

TRINITY INTERNATIONAL UNIVERSITY

TIU POLICY: **Missing Person Policy**

TIU POLICY #: **P-910**

STATUS: **Approved, September 2013**
 Updated, May 2016

I. PURPOSE:

As mandated by the Higher Education Opportunity Act, Trinity International University (University) is required to establish a missing student notification policy for students who reside in on-campus housing.

II. SCOPE:

This policy applies to all University students who reside in on-campus housing.

III. POLICY:

A. Contact Information

1. All students who reside in on-campus housing have:
 - The option to identify an emergency contact that the University can contact within 24 hours after the time the student is determined missing according to the University's official notification procedures;
 - A way to register confidential contact information in the event the student is determined to be missing for more than 24 hours. Only authorized school personnel and law enforcement officials will have access to this information.
2. In the event a person is determined to be missing, the University must:
 - For students less than 18 years of age, notify a custodial parent or guardian no later than 24 hours after the time the student is determined to be missing according to the University's official procedures;
 - Initiate the emergency contact procedures designated by the student if campus security or law enforcement personnel have been notified and have determined that the student has been missing for more than 24 hours and has not returned to campus.

B. Communication of Procedures to Students

1. Dormitory - at the beginning of each semester during mandatory floor meetings, Resident Life staff will inform students of the Missing Person Policy and provide students with the

opportunity to identify contacts in the event that they are missing on the Confidential Contact Info Sheet. The Confidential Contact Info Sheet will be kept by Student Life for the duration of the academic year and will be shredded after one year, when the student moves out of on-campus housing, or when a new Confidential Contact Info Sheet is filled out.

2. Apartments - when a student moves in to on-campus apartments, the Housing Office will notify the student of the Missing Person Policy and have the student fill out a Confidential Contact Info Sheet. The Confidential Contact Info Sheet will be kept for the duration of the academic year and will be shredded when the student moves out of on-campus apartments.

C. Procedures for Reporting and Determination of a Missing Student Living in a Dormitory

1. Procedures for Determining if a Student is Missing - when a student is suspected to be missing, it must be reported to a member of the Residence Life staff. Staff will record the reporting person's name, relationship to the missing student, and contact information where the reporting person can be reached on the Missing Person Report. The Missing Person Checklist (P-910 Form-A) should be used as the reference point for any future procedures and communications.
2. When a student is suspected to be missing:
 - a. Contact Safety and Security.
 - b. Report it to a member of the Residence Life staff. Staff will record the reporting person's name, relationship to the missing student, and contact information where the reporting person can be reached on the Missing Person Report. Residence Life Staff will inform the Resident Assistant of the missing student's floor and the Area Coordinator (AC)/Assistant Resident Director (ARD). In the event that the AC/ARD cannot be reached, Residence Life Staff will inform the Associate Dean of Students.
 - c. The AC/ARD will refer to the Missing Student Checklist and contact the reporting student for further information. If the AC/ARD determines at any point that there is credible threat to the well-being of the student reported as missing, the AC/ARD should call the Campus Safety and Security Officer on duty and request law enforcement assistance.
 - d. The AC/ARD should proceed to contact known friends and relations of the student reported missing, beginning with roommates and suitemates. All direct and indirect methods of reaching the missing student should be exhausted. The purpose at this point is to determine if the student is truly missing or has simply failed to make the desired contact with the reporting person.
3. If the student is located or is determined not to be missing, the missing student will be urged to make contact with the reporting person immediately. The AC/ARD will also

contact the reporting person and relay that the student is not missing and has been asked to contact the reporting person.

4. If pursuing known contacts has not yielded confirmation of the student's whereabouts the AC/ARD should contact the Associate Dean of Students, report all obtained information and follow verbal notification with a written Incident Report. The Associate Dean of Students may then authorize the following measures to determine any activity of the student reported missing:
 - Mailbox activity;
 - Class attendance;
 - In-plain-sight examination of room for signs of recent use or planned departure.
5. If the results of these measures suggest that the student is indeed missing and unaccounted for the Associate Dean of Students will immediately notify the Campus Safety and Security Officer on duty who will then request law enforcement investigation. All information obtained about the missing student through Residence Life investigation will be shared with Campus Safety and Security and law enforcement representatives. The Associate Dean of Students is responsible for notification of the missing student's identified contact if the student has been missing for more than 24 hours. If the student is under 18 years of age, and not an emancipated individual, the Associate Dean of Students will immediately contact the custodial parent or guardian.

D. Procedures for Reporting and Determination of a Missing Student Living in an Apartment

1. Contact Safety and Security.
2. Report it to a member of the Housing Office. Housing Office staff will record the reporting person's name, relationship to the missing student, and contact information where the reporting person can be reached on the Missing Person Report. Housing Office staff will then inform the Housing Manager.
3. The Housing Manager will refer to the Missing Student Checklist and contact the reporting student for further information. If the Housing Office staff determines at any point that there is a credible threat to the well-being of the student reported as missing, the Housing Office staff will call the Campus Safety and Security Officer on duty and request law enforcement assistance.
4. The Housing Manager should proceed to contact known friends and relations of the student reported missing, beginning with apartment neighbors. All direct and indirect methods of reaching the missing student should be exhausted. The purpose at this point is to determine if the student is truly missing or has simply failed to make the desired contact with the reporting person.
5. If the student is located or is determined not to be missing, the missing student will be urged to make contact with the reporting person immediately. The Housing Manager will also contact the reporting person and relay that the student is not missing and has been asked to contact the reporting person.

6. If pursuing known contacts has not yielded confirmation of the student's whereabouts, the Housing Manager will contact the Associate Dean of Students, report all obtained information and follow verbal notification with a written Incident Report. The Associate Dean of Students will then authorize the following measures to determine any activity of the student reported missing:
 - Mailbox activity;
 - Class attendance;
 - In-plain-sight examination of room to see signs of recent use or planned departure.
7. If the results of these measures suggest that the student is indeed missing and unaccounted for, the Associate Dean of Students will immediately notify the Campus Safety and Security Officer on duty who will then request law enforcement investigation. All information obtained about the missing student through Housing Office investigation will be shared with Campus Safety and Security and law enforcement representatives. The Associate Dean of Students is responsible for notification of the missing student's identified contact if the student has been missing for more than 24 hours. If the student is under 18 years of age, and not an emancipated individual, the Associate Dean of Students will immediately contact the custodial parent or guardian.

F. Procedures for Notification of a Missing Student Living in a Dormitory or Apartment

1. Contact the Bannockburn Police Department.
2. If the Associate Dean of Students determines that a student for whom a Missing Person Report has been filed has been missing for more than 24 hours, then within the next 24 hours, they must:
 - a. Notify Campus Safety and Security.
 - b. Notify the individual identified by the student to be contacted in this circumstance;
 - c. If the student is under 18 years old, and not an emancipated individual, notify a parent or guardian;
 - d. Notify the Dean of Students.
3. Campus Safety and Security will notify Law Enforcement and request assistance.
4. In the event that a Missing Person Report is filed directly with a Campus Safety and Security Officer, the officer will notify the Associate Dean of Students and the Safety and Security Manager.

Responsible Administrators

These administrators are charged with primary responsibility of this process in collaborative partnership with other relevant departments and law enforcement agency: Safety and Security Manager, Associate Dean of Students.

