

FLORIDA SOUTHERN COLLEGE

DEPARTMENT OF CAMPUS SAFETY & SECURITY

MISSING PERSON POLICY & PROCEDURES

The purpose of this policy is to set guidelines in the reporting and investigation of missing person(s) that occur on the campus of Florida Southern College. It will be the responsibility of the Department of Campus Safety & Security (DCSS) Safety & Security Officers (SS/O's), to report, investigate, liaison with local government agencies, and to coordinate search efforts.

- I. If a student living on campus has been deemed missing for more than 24hours, the DCSS Director of Campus Safety & Security will coordinate efforts with the Lakeland Police Department. DCSS & the Lakeland Police Department will conduct an immediate, thorough, and timely investigation to determine the safety and whereabouts of the person. An individual will be considered missing if a roommate, classmate, faculty member, or other person has not seen the person in a reasonable amount of time. A reasonable amount of time may vary with the time of day and information available regarding the missing person's daily schedule, habits, punctuality, and reliability. Individuals will be considered missing immediately if their absence has occurred under circumstances that are suspicious or cause concern for their safety.

- II. The DCSS will contact the office of Student Development to assist in determining when, where, and by whom the person may have last been seen and in notification of family members. Each student shall have been asked to provide the name and contact information of a person to be notified in the case of an emergency or in the event such student is missing. Student Development shall contact such person if the student is missing for more than 24 hours. If the student is a minor, Student Development shall also contact the student's custodial parent or legal guardian.

III. The DCSS Shift Supervisor will direct the appropriate response to the scene, which may include additional assistance of other college personnel. The Director of DCSS will coordinate efforts with other college personnel to conduct a thorough search of the immediate area.

IV. The Director of DCSS will provide liaison with the College Media Relations Office for information to be released to media. This will include, but not limited to, periodic updates regarding the status of the investigation.

V. Initial sources of the missing person(s) information to be obtained during the initial investigation are:

- a. Roommate's information.
- b. Family
- c. Friends
- d. Class schedules
- e. Resident Assistants/ Staff
- f. Faculty
- g. Most recent use of meal card, library card, or computer facilities.
- h. On/Off campus employment.
- i. Campus activities involvement.
- j. Access to transportation and determination if the vehicle is accounted for.
- k. Prior counseling sessions.

VI. Missing Persons Reports shall:

- a. Be taken on all missing persons.
- b. Include a complete physical description.
- c. Provide full name and date of birth, to include Social Security number, any other identifying characteristics.

- d. If the missing person is believed to be in a vehicle, a complete description of the vehicle will be obtained.

VII. Missing Persons Reports shall be completed and turned in before the end of the officer's shift. The missing person's information will be entered into the NCIC computer by police department personnel. This information will be removed when confirmation of the person's return is received. The SS/O's shall obtain a current photograph of the victim to be copied and disseminated to all College Offices and attached to the Incident Report. **Do Not** place the photo into evidence. Document on the back of the photo the report number, name of the missing person, date picture was taken (of the victim), and the SS/O's name.

VIII. SS/O's will inquire into the personal habits and the mental and physical condition of the missing person, to include but not limited to:

- a. Recent family quarrels or domestic violence.
- b. Whether or not the victim has been missing before.
- c. If the victim has financial, marital, school, or job problems.
- d. If the victim has any known substance abuse problems.
- e. If the victim has any pending criminal charges.
- f. Favorite places of entertainment or recreation.
- g. Physicians / mental health care provider.

IX. If in the course of the investigation the SS/O discovers information regarding verbal or written threats to harm him or her-self, or if information is found to indicate the disappearance was forced or otherwise involuntary, the Director of DCSS will be immediately notified.