

MISSING STUDENT POLICY AND PROCEDURE

Baptist Bible College is committed to providing a safe academic environment. In light of this commitment the following policy and procedure has been established to assist in locating Baptist Bible College students living in on-campus housing who, based on the facts and circumstances known to Baptist Bible College, have been determined to be missing.

At the beginning of each academic year, Baptist Bible College will inform students residing in on-campus housing that Baptist Bible College will notify either a parent or an individual selected by the student not later than 24 hours after the time the student is determined to be missing. Only persons authorized by this policy and appropriate law enforcement may have access to this information. This information will include the following:

- Students have the option of identifying an individual to be contacted by Baptist Bible College not later than 24 hours after the time the student has been determined to be missing. Students can register this confidential contact information through the Director of Apartments, or Safety and Security office. Information may be altered, in person, at any time in the Safety and Security Office.
- If the student is under 18 years of age, and not an emancipated individual, Baptist Bible College is required to notify a custodial parent or guardian not later 24 hours after the time that the student is determined to be missing.
- Baptist Bible College will notify the appropriate law enforcement agency not later than 24 hours after the time that the student is determined to be missing.
- If Baptist Bible College Security or law enforcement personnel has been notified and makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to campus, Baptist Bible College will initiate the emergency contact procedures in accordance with the student's designation.

Baptist Bible College will follow the following notification procedure for a missing student who resides in on-campus housing:

- Once Baptist Bible College receives a missing student report via the Dean's Office, Baptist Bible College Security, or Director of Apartments.
- Office or other source, the following offices will be notified:
 - Baptist Bible College Security
 - Office of Dean of Students
 - Office of the President of Baptist Bible College
 - Resident Assistants
 - Director of Apartments
- Any official missing person report relating to this student shall be referred immediately to Baptist Bible College Safety and Security.
- If Baptist Bible College Safety and Security, after investigating the official report, determines the student has been missing for more than 24 hours, Baptist Bible College will contact the individual identified by the student, the custodial parent or legal guardian if the student is under 18 and not emancipated, or local law enforcement if these do not apply.

Upon notification from any entity that any student may be missing, Baptist Bible College may use any of the following resources to assist in locating the student. These resources may be used in any order and combination.

- Through the Director of Apartments, the Resident Assistants may be asked to assist in physically locating the student by keying into the student's assigned room and talking with known associates.
- Security may search on campus public locations to find the student (library, cafeteria, etc.).
- Security may issue an ID picture to assist in identifying the missing student.
- The Dean's Office may try to contact known friends, family, or faculty members for last sighting or additional contact information.
- Student Enrollment or academic departments may be contacted to seek information on last sighting or other information concerning the investigation.
- Security may access alarm logs to determine the last time a student accessed a campus building.
- Security may access vehicle registration information for vehicle location and distribution to authorities.
- Campus Technology may be asked to investigate any electronic information administered by their department which may assist in locating the missing student.
- If there is any indication of foul play, the local police department will immediately be contacted for assistance.