

Policy Title: **MISSING STUDENTS**

Any member of the Fox Valley Technical College Community who has reason to believe a student is missing, should contact Security Services immediately. FVTC Employees are **required** to report any knowledge that they may have of a missing student, whether that be from direct knowledge or a report from a student, other member of the FVTC community or an outside party to Security Services.

Whether or not a student resides on campus, efforts will be made to locate the student to determine his or her location and well-being. These efforts may be aided by collaboration with local law enforcement.

For purposes of this policy, a student will be considered a “*missing student*” if the student’s absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but are not be limited to:

- A report or suspicion that the missing person may be the victim of foul play.
- The missing student has expressed suicidal thoughts.
- The missing student has a history of drug or alcohol abuse.
- The missing student is in a life-threatening situation.
- The missing student has been with persons who may endanger the student’s welfare.

All students have the option of designating an emergency contact strictly for use in the event that they are reported missing. To designate this person, contact the Student Life Office. All students who live in FVTC affiliated housing will be given this opportunity prior to moving into the facility. Designations will remain in effect until the student chooses to revoke it.

The designated contact information is stored confidentially, and will be accessible only to authorized campus officials and law enforcement. These officials will only disclose the contact information to law enforcement and only for the purposes of a missing persons investigation. A student can update emergency contact information by emailing the Student Life office.

If a student is under the age of 18 and not emancipated, the College must notify a custodial parent or guardian within 24 hours of determination that the student is missing. This is in addition to contacting anyone that the student has designated as their contact for missing persons cases.

Once the determination is made that the student is missing, the College will notify the appropriate law enforcement agency immediately if possible, within 24 hours.

*Adopted: 06/06/18*  
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