POLICY STATEMENT

Subject: **MISSING RESIDENTIAL STUDENT NOTIFICATION POLICY**		
Date: September 1, 2010	Distribution Code: A (All Employees) All Students	Reference Number:
Addition_____ Deletion_____ New Item_X___ Revision___	Originating Office: President	President's Approval:

1. **PURPOSE:**
   The purpose of this policy is to respond to missing residential student alerts in a timely manner.

2. **SCOPE:**
   While the scope of policy and procedures is directed primarily to the Student Affairs Division and IUP Police Department, all members of the university community, students, faculty, staff, and administrators, are encouraged to report to University Police when they believe that a student is missing.

3. **OBJECTIVE**:
   The objectives of the Residential Missing Student Policy include the following:
   - Clearly define the reporting protocol when a residential student is presumed missing
   - Announce reporting requirements
   - Establish procedures for implementing the policy

4. **POLICY**:
   As required by the Higher Education Opportunity Act, and consistent with IUP's commitment to student safety, this policy establishes notification procedures in the event that a residential student is presumed missing.

5. **DEFINITIONS**:
   A. Residential Student: a person who resides in on-campus housing, has a signed housing contract, and is currently enrolled at the university.
   B. Missing: a residential student is presumed missing if s/he is unaccounted for more than 24 hours.
   C. University Members: all IUP faculty, staff, clerical personnel, administrators, and students.
   D. Authorized Campus Officials: President, all Vice Presidents, and/or their designees.

6. **RESPONSIBILITIES**:
   A. The IUP Police Department will:
      - Provide notification of this policy in the Annual Safety and Security Brochure;
      - Inform through e-mail residential students at the start of every academic semester of the option of registering through URSA, a confidential contact person, to be notified if a student is presumed missing;
      - Publish this policy university-wide through the Annual Safety and Security Brochure;
      - Investigate when a residential student is reported missing, including coordinating with Student Affairs Division personnel; and
      - Initiate emergency contact procedures, including notifying designated confidential contact persons, custodial parents, legal guardians, university officials, and appropriate law enforcement agencies
   B. The Office of Housing and Residence Life will assist in the communication about and investigation of a student presumed missing by notifying University Police of a missing student and taking action to locate the student
   C. Residential students are responsible for ensuring that their contact information is current and accurate

7. **PROCEDURES**:

A. University Police will:

- Inform residential students at the start of each academic semester via e-mail of the option of registering a confidential contact person, through URSA, to be contacted by the university 24 hours after the time the student is determined to be missing.
- Inform residential students under the age of 18 and not emancipated that University Police is required to notify custodial parents or legal guardians within 24 hours after the time a student is determined to be missing.
- Inform appropriate law enforcement agencies within 24 hours after the time that the student is determined missing.
- Inform university employees, who receive a report that a student is missing, or has independent information that a student is missing, that they should immediately report the information or evidence to the IUP Police Department.
- Upon receipt of a report of a presumed missing person, notify the Office of Housing and Residence Life, whose staff will determine whether the missing person is a Residential Student.
- If the student is determined to be missing, contact the relevant outside law enforcement authorities and provide the relevant information.
  - Notify and request assistance of all pertinent law enforcement agencies, including, if known, those operating in the student's normal routes of travel or hometown
  - Notify all law enforcement agencies involved of status reports during the course of the investigation.
- Encourage the person making the report to report the missing person to local police.
- Follow General Order governing investigating missing/endangered persons.

B. IUP Office of Housing and Residence Life staff will:

- Conduct a preliminary investigation in order to verify the situation and to determine the circumstances which exist relating to the reported missing residential student, including:
  - attempting to contact the student via phone, text message, e-mail;
  - visiting the residential student's room to verify whereabouts and/or wellness, and, in some cases, delivering a message to contact a parent or family member who is searching for them;
  - conducting a health and safety check of the room, if no one answers at the student's residence;
  - gathering information from roommates, suitemates, hallmates, friends, neighbors, etc.;
  - checking card access system logs;
  - checking dining usage records;
  - coordinating with the Crisis Assessment and Response Team to determine:
    - class attendance
    - participation in university activities, organizations, services (health, counseling, disabled student services)
- Report findings to University Police for appropriate continued follow-up, as specified in 7.A.

8. RECISION:

This policy shall not be rescinded or modified except by action of the IUP President.

9. PUBLICATION STATEMENTS AND DISTRIBUTION:

The IUP Office of University Safety will publish and transmit this policy to all member of the university community through the Annual Safety and Security Brochure.

10. DISTRIBUTION:

Code	Description
A	All Employees All Students