



California University of Pennsylvania

POLICY: MISSING STUDENT POLICY

A. Purpose & Scope:

All colleges and universities with on-campus housing are required by the Higher Education Opportunity Act of 2008 to have a written policy addressing how reports of missing students will be handled. This policy places California University in compliance with this federal mandate by outlining how reports of missing students, regardless of residency, will be addressed.

B. Definition(s):

The University will consider a student missing if, s/he fails to appear as expected at a predetermined location after 24 hours, a preliminary check by the University of the student's residence supports the view that the student is not present and other efforts to contact the student fail. The University will consider additional factors to determine a student is missing if appropriate depending on circumstances.

C. Policy:

ANY PERSON WHO HAS REASON TO BELIEVE THAT A CALIFORNIA UNIVERSITY OF PENNSYLVANIA STUDENT IS MISSING SHOULD CONTACT THE UNIVERSITY POLICE AT 724-938-4357 (HELP).

When a report that a student may be missing is received, all reasonably available steps will be taken to locate the student to determine his/her state of health and well-being. These efforts will include action by members of the University Police and the Division of Student Affairs.

The University will consider a student missing if, s/he fails to appear as expected at a predetermined location after 24 hours, a preliminary check by the University of the student's residence supports the view that the student is not present and other efforts to contact the student fail. The University will consider additional factors to determine a student is missing if appropriate depending on circumstances.

If the student is not located within 24 hours of the initial report, University officials will contact the student's designated Emergency Contact Person or family if appropriate to notify them of the report and determine if he or she has any information that would assist in finding the student. (If the student's designated Emergency Contact Person or family if

appropriate was involved in the initial report, University staff will inform that person of the results of the preliminary efforts and explain any additional steps being taken.) If the student lives on campus, University Police will open an official investigation and retain status as the primary investigative unit. If the student resides off-campus, University staff will assist the designated Emergency Contact Person in making an official missing person report to all appropriate law enforcement agencies. University officials will assist in any investigation as appropriate.

Students who reside in University owned/leased housing may provide a designated missing person contact to the University who will be notified in case s/he is determined to be missing. The designation can be made through VIP, under the Housing & Dining section. The designated contact may be a family member or any other person determined by the student. Please be aware that, if a student under 18 years of age is determined to be missing, the University is required to notify a custodial parent or guardian in addition to any other designated contact person. If a contact person is not designated, the student's closest identified family member will be notified. Designated contact information provided by students will be updated annually, will be kept confidential, will only be accessible to authorized University officials, and will not be disclosed to any third party except to law enforcement personnel in furtherance of a missing person investigation.

D. Procedure(s):

ANY PERSON WHO HAS REASON TO BELIEVE THAT A CALIFORNIA UNIVERSITY OF PENNSYLVANIA STUDENT IS MISSING SHOULD CONTACT THE UNIVERSITY POLICE AT 724-938-4357 (HELP).

Resources:

California University Police	911 or 724-938-4357
Office of Student Affairs	724-938-4439
Housing and Residence Life	724-938-4444
Vulcan Village	724-938-8990
University Wellness Center	724-938-4056
California Borough Police	911 or 724-938-3233

E. Effective date:

Adopted: September 1, 2009 **by:** President's Cabinet
Amended Date: January 21, 2014