

Northwest Mississippi Community College

Missing Persons Policy

All concerns regarding a possible missing person (student, faculty, or staff) should be immediately directed to the Campus Police Office. Upon receipt of a missing person report, the Campus Police will initiate a priority investigation. An investigating officer will meet with the individual(s) making such a report and will gather the following information:

1. Essential information about the missing person --- description, clothes last worn, possible location including last known destination, individuals the missing person might be with, known associates, and vehicle description. A recent photograph will also be secured.
2. The investigating officer will also gather information about the physical and mental well being of the missing person. A current class schedule, class attendance information, job information and work schedule or residence hall information sheet (if applicable) will be obtained.
3. Based upon information gathered in steps one and two, appropriate campus staff will be contacted and either questioned or notified regarding the missing persons' status.
4. If after the completion of steps one through three it appears that the person is actually missing, parents or an emergency contact person will be notified by the Vice President for Student Affairs or the Director of Campus Police.
5. After consultation with the family of the missing person, the Campus Police will issue a regional welfare alert for the missing person through the National Crime Information Center. Further investigatory measures will be taken or additional notifications made based upon the circumstances of the individual case.
6. The Vice President and/or Director of Campus Police will keep family apprised of the status of the investigation.