



## MISSING PERSON(S)

### WHAT YOU SHOULD DO

1. Call NDC Police at 373-5288/5212
2. Give the officer the following information:
  - a) Your name
  - b) The missing person(s) name(s)
  - c) The missing person(s) age(s)
  - d) The missing person(s) physical description
  - e) The missing person(s) vehicle information
  - f) If the missing person(s) has(have) completed a missing persons packet  
-If a packet has been completed, make arrangements with the officer to submit the packet
  - g) The last place you saw and/or spoke with the missing person(s)
  - h) Why you believe the person(s) is(are) missing
  - i) Any other information the officer requests
3. If you are not the missing person(s) confidential contact, give the officer the name of the confidential contact, if you know
4. If the missing person(s) is found by someone other than a police officer, inform NDC Police immediately

### WHAT WILL HAPPEN

1. The officer will take all the information provided and complete a missing person(s) report.
2. The officer will speak with the missing person(s) confidential contact to determine what may have happened.
3. If the person(s) has(have) been missing for 24 hours or if criminal conduct is suspected, the officer will notify the Administration of the College, South Euclid Police, the missing person(s) police department at home, and the FBI of the incident.
4. The officer will enter the missing person(s) data into the National Crime Information Center (NCIC) to inform every police department in the United States and Canada.
5. The officer will conduct a thorough investigation of the report.
6. Once the person is located, paramedics will be notified to ensure the person(s) is(are) not injured.

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fax: 216-381-3802      [www.NotreDameCollege.edu](http://www.NotreDameCollege.edu)

Campus Police x5288 or x5212 (216-373-5288 or 216-373-5212)  
**EMERGENCY DIAL x5212 (216-373-5212)**