

# Missing Student Policy and Procedure:

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Spencerian College is concerned with student safety and security and takes reasonable steps toward helping create an environment that is safe and free from criminal activity. Criminal activity can and does happen, however, throughout society and Spencerian College is not immune or excessively insulated from criminal activity. Knowing this Spencerian College has developed this policy to assist in locating missing students who are living in college-owned or sponsored housing.

The overwhelming majority of missing person reports made to college officials is due to students altering their routines without telling their parents, friends, etc. Anyone who believes a student is missing should communicate their concerns to an institutional administrator or housing staff member. Such a report will generally initiate the procedures listed with his policy. During the move-in process, students are asked to provide emergency contact information; however, providing such information is voluntary if the student is over the age of 18. Students will be invited annually thereafter to update their emergency contact information. Emergency contact information for resident students will be maintained in their housing files; emergency contact provided by non-resident students will be maintained in their academic files.

## General Procedure:

1. The Spencerian College official receiving the initial report will gather information that includes:
  - a. Name of the reporting individual and their relationship to the missing student.
  - b. The last known location of the missing student and the date and time of the last known sighting.
  - c. Known habits and/or routines of the missing student including employment, local and out-or-town contacts and friends.
  - d. Any recent changes to the missing student's mood, demeanor or behavior.
  - e. The missing student's cell phone number if known.
  - f. Any other information that may be of value to the administration and/or investigators.
2. The Spencerian College administrator or housing staff member will inform the Spencerian College Department of Public Safety and one of the following executive administrators: The Executive Director, Academic Dean, Compliance Officer or the Director of Student Services/Housing. If a student is determined to have been missing for at least 24 hours, the executive administrator to whom the report is made will first direct appropriated staff members to immediately begin the following steps. A report of progress should be made to the executive administrator within 1 hour to enable further action that is of a timely manner.