

ADMINISTRATIVE POLICY

MISSING STUDENTS

This policy pertains to community, employees, and students.

In accordance with the [Clery Act](#), Fox Valley Technical College has implemented protocols to ensure that all adequate steps are taken in the event a student is discovered missing. Any Fox Valley Technical College Community member who believes a student is missing should contact Security Services immediately. FVTC Employees are **required** to report any knowledge of a student who has been missing for at least 24 hours to Security Services, whether from direct knowledge or a report from a student, another member of the FVTC community, or an outside party.

Whether or not a student resides on campus, FVTC will try to locate the student to determine their location and well-being. These efforts may include collaboration with local law enforcement.

For purposes of this policy, a student will be considered a “*missing student*” if the student’s absence is contrary to their usual pattern of behavior and/or unusual circumstances may have caused the absence. Such circumstances could include but are not limited to:

- A report or suspicion that the missing person may be the victim of foul play.
- The missing student has expressed suicidal thoughts.
- The missing student has a history of drug or alcohol abuse.
- The missing student is in a life-threatening situation.
- The missing student has been with persons who may endanger the student’s welfare.

All students can designate an emergency contact strictly for use if they are reported missing. FVTC will notify the designated contact and appropriate law enforcement within 24 hours of the determination that the student is missing. The missing student contact can be but is not required to be a different person than that listed as the student’s “Emergency Contacts”. Students may contact Security Services for questions regarding the designation of a missing student contact. All students living in FVTC-affiliated housing will be given this opportunity before moving into the facility. Designations will remain in effect until the student chooses to revoke them.

The designated contact information is stored confidentially and will be accessible only to authorized campus officials and law enforcement. These officials will only disclose the contact information to law enforcement and only for missing persons investigations.

If a student is under 18 and not emancipated, the College must notify a custodial parent or guardian within 24 hours of determining that the student is missing. Contacting the custodial parent is in addition to contacting anyone that the student has designated as their contact for missing person cases.

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