enforcement may be notified about any student determined to be missing.

Identifying a "missing person":

- 1) The Faculty will report any absent student to the Registrar through the College's standard attendance protocol.
- 2) The Registrar will determine if the student is a dorm-use student and then notify the Director of the situation.

Notification of Contacts:

- 1) The Director will determine if the student is actually missing or absent from College. If necessary, this may be accomplished by speaking with other dorm students.
- 2) When it is determined the student is actually missing, the Director will notify the listed contact(s). If the listed contact has no knowledge of the student's location then campus security will be notified.
- 3) Campus security and the Director will determine if law enforcement should be called to file a report.

Approved: \_\_\_\_\_  
President

Date: February 2011  
January 2016