

Effective: October 27, 2009

**Student Affairs Policy
POLICY ON MISSING RESIDENTIAL STUDENT NOTIFICATION
MILLERSVILLE UNIVERSITY
FALL 2009**

Approved: October 27, 2009
President's Cabinet

Purpose

To establish policy and procedures for the Millersville University community regarding the reporting, investigation, and notification of others when a residential student is believed missing.

Scope

The application of this policy is directed primarily to residential students living in campus facilities. 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 campus housing, has signed a housing agreement, and is currently enrolled at the university.
- Missing: A residential student is presumed missing if he or she is unaccounted for over a 24 hour period.
- Community Members: Community members are defined as all Millersville University faculty, staff members, clerical personnel, administrators, and students.
- Designated University Officials: Shall include those persons designated as Campus Security Authorities, the Office of the Vice President for Students Affairs, HARP Administration and staff, and the University Police Department.
- Health and Safety Purposes: Conditions which constitute a possible imminent threat to an individual student or to a group of students in the residential setting.

Policy

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

Residential students will be informed at the beginning of the housing registration process that he or she 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/Millersville University Police] within 24 hours after the time student is determined to be missing. Residential students are responsible for ensuring that the contact information is current and accurate.

- Residential students under the age of 18 and not emancipated will be informed that [Student Affairs/Millersville University Police] is required to notify a custodial parent or guardian within 24 hours after the time student is determined to be missing.
- Only the Office of the Vice President for Students Affairs, HARP Administration, and law enforcement officers in furtherance of a missing person investigation, may have access to the confidential contact person's information.
- Millersville University Police will immediately notify the appropriate law enforcement agencies upon determination that a student is missing, even if the student did not register a contact person.
- If circumstances warrant, this policy and procedure may be implemented in less than 24 hours.

Responsibilities

The Millersville University Police will be responsible for the following:

- Providing notification of this policy in the Annual Campus Security Report.
- 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 into a missing residential student, which shall include the assistance of Student Affairs personnel.
- University Police, HARP, or the Office of Student Affairs will work together to notify all primary parties contacted during the investigation that the case has been brought to closure.

The office of Housing and Residential Programs shall be responsible for the following:

- Serving as the site for residential students who wish to register a confidential contact person.
- Maintaining the registry of the confidential contact people.

Millersville University Community Members are responsible for the following:

- Reporting any missing residential student to the Millersville University Police.
- Students may choose to report a missing student to HARP staff, who in turn will contact and assist the Millersville University Police.

Procedures

The Millersville University Police in cooperation with Student Affairs staff members will implement the following investigative procedures when a missing student report is received from a Community member:

- Attempt to call the alleged missing person using the phone numbers supplied to the University.
- Talk with HARP staff members to determine if the missing person has been seen.
- Have HARP staff members check the assigned room and also have them talk with neighbors, friends, and roommates to see when the missing person was last seen.
- Check the card access system log to determine when the missing person last entered the housing facility.
- Contact University Dining Services to determine when the missing person last used their meal plan.
- Check the missing person's email account to determine the last time it was used.
- Contact the missing person's faculty members to determine class attendance.
- Consult with the Counseling Center staff and Health Center staff to see if the missing person has been seen at either location.
- HARP staff may key into the room for health and safety purposes. Entry without designated notice shall only be with the approval of the Director of HARP or a designee.
- If the missing student is determined to be under the age 18, [Student Affairs/Millersville University Police] will contact the student's parent(s) or legal guardian within 24 hours.
- If the missing student is over the age of 18 and registered a confidential contact person that person will be contacted by [Student Affairs/Millersville University Police] within 24 hours.
- When the missing student is located verification information shall be secured to include a description of the health of the student, and intention of returning to campus and/or classes. In addition, the student shall be encouraged to contact the confidential contact person.

NOTE: Every effort will be made to balance the right to privacy with the issue of compliance to Federal regulations and the interest of public safety.