

## **MISSING PERSON NOTIFICATION POLICY & PROCEDURES**

### **Purpose**

The purpose of the NDNU Missing Person's Policy is to establish procedures for the University's response to a report of a missing student as required under the Higher Education Opportunity Act (HEOA) of 2008.

### **Policy**

The HEOA of 2008 requires institutions of higher education to establish:

- A missing student notification policy for students who reside in on-campus housing
- A process for students to register a confidential contact for use under this policy
- Procedures to implement this policy for students who reside in on-campus housing

If any member of the University community has reason to believe that a student may be missing, s/he should immediately notify the Public Safety Office at 650-508-3502.

This policy applies to students who reside in campus housing, including off-campus apartment units leased by the college for student residences and found to be missing or absent from the University for a period of more than 24 hours without any known reason or which may be contrary to usual patterns of behavior. A student will be considered missing immediately, if his/her absence has occurred under circumstances that are suspicious or cause concerns for her/his safety. Such circumstances could include, but are not limited to; reports or suspicions of foul play, suicidal thoughts, drug use, any life threatening situations, or where a student may be known to be with individual(s) who may endanger the welfare of the student.

### **Procedures**

If the initial report that a person is missing is made to a department other than the Public Safety Office, the staff member or faculty receiving the report will ensure that the Public Safety Office is contacted immediately. Students will be given the opportunity during each semester registration process to designate an individual(s) to be contacted by the University "in case of emergency".

### **Official Notification Procedures for Missing Persons**

1. Any individual on campus who has information that a residential student may be a missing person must notify the Public Safety Office as soon as possible.
2. The Public Safety Office will gather information about the residential student from the reporting person and from any of the student's acquaintances:
  - Description
  - Clothes last worn
  - Where student might be
  - Who student might be with
  - Vehicle description
  - Information about the physical and mental well being of the student
  - Up-to-date photograph
  - Class schedule
3. Appropriate campus staff will be notified to aid in the search for the student.

4. If the above actions are unsuccessful in locating the student within 24 hours of the report or it is apparent immediately that the student is a missing person (e.g., witnessed abduction), the Public Safety Office will contact the Belmont Police Department to report the student as a missing person and Belmont Police Department will take over the investigation.
5. No later than 24 hours after determining that a residential student is missing, the Associate Provost of Student Affairs and Dean of Students or his designee will notify the emergency contact (\*for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.  
*\*Contact is contingent upon the correct emergency contact information being made available by the student.*
6. Senior University Administration will be notified in accordance with this policy.

#### **Procedures for designation of emergency contact information**

- ***Students age 18 and older and emancipated minors.*** In the event a student is reported missing Public Safety will attempt to contact his/her emergency designee no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth above. An emergency contact designee will remain in effect until changed or revoked by the student.
- ***Students under the age of 18.*** In the event a student who is not emancipated is determined to be missing pursuant to the procedures set forth above, the University is required to notify a custodial parent or guardian or confidential contact no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth above.

### **COMMUNICATIONS**

#### **Campus Communications About Missing Students**

In all cases of a missing student, where the student is declared missing by the Public Safety Office after an initial investigation, the NDNU Public Information Office will provide information to the media that is designed to obtain public assistance in the search for any missing student. Any media requests to the college will be directed to the Public Information Office. Prior to providing the NDNU community with any information about a missing student, the Public Information Office shall consult with the Public Safety Office and with law enforcement authorities to ensure that communications do not hinder the investigation.

#### **Public Communication**

- Notre Dame de Namur University, Student Handbook
- Notre Dame de Namur University, Website
- Notre Dame de Namur University, Division of Student Affairs, Crisis Protocols