



## College of The Albemarle Procedure

Procedure Number: 4-21.1P

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**Title: Missing Persons**

**Related Policy:**

**Division of Responsibility: Student Success and Enrollment Management**

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\_\_\_\_\_ 6/2021 \_\_\_\_\_

**Date of Last Review**

**Date of Last Revision**

It is the policy of College of The Albemarle to establish procedures which support the Colleges cooperation in any investigation of missing persons from any of its facilities.

### **Administrative Responsibilities**

It is the responsibility of the Vice President of Student Success and Enrollment Management in conjunction with the Enrollment Management Committee to review and revise this procedure.

### **Procedures**

It is the policy of College of The Albemarle to cooperate in any investigation of missing persons from any of our facilities. A person may be declared "missing" when his or her whereabouts are unknown and unexplainable for a period of time that is regarded by a knowledgeable person as highly unusual or suspicious in consideration of the subject's known behavior, plans or routines. The college will work with local law enforcement following the steps below:

- A. Gather essential information about the person (description, clothing, where the subject is expected to be, who they might be with, vehicle, etc.)
- B. Appropriate staff and faculty will be notified to aid in the search
- C. A quick, but thorough, search of the facility will be conducted
- D. The student's schedule will be obtained and a search of appropriate classrooms will be conducted.