



## **Procedures to follow to resolve cases of students disappeared by twenty- four (24) Hours.**



**Introduction:**

Universidad Catolica Nordesteana, an institution of higher education whose mission is to provide men and women the training that allows them to participate in an academic environment where the student is an active entity in educational processes and not a passive or observer. The institution maintains among its most important goals the provision of a security environment in the campus and to provide the right conditions that foster an environment of Teaching and learning. For these purposes, this procedure is established "Guidelines and Standards for Security".

**Implementation:**

This procedure is used with UCNE active students or in any similar facility and in other study centers that may be developed in the future.

**Residence Facilities:**

The Universidad Catolica Nordesteana has neither, nor has it ever had any residence for students of any kind (Females and Males).

**Process:**

1. When the employee or officer in charge receives information from a missing student for 24 hours or more, he or she will immediately attempt to communicate or locate him/her.
2. If the previous procedure is unsuccessful, the person in charge will inform the Dean of Students, who will try to locate the student and if this action is unsuccessful, will notify the Dean of the Faculty or School to which the student belongs.
3. The Dean will follow the following communication steps:

- a. Inform to the Chancellor for the authorization to make any relevant call and, if necessary, the entry of the National Police for any type of investigation.
  - b. Call the corresponding department of the National Police.
  - c. Call the family member and the non-family member who registered as a contact person. In the case of children under 21, the call will be made to the parent, or the person in charge, as recorded in the file.
4. In the cases that requires the intervention of the National Police, the person in charge in the Dean or School office, the Dean of Students will accompany the police officers at all times during the initial investigation and will obtain information from the officers in charge of it.
5. The Dean of the Faculty and the Dean of Students will keep the Chancellor informed about everything related the investigation, by a written report that must be updated daily.
6. The Chancellor shall determine the person who on his behalf of the University shall be authorized to provide information on any case of a missing student to the family, media or other interested person.
7. The National Police will take full jurisdiction of the investigation, and depending on the results, the University will have to collaborate with it, as requested.