

THE CITADEL
The Military College of South Carolina
171 Moultrie Street
Charleston, SC 29409

GENERAL ORDER
NUMBER 4-2

25 August 2010

MISSING PERSONS POLICY

1. PURPOSE:

The Citadel assertively works to resolve missing persons cases reported to it. The purpose of this policy is to establish the notification procedures which The Citadel will follow in the event a cadet is reported missing, and to identify the opportunities available for cadets to designate an individual to be contacted pursuant to those procedures.

2. REFERENCE:

Higher Education Opportunity Act, Public Law 110-315

3. DEFINITIONS:

Missing cadet: A cadet shall be deemed missing when he or she is absent from The Citadel for more than twenty-four (24) hours without any known reason.

4. POLICY

- A. All reports of missing cadets shall be immediately directed to the Commandant and Public Safety.
- B. When a cadet is reported missing, the Commandant shall:
 - i. Initiate an investigation through the Corps of Cadets chain of command and notify Public Safety for assistance in determining the validity of the missing cadet report.
 - ii. Make a determination as to the status of the missing cadet.
 - iii. Notify the individual identified by the missing cadet as the emergency contact within twenty-four (24) hours of making the determination that the cadet is missing.
 - iv. If the missing cadet is under the age of eighteen (18), notify the cadet's custodial parent or guardian as contained in the records of The Citadel within twenty-four (24) hours of the determination that the cadet is missing.
 - v. Notify Public Safety who will, within twenty-four (24) hours after the determination that the cadet is missing, notify the City of Charleston Police Department and/or the Charleston County Sheriff's Department.

- C. All cadets may identify an individual to be contacted by The Citadel in the event they are determined to be missing. Cadets should identify a contact person(s) by listing that person's name and contact information in the Emergency Contacts database, available through Lesesne Gateway. Cadets may update this information at any time during their cadet career.
- D. Contact information provided by cadets pursuant to Paragraph C will be registered confidentially and accessible only to authorized campus officials. This information may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation.

5. COMPLIANCE

Failure to report a cadet suspected as missing may result in discipline for cadets, faculty and staff.

6. NOTES

A. Dates of official enactment and amendments:

Approved by the Director of The Citadel Staff on 25 August 2010

B. Responsible Department:

Commandant

C. Responsible Official:

Commandant

D. Cross References

None

7. RESCISSION:

None.

FOR THE PRESIDENT:

OFFICIAL

JOSEPH W. TREZ
Colonel, US Army, Retired
Director of The Citadel Staff