Indiana University of Pennsylvania
POLICY STATEMENT

Subject: Missing Residential Student Notification Policy

Date: September 1, 2010 **Distribution Code: A-I** **Reference Number:**
Revised: February 22, 2011
Proposed Revision: May 2017

Originating Office: **President's Approval**
Office of Vice President for Student Affairs **APPROVED: May 4, 2017**
Michael A. Driscoll

1. **PURPOSE:**
   The purpose of this policy is to define University notification and procedural response to a report of a presumed missing residential student**.**
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 required to report to University Police when they believe that a residential student is missing.
3. **OBJECTIVE:**
   The objectives of the Missing Residential Student Notification Policy include the following:
   - Define notification protocols upon receipt of a presumed missing residential student report; and,
   - Define procedural response to a report of a presumed missing residential student.
4. **POLICY:**
   As required by the Higher Education Opportunity Act, and consistent with IUP's commitment to student safety, IUP directs residential students to provide emergency notification contacts in the event that a residential student is presumed missing. The missing residential student contact information is confidential and will only be accessed by authorized University officials when 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, students, and volunteers.
6. **RESPONSIBILITIES:**
   A. The IUP Police Department will:
      - Investigate when a residential student is reported missing, including coordinating with Student Affairs division personnel; and,
      - Initiate emergency contact procedures, including notifying missing residential student emergency notification contacts, custodial parents, legal guardians, university officials, and appropriate local law enforcement agencies.

   B. The Student Affairs division will:
      - Inform residential students at the start of every academic semester through e-mail, mobile app and MyIUP announcements of the option of registering, through the MyIUP portal, a confidential contact person, to be notified if a residential student is presumed missing.

   C. The Office of Housing, Residential Living, and Dining will:
      - Assist in the communication about and investigation of a residential student presumed missing by notifying University Police of a presumed missing residential student and taking action to locate the student.

   D. Residential students are responsible for ensuring that their confidential contact information if presumed missing is current and accurate.

7. **PROCEDURES:**

A. A student living in on-campus housing may register confidential contact information for missing residential student purposes at any time by using the "Personal Information" tab at the MyIUP portal: https://my.iup.edu/web/home-community/personal-information.
By federal law the missing residential student emergency notification contact information is distinct from the general emergency contact provided by all students and is held to a higher standard of confidentiality than the general emergency contact information.

B. Confidential contact information for missing residential student purposes will only be accessed by authorized University officials and disclosed to local law enforcement agencies in furtherance of an investigation.

C. Reporting a Missing Residential Student

- All University members are required to immediately report presumed missing residential student information to the IUP Police Department at (724) 357.2141. University Members may also contact the Office of Housing, Residential Living, and Dining at (724) 357.2696 or the Office of the Vice President for Student Affairs at (724) 357.2220 to initially report a missing residential student. Both of these offices are required, in turn, to notify the IUP Police Department.
- If a University member has reason to believe that a residential student is missing, all possible efforts will be made to locate the student to determine their state of health and well-being through a collaborative effort of the IUP Police Department, the Student Affairs division and the Office of Housing, Residential Living, and Dining and local law enforcement agencies, as needed.

D. University Police

Upon notification of a missing residential student, the IUP Police Department will initiate a formal investigation according to Department Policy or contact the appropriate local law enforcement agency. In all cases, IUP Police Department personnel will:

- Notify the student's missing residential student emergency notification contact, if registered, within 24 hours.
- Notify the local law enforcement agency with jurisdiction, if other than IUP PD, within 24 hours
- If the residential student is under the age of 18 and is not an emancipated individual, IUP PD will notify the student's custodial parent or guardian within 24 hours.
- Utilize University resources, specifically the Office of Housing, Residential Living and Dining, to support the information-gathering and investigative process to the extent practical.
- Utilize local, regional or federal law enforcement resources to assist or facilitate the information-gathering or investigative process to the extent practical, especially if the circumstances are considered to be high-risk.

E. Office of Housing, Residential Living, and Dining

Upon notification of a missing residential student, the Office of Housing, Residential Living, and Dining will notify the IUP Police Department for investigative purposes and will:

- Assist the IUP Police Department in gathering relevant personal or technical information (facility video, system access logs, participation in academic or University organizations, social media etc.) in support of the missing residential student investigation; and,
- Conduct a health and safety check of the missing residential student's room, if no person answers at the student's on-campus address.

8. RECISION:

This policy shall not be rescinded or modified except by action of the IUP President, following consultation with the University Senate, and in accordance with University Senate By-Laws and Constitution.

9. **PUBLICATIONS STATEMENT:**

The Student Affairs division will provide e-mail notification to all members of the university community. The IUP Clery Committee will publish this policy through the Annual Security and Fire Safety Report.

10**. DISTRIBUTION**:

Code	Description
A	All Employees
	All Students