

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

MEMORANDUM
NUMBER 2-102

7 September 2022

MISSING PERSONS POLICY FOR ON-CAMPUS CADETS AND STUDENTS

1. PURPOSE

In accordance with the Higher Education Opportunity Act (HEOA), The Citadel has procedures for on-campus residential cadets or students determined to be missing for 24 hours.

2. REFERENCE

Higher Education Opportunity Act, Public Law 110-315

3. DEFINITIONS

A missing cadet or student is defined by an absence, with no reason or indication of whereabouts, for more than 24 hours.

4. POLICY

- A. Company TACs will inform cadets of their option to identify a confidential contact in case they are designated a missing person. This determination is made by Public Safety (PSAF) and the Commandant. The confidential contact will be notified by The Citadel no later than 24 hours after the time the cadet or student is determined to be missing by PSAF or the local law enforcement agency where the individual went missing.
- B. Cadets designating a confidential contact do so via CC Form 1A, Missing Person Contact Information. Company TACs deliver two copies to the Commandant's Department who maintains a file and sends a copy to PSAF. During periods of summer school or other instances where cadets or students reside on campus while the Corps of Cadets is not reconstituted, the form may be filled out with PSAF.
- C. Cadets and students may update this information as desired.

- D. Any contact information provided is registered confidentially, and accessed only by authorized campus officials. This information may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation.
- E. If members of The Citadel community believe a cadet has been missing for greater than 24 hours, it is critical they report immediately to the Commandant of Cadets or Public Safety at (843) 953-5114 or via campus extension 811.
- F. For cadets or students under 18 years of age and not emancipated, The Citadel, through PSAF, will notify a custodial parent or guardian within 24 hours after a missing determination is made, in addition to notifying any additional missing person contact designated by the student. For all missing cadets and students, The Citadel, through PSAF, will notify the local law enforcement agency within 24 hours, unless law enforcement made the missing determination. PSAF will also check with emergency health care providers, and take other investigative actions as appropriate.
- G. The Commandant will initiate an investigation through the Corps of Cadets chain of command and notify PSAF of any information gathered.
- H. the College will implement these procedures in less than 24 hours if warranted.

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 Chief of Staff of The Citadel 7 September 2022.

B. Responsible Department

PSAF

C. Responsible Official

Chief of Staff, The Citadel

D. Cross References

None

7. RESCISSION

None

8. REVIEW

This policy will be reviewed on a biennial basis.

FOR THE PRESIDENT:

OFFICIAL

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WILLIAM A. LIND
Commander USN (Retired)
Chief of Staff