

Procedure Number: 107.8
Procedure: Missing Students
Effective Date: 09/01/2014
Revision Date: 09/01/2014
Approved by: Scott Forshee, Chief of Police

PROCEDURE:

- I. Upon receipt of information that an MSU Billings student has been missing for the required 24 hours, the Duty Officer will;
 - A. Evaluate each incident and take the appropriate response.
 - B. During normal business hours, contact the Registrar's Office to obtain student contact information.
 - C. After hours, contact the Housing and Residential Life staff to obtain student contact information. Upon confirmation of a missing student.
 - D. Notify the Chief, or Assistant Chief of University Police.
 - E. Notify the Dean of Students, or Vice Chancellor of Student Affairs.
 - F. Aid Residential Life & Housing staff as necessary in contacting the listed party(s) identified through the students on file contact information.
 - G. Complete an MSUB ARMS report and begin a formal investigation, following up on any known investigative leads.
 - H. Complete a Billings Police Initial and Investigative report and relay gathered information to the Billings Police Support Services for entering into NCIC/CJIN.
 - I. Notify the appropriate outside law enforcement agencies in compliance with all statutory requirements.
- II. Runaways/Missing Juveniles:
 - A. The duty officer must notify a parent or legal guardian if the student is less than 18 years old and not emancipated.
 - B. Officers must accurately complete a Billings Police runaway report form and immediately upon completion, present it to the BPD Support Services personnel for entering into NCIC/CJIN.
 - C. Contact a Billings Police Investigations Division Commander for the following:
 1. Abductions:
 - a. Family, and
 - b. Non-family.
 2. Endangered (anyone under 13 years of age)
 - a. At Risk Children (Runaway).
 - (1) Refer to the National Center for Missing and Exploited Children Manual (available at the Billings Police Department).

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III. The Chief or Assistant Chief of University Police will convene the Emergency Crisis Communications Committee and begin the process of issuing an Advisory as appropriate, including photograph(s) of the student, to assist in locating a missing student.