

CLARKSON COLLEGE

SECTION: Student Welfare SUBJECT: Missing Student SUPERSEDES:	NUMBER: SW-34 ADOPTED DATE: Aug 2015 EFF. DATE: Aug 2015 REVIEW DATE: Aug 2015
APPROVED BY: 	

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.

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.

Procedures for designation of emergency contact information:

Students who reside in an on-campus housing facility will be given the opportunity during their housing registration process to designate an individual or individuals to be contact 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 below. An emergency contact designee(s) will remain in effect until changed by the student.

Official notification procedures for missing persons:

- › Any individual on campus who has information that a student residing in campus housing may be a missing person must notify the Department of Campus Security as soon as possible.
- › The Department of Campus Security will gather information about the student in question from the reporting person and from 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, an up-to-date photograph, class schedule, etc). Appropriate campus staff will be notified to aid in the search for the student.
- › 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 Department of 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.
- › 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.

- › 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 about missing students:

In all cases of a missing student, where the student is declared missing by the Department of Campus Security after an initial investigation, the law enforcement agency conducting the subsequent investigation will provide information to the media that is designated to obtain public assistance in the search for any missing student. Clarkson College Marketing Office is available to provide consultation on communication with the investigating law enforcement agency. Any media requests to Clarkson College will be directed to the Marketing Department.

Responsible Department:

Facilities