

## MITCHELL TECHNICAL COLLEGE MISSING STUDENT PROCEDURE

Mitchell Technical College does not own, operate, or manage any on-campus student housing facilities. In particular, Mitchell Tech does not own, operate, or manage the Campus Tech Apartments, located at 1400 E Spruce Street. However, for the purposes of the Higher Education Act (HEA) missing student notification regulations, Mitchell Tech is considered to be in control of the Campus Tech Apartments because the buildings are located on property that is owned by the Mitchell Technical College Foundation.

The procedures described herein apply to a report of a missing student, defined as a Mitchell Tech student residing in the Campus Tech Apartments who is absent for an extended period of time (24 hours or more) with no visual, verbal, or written confirmation of the individual's whereabouts. If there is any evidence of foul play or suspicious circumstances involving the disappearance, or where a person is dependent upon certain medications, may be suicidal, or Mitchell Tech personnel believe there are other important factors to consider, Mitchell Tech administrators may contact local law enforcement and implement the following procedures before 24 hours have elapsed.

A report of a missing student should be made to the Dean of Student Success (Scott Fossum, 605-995-7178, office located in the Center for Student Success) or the Vice President of Operations (John Heemstra, 605-995-7204, office located in the Campus Center administrative area).

When reporting a missing student, include as much information about the nature of the disappearance as possible (last time the individual was seen and/or spoken to, a physical description of the individual and what the individual was wearing (if known), a description of the individual's vehicle, any known circumstances surrounding the disappearance, etc.).

When a report of a missing student has been made, Mitchell Tech administrators will immediately forward the report to the Mitchell Police Department (605-995-8400). The College will coordinate with the police department to begin an investigation into the missing student and to provide any additional information or support to assist in the investigation.

If a student who resides at Campus Tech Apartments is determined by local law enforcement to be missing, Mitchell Tech will contact Mills Property to obtain the student's emergency contact information. Mills Property maintain a list of confidential emergency contact persons provided by students living at Campus Tech Apartments.

- Campus Tech Apartments, Monday – Friday, 8:00 a.m. – 5 :00 p.m., 605-990-8383
- Mills Property, after hours and weekends, 866-504-0629

Mitchell Tech will notify the emergency contact identified by the student within 24 hours of the determination that the student is missing. If Mitchell Tech administrators deem it necessary, the

parents of the individual will be contacted in addition to the emergency contact identified by the individual. Parents or guardians will be notified if the missing individual is under 18 years of age and not emancipated.