

## **POLICY ON REPORTED MISSING STUDENTS**

(From the King's College student handbook, pgs. 116-117)

In accordance with federal legislation, the College abides by the following policy in cases where a student is reported missing to the King's College Campus Safety and Security Department.

When a person notifies the Department of Campus Safety and Security that a student is missing, an officer completes a missing persons report. This report must include the last time the student was seen and the name of the person making the report.

Once the student has been missing for twenty-four hours, the Department of Campus and Security will notify the student's parent, guardian, or confidential contact that a missing persons report has been initiated. The College will then notify local police authorities.

The College is required by law to notify the parent or guardian of any student reported missing who is under the age of 18 years old and is not legally emancipated.

Students who are over the age of 18 years, or who are emancipated, may file with the College a written notification of a confidential contact to be notified if the student is reported missing. The confidential contact information must be filed in writing at the Associate Vice President for Student Affairs and Dean of Students Office located in Rev. John Lane C.S.C. House. Unless confidential contact information is filed in writing, the parent or guardian listed on the student's records will be contacted.

When a report has been filed with Campus Safety and Security, the Director or Assistant Director of Campus Safety and Security will be notified. Once Campus Safety and Security has determined that the student has been missing for twenty-four hours the Director or designee will

1. Notify appropriate campus officials
2. Notify the parent, guardian, or confidential contact (if filed by a student who is at least 18 years of age) that the student has been reported missing for twenty-four hours
3. Notify the police authority if the student is missing more than twenty-four hours.
4. The parent/guardian or designated contact person and the police may be notified earlier than 24 hours if there is information that the missing person is in danger to themselves or others or other extenuating circumstance as determined by the Director of Campus Safety and Security or designee.