



## 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 person's 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 Services or the Director of Campus Police. Each student may identify a contact person to be notified if the student is determined missing by Campus Police. The parents or guardian and contact person will be notified if the missing student is under 18 and not emancipated. Contact will be registered and maintained confidentially.
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 for Student Services and/or Director of Campus Police will keep family apprised of the status of the investigation.

Northwest Mississippi Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, sexual orientation, gender identity, age, or status as a veteran or disabled veteran in all its programs and activities. Northwest Mississippi Community College prohibits sexual harassment and all forms of sexual violence, regardless of sex, gender identity or sexual orientation. The following have been designated to handle inquiries regarding non-discrimination policies: Americans with Disabilities Act of 1990/Section 504 of the Rehabilitation Act of 1973: Disability Support Services Coordinator, Tate Hall, P.O. Box 7046, 4975 Highway 51 North, Senatobia, MS 38668, telephone number (662) 562-3309, e-mail address [mkelsay@northwestms.edu](mailto:mkelsay@northwestms.edu); Title II of the Age Discrimination Act: Vice President for Finance and Administration, James P. McCormick Administration Building, P.O. Box 7017, 4975 Highway 51 North, Senatobia, MS 38668, telephone number (662) 562-3216, e-mail address [jhorton@northwestms.edu](mailto:jhorton@northwestms.edu); Title IX of the Educational Amendments of 1972/Title VII of the Civil Rights Act of 1964: (For student-related matters) Associate Vice President for Student Services and Enrollment Management, Tate Hall, P.O. Box 7010, 4975 Highway 51 North, Senatobia, MS 38668, telephone number (662) 562-3409, e-mail address [trush@northwestms.edu](mailto:trush@northwestms.edu) or (for employment-related matters) Director of Human Resources, James P. McCormick Administration Building, P.O. Box 7038, 4975 Highway 51 North, Senatobia, MS 38668, telephone number (662) 560-5216, email [estanford@northwestms.edu](mailto:estanford@northwestms.edu).