

## **Missing Student Notification Procedures**

Faith Baptist Bible College and Theological Seminary will investigate any report of a missing Faith student residing in an on-campus residential facility and take appropriate action to ensure all notifications and actions comply with legal mandates. Investigation of such reports will be initiated immediately by the Dean of Students, Faith Campus Security Department, and local law enforcement.

### ***Registering Information***

Student emergency contact information is collected during the application process and the information is confidentially stored in the student's electronic records. This data is only available to authorized campus officials and cannot be disclosed, except to law enforcement personnel in furtherance of a missing person investigation. For a person under the age of 18 (who is not emancipated), and for purposes of missing student notification, the person(s) to be contacted must be a custodial parent or legal guardian.

### ***Reporting a Missing Student***

A student is considered missing when he/she is absent from the College for more than 24 hours. Any and all reports of missing students are encouraged to be reported immediately to Faith Security Personnel (FSP) and the Office of Student Life who will then begin an immediate investigation.

### ***Investigation***

FSP and/or the Student Life Office will initiate an investigation to determine the whereabouts of the reported missing person. All pertinent information will be gathered from the person making the report and from the student's acquaintances. This information 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, etc.

When a student who resides on campus is determined to be missing, the Faith Security Office and/or the Student Life Office will notify and work with Ankeny Police department 515-286-3333, and/or other jurisdictional authorities in attempting to determine the whereabouts of the student. This notification will occur within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student was missing.

### ***Contacting Family Members***

Individuals identified by the student as their emergency contacts, and/or the parent(s) if the student is under 18 years of age, will be contacted by the Faith Security Office, or the Student Life Office within 24 hours of the determination to be missing initial report.

In situations where the student has failed to designate a contact for missing student notification, FSP and/or Office of Student Life will use Faith student records and resources to

continue its investigation. Family members, including those not formally identified by the student, may be contacted during the course of the investigation to resolve a report of a missing student.

### ***Methods of Contacting a Reported Missing Student***

The Faith Campus Security Department and other Faith departments will work together and share records and information as appropriate to assess the status of a student reported as missing. Some methods of attempting to locate a reported missing student include, but are not limited to, the following:

- Checking phone numbers and email addresses provided as well as social networking sites;
- Surveying the student's room or apartment, including contacting those with whom the student may live;
- Contacting friends, family members, known associates, faculty and other campus community members;
- Contacting extra jurisdictional law enforcement for assistance;
- Assessing student's use of campus resources, such as ID card access or computer network systems.

### ***Resolution of Missing Student Status***

The missing student's emergency contacts will be advised of the resolution of a student's missing status. These contacts will further be advised of law enforcement options in cases where the student is not contacted through measures in this protocol. Contact notification will be made by the Faith Campus Security Department, the Office for Student Life, or other Campus Security Authority.