

Missing Student Notification – Policy and Procedures

General Requirement:

The Federal law under (34 CFR 668.46) requires that an institution that provides any on-campus student housing facilities must include a statement of policy and procedures regarding missing student notification. This statement will help fulfill this requirement and provide important information on how the campus community should respond to these matters.

General Notification Procedures:

If an on-campus resident student is assumed to be missing, the individual making this assumption should immediately follow the procedures outlined.

1. Contact the Cedarville University Department of Campus Safety & Security at (937) 239-6491 or dial 999 from a campus phone to make a report. These numbers operate on a 24/7 basis.
2. The Campus Safety & Security officer receiving the notification will immediately contact the necessary persons, including, but not limited to:
 - o The missing student's Resident Director.
 - o The appropriate Associate Dean for Student Life relative to whether it is a male or female resident.
 - o Associate Vice President for Student Life/Dean of Students
3. Likewise, if an on-campus resident student is assumed to be missing and the individual making this assumption contacts a member of the Student Life staff, the staff member will immediately contact Campus Security and other necessary individuals as indicated in item #2.

Specific Procedures:

These scenarios represent the majority of missing person cases involving resident students that may be reported on our campus.

Student missing less than 24 hours – with no known emotional/mental health, medical problems or suspicions of foul play:

In cases where no known factors as indicated above are prevalent there will only be a preliminary fact gathering inquiry. The Resident Director should periodically contact friends and or other relevant persons who may be aware of their whereabouts over the next 24 hour period,

in an attempt to locate the student. The Campus Safety & Security Department should be contacted for awareness purposes and to determine if further action should be considered.

Student missing 24 hours or more – *regardless of known emotional/mental health, medical problems or suspicions of foul play:*

If the person missing is still not located within 24 hours, Campus Safety and Student Life staff will launch a thorough investigation and contact the Cedarville Police Department. The investigation may include, but will not be limited to, contacting friends and family of the individual for assistance and information, searching university property and the local geographic areas such as the village and local parks, sending out an all points bulletin through the police, etc. (see next scenario for further search details).

Student missing less than 24 hours – *with known emotional/mental health, medical problems or suspicions of foul play:*

If the person missing has any of these factors present, this may make them a threat to themselves or others and an immediate attempt to locate the missing student must be made. The investigation should include the following positions and/or departments:

- Campus Safety
- Cedarville Police Department
- Resident Director
- Associate Dean of Student Life
- Director of Counseling Services
- Associate Vice President of Student Life/Dean of Students
- Vice President of Student Life
- Director of University Medical Services
- Director of Public Relations (to assist with possible media involvement)

The investigation may include, but will not be limited to, contacting friends and family of the individual by **using the student's emergency contact number for assistance and information**, searching the University property and local geographic areas such as the Village and local parks, and sending out an all points bulletin through the police.

Additional resources to assist in locating the student may also include:

- Going back to the student's room or resident hall to make sure that they have not returned to the location.
- Talking to the student's RA, roommate, and floor mates to see if anyone can confirm the missing student's whereabouts and/or confirm the date, time, location the student was last seen.
- Secure a current photo of the student.
- Call and text the student's cell phone.
- Send the student an e-mail.
- Check all possible locations mentioned by the parties above including, but not limited to, library, residence hall lounges, student common areas, fitness center, etc.

- Contact or call any other on-campus or off-campus friends or contacts that are made known. This could include checking a student's social networking sites such as MySpace, Face book and Twitter.
- Assess the student's CU computer and student account by working with Computer Services to determine any recent activity on it.
- Ascertain the student's car make, model and license plate information. Campus Security will check campus parking lots for the presence of the student's vehicle.

Student Rights & Emergency Contact:

All on-campus resident students have the right to provide the University with confidential emergency contact information that will only be accessible to authorized campus officials, and may not be disclosed, except to law enforcement personnel in the furtherance of a missing person investigation. This contact information is available at University Medical Services and can be obtained by working through the Director of University Medical Services as necessary.

Special legal requirements –

- If a student has registered emergency contact information with the university, the contact person must be contacted within 24 hours of the determination that the student is missing.
- If the student is under the age of 18 and is not emancipated, the student's parent or legal guardian must be notified within 24 hours of the determination that the student is missing.
- Regardless of whether a student has provided emergency contact information and is above the age of 18, or is an emancipated minor; the local law enforcement officials will be notified within 24 hours of the determination that the student is missing.

Resolution of Investigation:

If all attempts to locate the student have been unsuccessful, the University officials mentioned in this report together with the police will discuss further actions that may be necessary to continue efforts. At this stage, it is important to maintain contact with the missing student's family.

Off-campus students:

If the university is contacted concerning a missing student that resides in the immediate area such as with the Village of Cedarville, the Cedarville Police should be contacted for referral. The same principles outlined in this policy and procedure may be followed as applicable, while assisting the police in locating the missing student.