



## 916.5 - Missing Student

### Purpose:

The purpose of this policy procedure is to operationalize BSC Policy 916.5 Missing Student.

### Procedure:

#### Emergency Contact Information Designation

1. Students have the opportunity during each semester to designate an individual or individuals to be contacted by BSC Campus Police or appropriate local law enforcement in the event the student is determined missing. Notification will be made no more than 24 hours after the time the student is determined to be missing in accordance with this policy procedure.
2. A contact designation is registered confidentially and is accessible only to authorized campus officials and may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation.
3. If a student is under the age of 18 and is not an emancipated adult, the College is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing.

#### Notification Procedures for Missing Persons

1. Any individual on campus who has information that a residential student may be a missing person must notify Bismarck State College Campus Police (701-224-2700) or the Student and Residence Life Office/Staff (701-224-5464 or 701-224-5465).
2. The BSC Campus Police Department will gather all essential information about the residential student from the reporting person and from the student's acquaintances (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photograph, class schedule, etc.) Appropriate campus staff will be notified to aid in the search for the student.
3. If the above actions are unsuccessful in locating the student or it is apparent immediately that the student is missing (i.e. a witnessed abduction), the BSC Campus Police Department will investigate or contact the appropriate local law enforcement agency to report the student as missing and the local law enforcement agency will take charge of the investigation.
4. No more than 24 hours after determining that a residential student is missing, contact will be made by the BSC Campus Police Department or local law enforcement to the designated contact.



### Campus Communication Regarding Missing Students

1. In cases involving missing persons, law enforcement personnel are best situated to provide information to the media that is designed to elicit public assistance in the search for a missing person. Therefore, all communications regarding missing students will be handled by Campus Police or local law enforcement authorities, who may consult with the Public Affairs Office. All inquiries to the college regarding missing students, or information provided to any individual at the college about a missing student, shall be referred to the BSC Campus Police Chief, who may refer inquiries and information to law enforcement authorities.
2. Prior to providing the Bismarck-Mandan community with any information about a missing student, the Public Affairs Office shall consult with the BSC Campus Police Chief and with local law enforcement authorities to ensure that communications do not hinder the investigation.

#### **References:**

[Title 34 Subtitle B Chapter VI Part 668 Subpart D § 668.46](#)

#### **History of This Procedure:**

First policy draft reviewed by the Operations Council on August 4, 2009 and approved by the Executive Council on August 5, 2009; reviewed by the Operations Council on January 22<sup>nd</sup>, 2014 and approved by the Executive Council on March 6<sup>th</sup>, 2014; September 17<sup>th</sup>, 2014; December 7<sup>th</sup>, 2015; reviewed by Campus Council on August 31<sup>st</sup>, 2022 and reviewed by the Executive Council on September 23<sup>rd</sup>, 2022 and approved by the President on January 4<sup>th</sup>, 2023. Reviewed as per policy schedule, no changes made, approved by the VP of Student Affairs on July 31, 2024.