

Policy and Procedure for Missing STLCOP Students

If a member of the STLCOP community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify Security Services at **314-446-SAFE (7223)**. All STLCOP officials are required to notify security immediately upon being notified about a missing student. Security Services will generate a missing person report and initiate an investigation.

After investigating the missing person report, should Security Services determine the student is missing and has been missing for more than 24 hours, Security Services will notify the St. Louis Metropolitan Police Department and the student's confidential contact. Even if the student hasn't registered a contact person, the College will contact the police department. Contact will be made no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, the College will notify the student's parent or legal guardian immediately after Security Services has determined that the student has been missing more than 24 hours.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by the College in the event the student is determined to be missing more than 24 hours. Students who wish to identify a confidential contact can do so by contacting the Housing and Residential Life office. This information is confidential, accessible by authorized campus officials and law enforcement only, and will not be disclosed outside of a missing person investigation. Should the investigation determine the student is missing prior to 24 hours, these procedures will be implemented immediately.

Although not required by the Clery Act, reports of students missing from off-campus residences will be referred to the police department having jurisdiction over the student's local residence, if known, or the student's permanent residence if a local residence cannot be determined.