



## MISSING PERSON'S PROCEDURE March 2019

Date of CEMT Approval  
3/29/19

It is the procedure of Lamar Community College to thoroughly investigate all reports of missing persons from our campus. Additionally, the institution holds that every person reported missing will be considered at risk until significant information to the contrary is confirmed. **It should also be noted that there is no required waiting period for reporting a missing person. A person may be declared "missing" when his or her whereabouts are unknown and unexplainable for a period of time that is regarded by knowledgeable persons as highly unusual or suspicious in consideration of the subject's behavior patterns, plans, or routines.** Individuals will complete the LCC Missing Person's Report Form.

### MISSING PERSON

The purpose of this procedure is to establish measures to be followed if a missing person report is made to the institution. If a report is made, the following steps will be put in action:

- Person receiving the notification will immediately dispatch LCC's Head of Security to the location of the complaint.
- Security Officer will gather all essential information about the person (description, clothes last worn, where subject might be, who they might be with, vehicle description, etc). An up to date photograph may also be obtained to aid in the search. LCC Student Services can be contacted for this request.
- The Security Officer will also gather information about the physical and mental well-being of the individual.
- Appropriate campus staff will be notified to aid in the search for the individual.
- A quick, but thorough search will be conducted in all campus buildings, grounds, and parking lots.
- Class schedules will be obtained and a search of appropriate classrooms will be conducted.
- The Vice President for Administrative Services (or designee) will be promptly notified and are responsible for communicating with the family or relatives of the missing person within **24 hours** of being notified. If the designated contact differs from family, this person will be contacted in advance.

If the above actions are unsuccessful in locating the person or it is apparent from the beginning that the person is actually missing, (i.e. call from parents, guardians) the investigation will be turned over to the appropriate local law enforcement agency. This will take place as soon as practical but never later than **24 hours** from the initial report. The local police then become the authority in charge and the institution will assist them in any way necessary.

*In accordance with the Higher Education Act of 2008, all students may register a confidential contact with the college. The confidential contact does not have to be a parent of a student. This individual will be contacted by Public Safety (or another police department) within 24 hours in the event the student is reported missing. This individual will also be updated as to the progress of the investigation. In the case where a student is under 18 years of age, and has not been legally emancipated, the student's parents will also be promptly contacted.*

In addition to this procedure, the institution will utilize the current meal plan to try and identify potential missing persons in advance. The Coordinator of Residence/Student Life will request the meal usage report one time per week (Preferably each Sunday) and determine if any students have not utilized the dining service for that week. If a student is identified as not utilizing the dining services during that week, the Coordinator will attempt to make contact with the student. If contact cannot be made, the student will be reported as missing and the procedure will be put into action.