

Missing Student Policy

Policy:

In accordance with the new 2010 "Missing Student" revision made to the Clery Act, Ranken Technical College will make every effort to comply with this revision. In doing so, Ranken Technical College will follow all FERPA regulations as they pertain to student information and will only use needed information in cases where the safety of the student or others are at risk. Ranken Technical College will promptly conduct an internal investigation for any reported missing student and contact law enforcement, as necessary. Ranken Technical College will complete all appropriate reports and will assist law enforcement in their needs of the investigation. The President, Administrators, Director of Public Safety and Director of Residential Life have the authority to start procedures for any College missing persons. The President, Administrators and Director of Marketing will be notified when any missing person report has been made. The Director of Marketing will handle all media communication, if any.

Missing Students Who Reside in On-Campus Housing

If a member of the college community has reason to believe that a student who resides in on-campus housing is missing for more than 24 hours, he or she should immediately notify the public safety department at **314-286-3300**. All college officials are required to notify public safety immediately upon being notified about a missing student. Public safety will generate a missing person report and initiate an investigation.

After investigating the missing person report, should public safety determine the student is missing and has been missing for more than 24 hours, public safety will notify the St. Louis Metropolitan Police Department and the student's emergency contact they have provided Residential Life in their housing packet. Even if the student hasn't registered an emergency contact person, the college will contact the police department. Contact will be made no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, the college will notify the student's parent or legal guardian immediately after the public safety has determined that the student has been missing within 24 hours of making that determination.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by the college in the event the student is determined to be missing more than 24 hours.

Definition of Missing College Student:

Any person who is a student, regardless of age, of Ranken Technical College and/or resides in a facility owned or operated by Ranken Technical College and is reported as missing from his or her residence more than 24 hours.

Procedures:

- If the student has been reported missing for more than 24 hours and he or she is over the age of 18 and has provided an emergency contact, the Department of Public Safety will inform the student's registered contact. If the student is under 18 years of age, the Department of Public Safety will contact the student's custodial parent or

legal guardian. If a student is over 18 years of age or emancipated and has no emergency contact, the Department of Public Safety will inform the appropriate law enforcement agency. If parents suspect their student is missing, we will encourage them to contact the law enforcement agency where their student was last seen and file a missing person's report with them.

- Missing College Student reports will be conducted in the same manner as a Missing Child report.
- Ranken Technical College will gather needed information regarding the incident, including photos and last known location of the missing student. All information will be kept together in a report.
- Ranken Technical College will contact local law enforcement early in the investigation in an attempt to utilize their resources quickly.
- The reporting Police Officer will determine from the information gathered what direction to take the investigation.
- If abduction is suspected, a thorough and aggressive investigation must commence immediately. This involves obtaining assistance from several other regional agencies and ensuring that efforts are well coordinated.
- If abduction is not suspected, investigating Police Officers can take appropriate methodical action to resolve the matter.

The initial assessment of a missing student case should include the following:

- Is the student missing from the campus, his or her family residence or other location?
- Is there a witness to or physical evidence of abduction or other foul play?
- Is the student despondent? Is the student mentally or physically disabled?
- Is the student experiencing academic, personal or financial problems?
- Has the student disappeared before?
- Does the student have a known drug and/or alcohol problem?
- Has the student received any threats or warnings from others?
- What is the student's lifestyle? Does the student have a criminal record?
- Did the student or perpetrator leave a note?
- Have any similar incidents been reported within the area (e.g., attempted abductions, prowlers, suspicious persons)?
- The responding Police Officer, after assessing the initial report details, should determine what level of response will be required. If the chance exists that the case is a missing student case (or missing child case), the responding officer will contact a supervisor immediately.
- Public Safety and local Law Enforcement will then conduct a thorough and timely investigation into the incident. Time is of the essence in these cases.
- Public Safety will contact college administration to alert them to the case as needed, in accordance with the college emergency management plan, in order to make notification and preparation for appropriate media releases.