



Name of Policy: Missing Persons
Source: Campus Security
Form to Complete: N/A

**Policy:**

**Students living on-campus**

A suspected missing student should be reported to campus security immediately. Campus security can be reached by calling 816-931-6666. In compliance with federal laws, if after investigation the student is determined to be a missing person, the appropriate law enforcement agencies and the student's emergency contact will be notified within 24 hours. If a student is under the age of 18, KCAI is required to contact a parent or guardian. If a student is over the age of 18, KCAI is required to contact the missing person contact identified by the student to the college. Students will be given the option to identify a missing person contact upon entering the college through the required forms process (refer to the Required Forms Policy). This information will be registered confidentially and only accessible to authorized campus officials and it may not be disclosed to others, except to law enforcement personnel in furtherance of a missing person investigation.

**Students living off-campus**

A suspected missing student should be reported to campus security immediately. If after investigation the student is determined to be a missing person, the appropriate law enforcement agencies will be contacted within 24 hours.