

## **Missing Person's Procedures Muscatine Community College Housing**

### **Definition of:**

A missing person is deemed as: Any student residing in on-campus student housing who has not been seen on campus and cannot be reached by acquaintances for a period of more than 24 hours.

As a Muscatine Community College (MCC) student in housing, you have an option to identify a specific individual of contact should you be deemed missing. This information will be kept confidential and the information will be accessible only to authorized campus officials and law enforcement personnel to assist with a missing person investigation. If you choose to not identify a specific contact, MCC will contact the person(s) identified on your Emergency and Medical Information sheet. Per regulations, MCC will contact a custodial parent or guardian for those residents under the age of 18 years and who are not emancipated, within 24 hours of being determined to be missing.

### **Student Notification Procedures:**

Students who believe a resident in housing is missing for more than 24 hours should contact the Apartment Manager (Housing Supervisor in the absence of the Manager) at once. The Manager or Supervisor will then contact the Dean of Students.

### **Apartment Manager/Supervisor Procedures:**

Upon receiving notification from a person, of a suspected missing housing resident, the Manager or Supervisor will concurrently contact the Dean of Students and verify resident absence.

The Dean of Students shall contact the students emergency contact person(s) identified (unless under the age of 18, then a custodial parent or guardian.)

Once the student has been determined missing, the Dean of Students shall contact the Muscatine Police Department to file a missing persons report within 24 hours of officially being determined to be missing.