

Missing Student Policy/Procedure

Policy:

This policy, with its accompanying procedures, establishes a framework for cooperation among members of the University community aimed at locating and assisting students who are reported missing. A student shall be deemed missing when he or she is absent from the University for more than 24 hours without any known reason. All reports of missing students shall be directed to University Security which shall investigate each report and make a determination whether the student is missing in accordance with this policy. All students shall have the opportunity to identify an individual to be contacted by the University in the event he/she is determined to be missing. If a missing student is under 18 years of age, University Security is required to notify the parent or guardian of the missing student not later than 24 hours after the determination by University Security that the student is missing. University Security will also notify the Village of Ada Police not later than 24 hours after it determines that the student is missing. The Vice President for Student Affairs shall have the responsibility to make the provisions of this policy and the procedures set forth below available to students.

Procedure:

Any report of a missing student, from whatever source, should immediately be directed to University Security and an investigation is to be conducted.

Notification:

When a student is reported missing University Security shall:

- initiate an investigation to determine the validity of the missing person report.
- contact the Vice President for Student Affairs.
- make a determination as to the status of the missing student.
- notify the individual identified by the missing student as the emergency contact within 24 hours of making the determination that the student is missing.
- if the missing student is under the age of 18 and not emancipated Security will notify the student's custodial parent or guardian as contained in the records of the University within 24 hours of the determination that the student is missing.
- notify the Ada Police Dept. within 24 hours after determining that the student is missing.

The Vice President for Student Affairs notifies the Director of Residence Life and the Student Affairs Response Team (SART) duty person.

The Vice President for Student Affairs shall initiate whatever action he or she deems appropriate under the circumstances in the best interest of the missing student.

Student Contact Information:

Students shall be given the opportunity to designate emergency contact information on the University website.

Student notification of this policy:

- Included on the ONU website.
- Discussed during beginning quarter/semesters mandatory housing, floor or wing meetings.
- Included in the annual Campus Security Report.
- Sent to students by University e-mail.