

AIB COLLEGE OF BUSINESS MISSING PERSON POLICY

In accordance with the Higher Education Opportunity Act of 2008, AIB College of Business has established the following procedure if a student is reported missing.

DEFINITION: The College will consider a student to be a “missing person” if a student’s absence is different to his/her usual pattern of behavior and unusual circumstances may have caused the absence.

MISSING PERSON NOTIFICATION: All students living on campus have the opportunity to confidentially designate an individual to be contacted in the event that they are reported missing. If a missing student is under the age of 18, and not emancipated, the federal law requires the College to notify the student’s custodial parent or guardian within 24 hours from the time the student was determined to be missing. Students can file and update their missing person notification information at the Campus Safety Office. Only authorized college personnel shall have access to this information.

POLICY: Any individual, who has concerns of a possible missing person, are urged to notify the Campus Safety department (515-246-5300), Director of Student Life (515-244-6707) or RA as soon as possible. Once a report is received, the safety officer on duty will immediately initiate a campus investigation and notify the Chief Facilities Officer and the Vice President for Student Life.

The responding safety officer will use the AIB Missing College Student Report to gather information about the missing student. The report is on file in the Campus Safety Office. The AIB Missing College Student Report collects information about the person making the report and any information they have about the missing person, including but not limited to: a physical description, clothing last worn, where the person was seen last, locations they might be, any medical or safety concerns about the missing person, etc.

Safety officers, the Chief Facilities Officer and the Vice President of Student Life will use the information given in the report to determine the level of an emergency and may take further actions to investigate the report. Actions may include, visiting the missing person’s apartment and interviewing other residents and friends on the hall or in the building. Attempts will also be made to contact the missing person by e-mail and cell phone. The student’s confidential contact may be contacted to help determine the missing student’s location.

If the above actions and a campus wide search are unsuccessful in locating the student, the Chief Facilities Officer or the Vice President of Student Life will contact the local law enforcement agency to report the student as a missing person, no later than 24 hours after the initial report was made to the college. The student’s confidential contact will also be notified at this time, if they have not been notified already.

AIB MISSING COLLEGE STUDENT REPORT

- FAMILIAL ABDUCTION* *RUNAWAY* *STRANGER ABDUCTION*
 ACQUAINTANCE ABDUCTION *UNKNOWN*

INTAKE INFORMATION (For AIB Use Only)

Date/Time Received: _____ Form completed by: _____

COMPLAINANT INFORMATION **FATHER** **MOTHER** **OTHER** _____

Name: _____ Male Female

Street Address: _____

City: _____ State/Zip Code: _____ County/Country: _____

Telephone # (Home): (____) _____ Telephone # (Work): (____) _____

Cell Phone #: (____) _____ Fax #: (____) _____

Email: _____

Miscellaneous: _____

MISSING STUDENT INFORMATION STUDENT #1

Name : Last: _____ First: _____ MI: _____

Residence Hall Address: _____

Male Female Race: _____ Age: _____ DOB: _____

Height: _____ Weight: _____ Hair: _____ Eyes: _____ Complexion: _____

SS#: _____

Alias/Nicknames: _____

Place of Birth: _____

Mother's Maiden Name: _____

Physical Characteristics (Scars/Marks/Tattoos/Piercings/Dental):

Medical Problems/Medication Utilized: _____

School Name/Grade: _____

Clothing Description: _____

Date/Time/Place of Last Contact: _____

Miscellaneous: _____

Do parents/guardians possess the child's fingerprints: Yes No

Number of fingers: 2 10 Other _____

Cell Phone #: (____) _____ Email: _____

Blog/Chat/Instant Messaging Services Used: _____

Screen Name(s)/Web Page Addresses: _____

MISSING STUDENT INFORMATION STUDENT #2 (if applicable)

Name : Last: _____ First: _____ MI: _____

Residence Hall Address: _____

Male Female Race: _____ Age: _____ DOB: _____

Height: _____ Weight: _____ Hair: _____ Eyes: _____ Complexion: _____

SS#: _____

Alias/Nicknames: _____

Place of Birth: _____

Mother's Maiden Name: _____

Physical Characteristics (Scars/Marks/Tattoos/Piercings/Dental):

Medical Problems/Medication Utilized: _____

School Name/Grade: _____

Clothing Description: _____

Date/Time/Place of Last Contact: _____

Miscellaneous: _____

Do parents/guardians possess the child's fingerprints: Yes No

Number of fingers: 2 10 Other _____

Cell Phone #: (_____) _____ Email: _____

Blog/Chat/Instant Messaging Services Used: _____

Screen Name(s)/Web Page Addresses: _____

PARENT INFORMATION: MOTHER (IF DIFFERENT THAN COMPLAINANT)

Name : Last _____ First _____ MI _____

Street Address: _____ City: _____

State/Zip Code: _____ County/Country: _____

Telephone # (Home): (_____) _____ Telephone # (Work): (_____) _____

Cell Phone #: (_____) _____ Email: _____

SS#: _____

Miscellaneous: _____

PARENT INFORMATION: FATHER (IF DIFFERENT THAN COMPLAINANT)

Name : Last _____ First _____ MI _____

Street Address: _____ City: _____

State/Zip Code: _____ County/Country: _____

Telephone # (Home): (_____) _____ Telephone # (Work): (_____) _____

Cell Phone #: (_____) _____ Email: _____

SS#: _____

Miscellaneous: _____

INFORMATION : ‘ ABDUCTOR ‘ COMPANION RELATIONSHIP: _____

Name : Last _____ First _____ MI _____

Street Address: _____ City: _____

State/Zip Code: _____ Country: _____

Maiden Name: _____

Alias/Nicknames: _____

Race: _____ Age: _____ DOB: _____ Height: _____ Weight: _____ Hair: _____

Eyes: _____

SS#: _____ Place of Birth: _____

Physical Characteristics
(Scars/Marks/Tattoos/Piercings/Dental): _____

Occupation: _____ Employer: _____

Miscellaneous (i.e., physical or mental
conditions): _____

Telephone # (Home): (_____) _____ Telephone # (Work): (_____) _____

Cell Phone # :(_____) _____ Email: _____

Blog/Chat/Instant Messaging Services Used: _____

Screen Name(s)/Web Page Addresses: _____

VEHICLE INFORMATION (IF APPLICABLE) ‘ COMPANION/ABDUCTOR ‘ STUDENT

Vehicle involved: Yes No Vehicle: Make: _____ Model: _____

Approximate Year: _____ Color: _____ Registration (License Plate) Number: _____

Registration (License Plate) State: _____ Special Identifiers/Miscellaneous: _____

INVESTIGATING LAW ENFORCEMENT AGENCY INFORMATION

Name of Investigating Police Agency: _____

Agency Address: _____

Investigating Officer's Name: _____

Telephone Number: (____) _____ Fax Number: (____) _____

Cell Number: (____) _____ Email: _____

Police Agency Case#: _____ Date of Report: _____

Other: _____

LEGAL INFORMATION

If a familial abduction case, has a custody decree been issued? Yes No Date: _____

Name of person/agency with legal custody: _____

Court Name: _____ Docket #: _____

If a runaway case, has a PINS warrant been issued? Yes No Date: _____

Name of person/agency with legal custody: _____

Court Name: _____ Docket #: _____

Contact for Missing Person Notification

Your Name: _____

Contact for Missing Person Notification:

Name: _____

Home Phone Number: _____ Cell Phone Number: _____

Address: _____

Email Address: _____

Information on this card will only be kept confidential, only appropriate college personnel will have access to this information. Please be sure to keep the information up to date throughout the year.