

Missing Person's Policy

Policy:

The purpose of this policy is to establish procedures for Martin Methodist College to respond to and assist with reports of missing students as required under the Higher Education Opportunity Act of 2008. This policy applies to students who reside on campus and are deemed missing or absent from the College for a period of more than 24 hours without any known reason or which may be contrary to usual patterns of behavior. Such circumstances could include, but are not limited to; reports or suspicions of foul play, suicidal thoughts, drug use, any life threatening situations, or where a student may be known to be with persons who may endanger the welfare of the student.

Procedure

All reports of missing resident students shall be directed to the Campus Safety & Security (931-309-7502 or 931-242-7713), or the Office of Campus Life (931-424-7334) which will institute an investigation to determine whether the student is missing in accordance with this policy. All resident students shall have the opportunity to have an individual to be contacted in any case that the student is determined to be missing. If a missing student is under 18 years of age, the College will notify the parent or guardian no later than 24 hours from the time the student was determined to be missing by the College.

The College will also notify the Pulaski Police Department after the student is determined to be missing and will cooperate with and provide all assistance their investigation should require.

All residential students will have the opportunity to designate an individual or individuals to be emergency contacts, who will be notified by the College no more than 24 hours from the time the student is determined to be missing. The designation or emergency contact will remain in effect until changed or revoked by the student.

Any and all reports of missing students shall be directed to Campus Safety & Security (931-309-7502 or 931-424-7713). Parents or students may also notify the office of the Office of Campus Life (931-424-7334).

An investigation will be initiated to determine the validity and credibility of the missing person report. The Safety & Security and Office of Student Affairs will gather all essential information about the student from the person making the report and from the students' acquaintances. The information to be obtained includes, but is not limited to; personal descriptors, clothing last worn, locations where student may be, persons or witnesses who may have information, vehicle descriptions, information of the physical and mental well-being of the student, up-to-date photographs, class schedule, and any other pertinent information that could be useful in locating the student

- Notification and contact will be established with the Director of Campus Life or designee.
- Notification will be made to the individual(s) identified by the missing student as the confidential emergency contact of the determination that the student is missing. All confidential emergency contact information will be on file with Residence Life.
- In the event the student is under 18 years of age, or is not emancipated, the College shall make notification to the custodial parent or guardian.
- If the listed actions are proven to be unsuccessful in locating the missing student, notification will be made to the Pulaski Police.
- The Office of Campus Life shall initiate whatever actions deemed appropriate and in the best interests of the missing student.

All information released concerning the missing student, or the subsequent investigation, shall be referred to the Pulaski Police Department, upon their involvement, or by the Office of the President of Martin Methodist College prior to police involvement.