

## **Missing Student Notification Policy and Procedures**

If a member of the Seminary community has reason to believe that a student who resides in on campus housing is missing, he or she should immediately notify the Director of Facilities and Safety at 901-334-5834 or 901-355-5882. Additionally, the Director of Student Services should be notified at 901-334-5806.

The Director of Facilities and Safety will generate a missing persons report and initiate an investigation. After investigating a missing person report, should the Director of Safety and/or the Director of Student Services determines the student has been missing for 24 hours. The Director of Facilities and Safety and/or Director of Student Services are required to notify the Memphis Police Department and the student's emergency contact no later than 24 hours after the student is determined to be missing.

If the student is under the age of 18 and is not an emancipated individual, Memphis Theological Seminary will notify the students parent or legal guardian immediately after the Director of Safety and/or the Director of Student Services has determined that the student has been missing for 24 hours.