Campus Missing Student Policy

The missing student policy establishes procedures for the response of Clarkson College to reports of missing students, as required by the Higher Education Opportunity Act. This policy applies to students who reside in campus housing. However, if a non-resident Clarkson College student may be a missing, Campus Security should be contacted.

MISSING STUDENT NOTIFICATION PROCEDURES
For purposes of this policy, a student will be considered missing. A student is considered missing if a roommate, classmate, faculty member, family member or other campus individual has not seen the student for a reasonable amount of time. A reasonable amount of time may vary with the time of day and information available regarding the missing student's daily schedule, habits, punctuality and reliability. Individuals will be considered missing immediately, if their absence has occurred under circumstances that are suspicious or cause concerns for their safety. If the initial report that a student is missing is made to a department other than Campus Security, the employee receiving the report will ensure the Campus Security is contacted immediately.

OUTLINED NOTIFICATION PROCEDURES
1. Any individual on campus who has information that a student residing in campus housing may be a missing person must notify the Campus Security as soon as possible. Campus Security PH 402.559.5111
2. The Campus Security will gather information about the student in question from the reporting person and from the student's acquaintances. Information gathered may include a 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, an up-to-date photograph, class schedule, etc. Appropriate campus staff will be notified to aid in the search for the student.
3. 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), Campus Security will contact the Omaha Police Department to report the student as a missing person and the local law enforcement agency will take over the investigation.
4. No later than 24 hours after determining that a residential student is missing, Campus Security will notify the emergency contact that the student is believed to be missing. Note this contact is contingent upon the correct emergency contact information being made available by the student.
5. If the missing student is under 18 years of age and is not emancipated, the student’s custodial parent or guardian or other designated contact person will be notified within 24 hours of determining the student is missing.

CAMPUS COMMUNICATIONS REGARDING MISSING STUDENTS
In all cases of a missing student—where the student is declared missing by Campus Security after an initial investigation—the law enforcement agency conducting the subsequent investigation will provide information to the designated media to obtain public assistance in the search for any missing student.

The Clarkson College Marketing department is available to provide consultation regarding communication with the investigating law enforcement agency. Any media requests to Clarkson College regarding the missing student will be directed to the Clarkson College Marketing department.
DESIGNATION OF EMERGENCY CONTACT INFORMATION
Students who reside in the Residence Hall will be given the opportunity during their housing registration process
to designate an individual(s) to be contacted by Clarkson College “in case of emergency.” In the event a student is
reported missing, Clarkson College personnel will attempt to contact his/her emergency designee(s) no more than
24 hours after the time that student is determined to be missing, in accordance with the procedures set forth
above. An emergency contact designee(s) will remain in effect until changed by the student.