

## SECTION XII: MISSING PERSONS

### POLICY FOR HANDLING MISSING PERSON SITUATIONS

Every student has an opportunity to register a contact person who PTC will notify in the case of emergency. PTC stores contact information for all dependent students and will use this for notification purposes. Contact information will be registered confidentially and is accessible only to PTC campus officials but may be disclosed to law enforcement in furtherance of a missing person investigation. For independent students, PTC stores the emergency contacts provided by the student and applies the same confidentially standard as that of dependent student contact information.

Contact the Public Safety Department, Student Services, or a member of the PTC community to report the disappearance of a PTC student.

Upon notification of a missing person, the Public Safety Department will collect necessary information. This includes the name of the missing person, the name of the person filing the report, the last place and time the person was accounted for, who the person was with, the activity the person was involved in, and other anecdotal or substantiated information.

The North Fayette Police Department has authority over the PTC campus and Hawthorne housing situations, and the Robinson Township Police Department has the authority for situations arising at Westpointe.

The college will do a preliminary investigation, and reach out to the designated emergency contact. The college will notify local law enforcement and the parents or guardians of non-emancipated students less than 18 years of age within 24 hours of the determination that the student is missing. If there are questions of parental/guardian notification, the Director of Resident Life or the Director of Public Safety will decide as to who should be contacted.

PTC's Public Safety Department, the local policing agency, and the student's emergency contact(s) will work together to locate the student and resolve the situation.

#### MISSING PERSON'S REPORT

The college maintains an annual missing persons' report that includes statistics for on- and off-campus student housing facilities.

#### Missing Person(s) Report for January - December 2017

	On Campus	Off-Campus
<b>Number of Missing Persons' Reported</b>	0	0