



MISSING PERSON PROCEDURE

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, or where a person is dependent upon certain medications, may be suicidal, or Southeast Tech personnel believe there are other important factors to consider, Southeast Tech Housing staff and/or Southeast Tech 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 Southeast Tech 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 Southeast Tech Housing:** The missing individual should be reported to Southeast Tech Housing Staff and/or Southeast Tech Security. If housing staff and security are unavailable, the report should be made to the Vice President of Student Affairs. If the report is made to Southeast Tech Housing Staff or the Vice President of Student Affairs, Southeast Tech Security or local law enforcement will be notified immediately.
 - 2) **If the individual is a student but not a resident in Southeast Tech Housing:** The missing individual should be reported directly to Southeast Tech Security. If security is unavailable, the report should be made to the Vice President of Student Affairs, who will then notify Southeast Tech Security or local law enforcement immediately.
- **Once the missing person has been reported:** Southeast Tech 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 Southeast Tech Housing students have the option to register a confidential emergency contact person. Southeast Tech 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 institution will notify his/her custodial parent or guardian in addition to the emergency contact person identified by the student. If Southeast Tech 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 Southeast Tech Housing:** Southeast Tech Housing Staff will notify the emergency contact listed by the student on their Emergency Information Card.
 - 2) Southeast Tech Staff will coordinate with local law enforcement to provide any additional information or support to assist in the investigation of the missing person.