

**BURRELL COLLEGE
OF OSTEOPATHIC MEDICINE
POLICY MANUAL**

SECTION: Facilities

BCOM Policy B4011

TOPIC: Missing Person Notification

Approval Date: 7/24/19

Effective Date: 7/24/19

Approved: Signature on File _____

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POLICY

In compliance with the Higher Education Act of 2008, BCOM has established procedures regarding the reporting, investigation and emergency notification of any student or employee of BCOM who, based on the facts and circumstances known to BCOM, has determined to be missing.

RESPONSIBLE OFFICIAL(S):

Office of Student Affairs, Office of Human Resources

PROCEDURES:

1. Anyone who has reason to believe a student or employee is missing from the BCOM campus should immediately call the NMSU Police Department by calling 911 or (575) 646 3311. Any report of a missing person to BCOM personnel is immediately turned over to the NMSU Police Department.
2. If a person is reported missing to the BCOM Office of Student Affairs or to the BCOM Office of Human Resources, the staff may conduct a brief preliminary welfare check to attempt to locate the person. If the person cannot be quickly located, staff will immediately notify the NMSU Police Department.
3. Students and employees have the opportunity to identify an individual who will be contacted by BCOM not later than 24 hours after the time that person is determined to be missing by providing emergency contact information to the College.

CROSS-REFERENCES:

Annual Safety and Security Report (Clery)