

**BURRELL COLLEGE
OF OSTEOPATHIC MEDICINE
POLICY MANUAL**

SECTION: Facilities

Policy B4011

TOPIC: Missing Person Notification

Approval Date: 7/24/19
Revised Date: 8/22/2023

Approved: Signature on File

Page 1 of 1

POLICY

In compliance with the Higher Education Act of 2008, the College has established procedures regarding the reporting, investigation and emergency notification of any residential student of Burrell College who, based on the facts and circumstances known to the College, has determined to be missing.

RESPONSIBLE OFFICIAL(S):

Office of Student Affairs, Office of Human Resources

DEFINITIONS:

Residential Student: one who resides in on-campus housing (New Mexico State University (NMSU) or Florida Institute of Technology (Florida Tech), under a housing contract, and is currently enrolled in the College.

PROCEDURES:

1. The College is required to assist in coordinating resources available to expedite the location of any residential student suspected or reported to be missing, consistent with the notification and reporting requirements of the federal Clery Act. Any report of a missing residential student to College personnel is immediately turned over to the NMSU Police Department (575-646-3311) or to the Florida Tech Security Office (321-674-8111).
2. If a person is reported missing to the College Office of Student Affairs or to the Office of Human Resources, the staff may conduct a brief preliminary welfare check to attempt to locate the person. If the person cannot be quickly located, staff will immediately notify the NMSU Police Department or the Florida Tech Security Office. If a missing student resides under a housing contract not on the campus of NMSU or Florida Tech, local law enforcement will be contacted.
3. Students and employees have the opportunity to identify an individual who will be contacted by the College no later than 24 hours after the time that a person is determined to be missing by providing emergency contact information to the College.

CROSS-REFERENCES:

Annual Safety and Security Report (Clery)