

**NORTHEASTERN OKLAHOMA A&M COLLEGE
MISSING STUDENT NOTIFICATION POLICY AND PROCEDURE**

Missing Student Notification Policy

Any NEO A&M College student reported missing for 24 hours to any NEO faculty or staff member will be reported as presumed missing to the NEO Campus Police Department at (918) 533-1243.

NEO students may register a confidential contact person to notify in case the student is reported missing for 24 hours. Students may register their contacts in the NEO Housing/Student Affairs Office. Contact information will be kept confidential and reported only to law enforcement and college personnel directly involved with the search for a missing student.

If the missing student is under 18 years old, is not emancipated, and is missing for 24 hours, a custodial parent or legal guardian must be notified in addition to the NEO Campus Police Department.

If an NEO student has not registered and is reported missing for 24 hours, the Miami Police Department as well as the Ottawa County Sheriff's Office will be notified.

Missing Student Procedures

Upon receiving a report of a missing student, the NEO Campus Police Department will notify the Vice President for Student Affairs and the Director of Student Housing.

NEO personnel and the Campus Police Department will attempt to locate the student and/or verify that the student is missing and has been missing for 24 hours. This includes, but is not limited to: contacting the confidential contact person registered, checking the student's on-campus residence, and checking class attendance records.

If the Campus Police Department verifies that the student has been missing for 24 hours, they will begin a missing person investigation in conjunction with other appropriate area law enforcement agencies. These procedures may begin in less than 24 hours if circumstances require faster implementation.