

Northern Virginia Community College
Missing Person

A. INTRODUCTION

This Guide is designed to help familiarize Northern Virginia Community College's (NOVA) employees and students with the procedures that should be followed if an employee or student is suspected missing. All higher education institutions that provide on-campus housing and are subject to comply with federal mandates required by the Crime Awareness and Campus Act better known as the "Clery Act" which is contained in section 485 of the higher education act, codified at 20 U.S.C. § 1092 are required to establish missing student notification procedures for students who reside in on-campus housing.

B. SCOPE

A missing person is an individual whose whereabouts are unknown; they have disappeared for no known reason and there is reasonable concern for their well-being and safety. If a student or employee is believed to be missing and there is reasonable concern for his or her well-being and safety, the NOVA College Police should be contacted immediately at 703-764-5000.

C. NOTIFICATION PROCEDURES

If you suspect someone you know is missing, notify the NOVA College Police immediately (703) 764-5000 or your local law enforcement agency by dialing 911, and provide a detailed description of the missing person to include the following information:

- The missing person's full name and nicknames or aliases
- Full description to include: sex, race, date of birth (age), height, weight, eye color, and hair color
- Photograph
- Medications
- Vehicle information
- Unusual or visible physical attributes such as birthmarks, tattoos, scars, or piercing
- Date and time of last contact
- Last known whereabouts
- What they were last seen wearing
- Who they were last seen with

Fingerprints, recent photos, dental records, and all other significant and relevant information should also be shared with the police, if available.

D. RESPONSE

Once the College Police determines or suspect that an individual is missing, College Police will conduct the following activities as appropriate or necessary:

- Collect all other pertinent information about the missing person and conduct interviews if necessary.
- Notify the appropriate federal, state, and local officials using official notification procedures and NOVA College Police policies
- Notify the appropriate College administrators and law enforcement officials if suspicious circumstances are involved or if the person's physical or mental health is in jeopardy
- Involve external law enforcement and emergency response agencies as appropriate to assist in locating the missing individual.
- Conduct a search of College property and surrounding areas
- Notify the Director of International Education Programs at NOVA if the individual is a student resident related to any of those associated programs
- Contact local hospitals, detention centers, and police agencies to inquire about the individual
- Complete an official police investigation
- Contact the emergency contact(s) identified by the employee or student
- Contact the missing person contact(s) identified by the employee of student

E. STUDENT RESIDENTS

Student residents associated with any programs within NOVA's Office of International Education Programs should notify:

Stacey Bustillos
 Associate Director, Program Planning and Initiatives,
 Office of International Education Programs
 Northern Virginia Community College
 7630 Little River Turnpike, Suite 501
 Annandale, VA 22003
 Phone: 703-764-5093

A notification should be made as soon as they suspect that a fellow student resident is missing. The Office of International Education Programs will attempt to locate the student and report the missing students to the College Police Department as soon as reasonably possibly but no later than 24-hours, and lend assistance to College Police and local law enforcement as necessary.

The Clery Act requires that NOVA:

- Allows each resident student the option to identify an individual(s) who will be contacted by the College if the student is determined to be missing.
- Provide each such student a means to register confidential contact information in the event that the student is determined to be missing for a period of more than 24 hours.

All student residents must complete the following steps prior to occupation of any residential space which can be done at registration before they will be provided with a key to their residence hall room:

- Complete the NOVA's Missing Person Registration Form (see below)

Students may identify emergency contacts other than their parent(s) or legal guardian(s) unless they are younger than 18 years of age and are not emancipated in which case they must identify their parent(s) or legal guardian(s) as emergency contacts. Emergency contacts will be notified in the event that a student is suspected missing. Parents of students who are less than 18 years of age and not emancipated will be contacted within 24-hours from the time that the student is suspected or determined to be missing. Notification of emergency contacts, parents, or legal guardians may be made sooner if necessary.

F. EMPLOYEES AND NON-RESIDENT STUDENTS

NOVA provides non-resident students the ability to designate emergency contacts during the application process. Employees are able to document emergency contacts during the hiring process.

Emergency contacts will be contacted if student or employee is suspected missing, is injured, or is otherwise unable to contact their emergency contact(s).

G. NOVA's Missing Person Registration Form

Tear Off Below for Record Retention

First Name:

Sex:

Height:

Middle Name:

Race:

Weight:

Last Name:

Date of Birth:

Eye Color:

Nicknames/Aliases:

Hair Color:

Address:

Phone Number:

Email:

Medications:

Vehicle Information:

Make:

Model:

License Plate:

Color:

Birthmarks:

Tattoos:

Scars:

Piercing:

Emergency Contact:

Missing Person Contact: Same as Emergency Contact

Name:

Name:

Address:

Address:

Phone Number:

Phone Number:

Email:

Email:

Signature:

Date:

Time:

Decline to provide information: