

NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

6040P MISSING PERSON

The Safety Director has established a Missing Student Emergency Contact database, where on-campus students may register a confidential emergency contact to be notified in the event they are reported missing. Registration in the database is voluntary, but is strongly encouraged. The information provided will be treated in a confidential manner and will only be used by College officials and local police to aid in locating a student who has been reported missing or where disclosure is legally required by a search warrant or subpoena. The [personal data sheet](#) with emergency contact information may be completed and submitted to student affairs.

If the Safety Director, after investigation, determines that an on-campus residential student has been missing for 24 hours, the college will, within 24 hours after making such a determination, notify both the student's designated contact person and local law enforcement that the student is missing. If the missing student is under the age of 18 and is unemancipated, the college will also notify the student's parent or legal guardian within the 24 hour period after the Safety Director has determined that the student is missing. Notice to others will be in compliance with applicable FERPA regulations.

The lead law enforcement agency in missing person cases originating from the college's on-campus housing facilities is the Thief River Falls Police Department. The college's Safety Director will notify the Thief River Falls Police Department within 24 hours of determining that an on-campus resident student has been missing for 24 hours.

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.

Approved: 10-5-16