

Missing Resident Student Notification Policy and Procedure

I. Purpose

To establish policy and procedures for the University community regarding the reporting, investigation, and required confidential notification when a Residential Student is deemed to be missing.

II. Scope

While the scope of policy and procedures is directed primarily to residential students and the staffs of the Division of Student Affairs and the Department of Public Safety, all members of the academic community (students, faculty, staff, and administrators) share the responsibility of notifying designated University officials when they believe that a student is missing.

III. Definitions

A. Residential Student - For purposes of this policy, a student who is currently enrolled at the University and resides in on-campus housing.

B. Missing - For purposes of this policy, a residential student is presumed missing if he or she is overdue in reaching home or campus for more than 24 hours past their expected arrival and a check of their place of residence supports that determination. Additionally, other factors may lead University staff to believe a student is missing, and a check of his or her place of residence supports that determination.

IV. Notification to Residential Students

A. Residential students are to be informed they have the option to confidentially identify an individual, and his or her telephone number(s), to be contacted by the institution not later than 24 hours after the time that the student is determined to be missing. The office of Residence Life will collect and maintain the confidential contact information. The student is responsible for ensuring that the contact information is up-to-date and accurate.

B. Residential students, who are under 18 years of age and not emancipated individuals, are to be informed that the institution is required to notify a custodial parent or guardian not later than 24 hours after the time that the student is determined to be missing.

C. Residential Students are to be informed that the institution will notify the appropriate law enforcement agency within 24 hours after the time that the student is determined to be missing.

V. Procedures for Investigating and Notification of Missing Students

- A. Any report of a missing student should immediately be directed to the Department of Public Safety.

- B. When a student is reported missing the department of Public Safety shall:
 - a. Initiate an investigation to determine the validity of the missing student report;

 - b. Make a determination as to the status of the missing student;

 - c. Advise the division of Student Affairs of the missing student report, detailing the length of time the student has been missing and other relevant information.

- C. The division of Student Affairs shall:
 - a. Notify the individual identified by the missing student as the confidential contact within 24 hours of making the determination that the student is missing.

 - b. If the missing student is under the age of 18, notify the student's custodial parent or guardian as contained in the records of the University within 24 hours of the determination that the student is missing.

 - c. In the event confidential contact information is unavailable or incomplete, this status shall be provided to the Department of Public Safety.

While WNE University Police investigates the report and Student Affairs is tasked with notification responsibilities, they may share these duties and responsibilities in the best interests of the University and the student involved. University Police will document in detail all missing person reports.

NOTE: All resident housing is accomplished using the online HMA link. All students applying for on campus housing must acknowledge this policy before continuing with the on campus housing request.