

AMERICAN BAPTIST COLLEGE

Policy #6:001	Approval Date: 02/09/15
Effective Date: 02/09/15	Review Date: 02/09/18
Policy Type: Campus Safety	Approval: President's signature on file

Missing Student Notification Policy and Procedures

I. PURPOSE

The policy being established by American Baptist College in compliance with the **Higher Education Opportunity Act of 2008** applies to residential students at the college. For the purposes of this policy a student may be considered to be a "*missing person*" if the person's absence from campus is divergent to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the person may be a victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life threatening situation, has been with persons who may endanger the student's welfare, or is overdue to return to campus and is unheard from after giving a specific return time to friends or family.

II. DESIGNATION OF EMERGENCY CONTACT INFORMATION

a. Students age 18 and above and emancipated minors

Students will be given an opportunity during the registration process to designate an individual(s) to be contacted by the college no more than 24 hours after the time that the student is determined to be missing. The designation will remain in effect until changed or withdrawn by the student.

b. Students under the age of 18

If a student under the age of 18 is determined to be missing, the college is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing.

c. All residential students (both cases above)

If a student is determined to be missing, the college will notify the appropriate law enforcement agency not later than 24 hours after the determination has been made.

III. MISSING STUDENT PROCEDURE

- a. Any individual on campus who has information that a residential student may be a missing person must notify the Office of Campus Life immediately.
- b. The Office of Campus Life will endeavor to gather all essential information about the missing resident student from the reporting person, from the student's acquaintances and from college personnel and official college information sources. To the extent that it is readily available to the college, such information will include a physical description, cellular phone number, clothes last worn, where the student might be, who the student might be with, vehicle description, information about the physical and emotional state of the student, an up to date photograph, a class schedule, when last attended class, last use of student ID, etc.
- c. Appropriate campus staff including the Assistant Vice President of Campus Life, Residence Life/ Housing Staff and campus security personnel will be notified to aid in the search and location of the student. Contact with the student should be attempted using text messaging, cellular phone calls and e-mail.
- d. If search efforts are unsuccessful in locating the student in a reasonable amount of time **or** it is apparent immediately that the student is a missing person (e.g. witnessed abduction), **or** it has been determined that the student has been missing for more than 24 hours, the Office of Campus Life will contact the Metropolitan Nashville Police Department (or other appropriate local law enforcement agency) to report the student as a missing person. The Metropolitan Nashville Police Department (or other appropriate local law enforcement agency) will take charge of the investigation with assistance from college officials.
- e. No later than 24 hours after determining that a residential student is missing, the Assistant Vice President of Campus Life will notify the emergency contact previously identified by the student (for students 18 and over) or the custodial parent/guardian (for students under the age of 18) and advise that the student is believed to be missing.

IV. COMMUNICATIONS ABOUT MISSING STUDENTS

- a. In accordance with established college emergency guidelines procedures, the Vice President for Administration, Finance and Legal Affairs will be part of the college administrative response team and is the designated spokesperson to handle media inquiries concerning a missing student.
- b. The local law enforcement agency in charge of the investigation will be consulted by the Vice President for Administration, Finance and Legal Affairs prior to any information release from the college so as not to jeopardize any investigation.
- c. Information provided to the media to elicit public assistance in the search for the missing person will be handled by the investigating local law enforcement agency.