

Southeast Technical College

Missing Person Procedures

For the purposes of this policy, a “missing person” is defined as an individual who is absent for an extended period of time (24 hours or more) with no visual, verbal, or written confirmation of the individual’s whereabouts.

If there is any evidence of foul play or suspicious circumstances involving the disappearance, STC Housing staff and/or STC personnel may contact local law enforcement and implement the following procedures before 24 hours have elapsed.

If a student or staff member believes an individual is missing, they will do the following:

- **Report the missing person to the appropriate STC staff members:** When reporting the missing individual, include as much information about the nature of the disappearance as possible (last time the individual was seen and/or spoken to, a physical description of the individual and what the individual was wearing (if known), a description of the individual’s vehicle, any known circumstances surrounding the disappearance, etc.).
 - 1) **If the individual is a student and a resident in STC Housing:** The missing individual should be reported to STC Housing Staff and/or STC Security. If housing staff and security are unavailable, the report should be made to the Vice President of Finance and Operations. If the report is made to STC Housing Staff or the Vice President of Finance and Operations, STC Security or local law enforcement will be notified immediately.
 - 2) **If the individual is a student but not a resident in STC Housing:** The missing individual should be reported directly to STC Security. If security is unavailable, the report should be made to the Vice President of Finance and Operations, who will then notify STC Security or local law enforcement immediately.
- **Once the missing person has been reported:** STC Security will coordinate with local law enforcement to begin an investigation into the missing person. Once local law enforcement has determined that the individual is missing:
 - 1) All STC housing students have the option to register a confidential emergency contact person. STC will notify an emergency contact identified by the individual within 24 hours of the determination. If the missing individual is younger than 18 years of age and not an emancipated minor, the college will notify his/her custodial parent or guardian in addition to the emergency contact person identified by the student. If STC staff deems it necessary, the parents of the individual will also be contacted in addition to the emergency contact identified by the individual. Parents or guardians will be notified if the missing individual is under 18 years of age and not emancipated. **If the individual is a resident in STC Housing:** STC Housing Staff will provide the emergency contact listed by the student on their Emergency Information Card.
 - 2) STC Staff will coordinate with local law enforcement to provide any additional information or support to assist in the investigation of the missing person.