

Missing Students Policy

Date Effective:

Issued By: Division of Student Affairs

Contact: Judicial & Mediation Services, 814-393-1918

Purpose:

In accordance with the Higher Education Opportunity Act of 2008, this policy will establish a protocol for the Clarion University community regarding the reporting, investigation, and notification when a student residing in University housing is believed missing.

Policy:

As required by the Higher Education Opportunity Act, and consistent with Clarion University's commitment to student safety, this policy establishes notification procedures in the event that a residential student is defined as missing.

SCOPE: The application of this policy is directed primarily to students living in University housing defined as traditional residence halls, suite style residence halls, and Reinhard Villages. All members of the University community share responsibility for reporting to designated university officials when they believe that a student is missing.

OBJECTIVE:

To clearly define a protocol for reporting missing residential students.

DEFINITIONS:

- Residential Student: A student who resides in University housing, has signed a housing contract, and is currently enrolled at Clarion University.
- Missing - A residential student is presumed missing if a university official is notified that he or she has been unreachable by personal contact, telephone, e-mail, or other form of communication for 24 hour or more.
- Concerned party: A concerned party is defined as all Clarion University faculty, staff members, clerical personnel, administrators, and students. Friends of a student or family member who has regular contact with our missing student may also report a student missing as a concerned party.

Specific requirements are outlined as follows:

- Residential students will be informed at the beginning of each academic semester via e-mail that she or he has the option to register a confidential contact person to be notified in the case that the student is determined to be missing. This person will be contacted by Student Affairs/Clarion University Police no later than 24 hours after the time student is determined to be missing. Residential students are responsible for ensuring that the contact information is kept current and accurate.
- Residential students under the age of 18 and not emancipated will be informed that Student Affairs/Clarion University Police is required to also notify a custodial parent or guardian within 24 hours after the time student is determined to be missing.
- Only designated University Officials appointed by the Vice President for Student Affairs and law enforcement officers in furtherance of a missing person investigation may have access to the confidential contact person's information.
- Clarion University Police will notify the appropriate law enforcement agencies within 24 hours upon determination that a student is missing, even if the student did not register a contact person.
- If circumstances warrant, these policy and procedures may be implemented in less than 24 hours.

RESPONSIBILITIES:

Clarion University Police will be responsibility for the following:

- Providing notification of this policy in their annual campus report(s).
- Serving as the site for residential students who wish to register a confidential contact person.
- Maintaining the registry of the confidential contact people.
- Initiating the emergency contact procedures, which include notifying the designated confidential contact persons, custodial parents, legal guardians, university officials, and other law enforcement agencies as appropriate.
- Coordinating any campus-based investigation and coordinate a search into a missing residential student, the search may include the assistance of Student Affairs personnel.

Clarion University Community Members are responsible for the following:

- Reporting any missing residential student to the Clarion University Police or Residence Life Services/Reinhard Villages staff.
- Residence Life Services or Reinhard Villages staff members are required to notify Clarion University Police if they are informed that a student is missing.

Procedures:

Clarion University Police in cooperation with Student Affairs staff members will implement the following investigative procedures when a missing student report is received from a concerned party.

- Attempt to call the alleged missing person using the phone numbers supplied to the University.
- Talk with Residence Life Services or Reinhard Villages staff members to determine if the person has been seen.

- Have Residence Life Services or Reinhard Villages staff members check the assigned room and also have them talk with neighbors, friends, and roommates. Staff members should be Professional staff members or higher.
- Check the card access system log to determine when the person last entered their housing facility as well as check to see when their meal plan was last used, if purchases were made at a vending machine, or if their card was used at a copy machine on campus.
- Contact Computing Services staff to check the person's email account to determine the last time it was used.
- Contact the person's faculty members to determine class attendance.
- Consult with the Counseling Services staff and Health Services staff.
- If necessary, have the Residence Life Service or Reinhard Villages staff key into the room for health and safety purposes (Professional staff members).
- If the missing student is determined to be under the age 18, Student and University Affairs/Clarion University Police will contact the student's parent(s) or legal guardian within 24 hours in addition to any additional missing persons contact listed with the institution.

If the missing student registered a confidential contact person that person will be contacted by Student Affairs/Clarion University Police within 24 hours.