

## **MISSING STUDENT NOTIFICATION POLICY**

### **I. Policy Statement**

This Policy is intended to establish formal notification procedures for students who reside in on-campus housing and are reported as missing.

### **II. Applicability**

This Policy applies when a student residing in on-campus housing has been reported missing for more than 24 hours.

### **III. Reporting a Missing Student**

Any member of the University community who has reason to believe that a student residing in on-campus housing has been missing for more than 24 hours should immediately contact the MSU Police Department (355-2222) to file a missing student report.

### **IV. Notification to Students of the Policy**

All students are requested at the time of initial registration to provide the Office of the Registrar with the name and contact information of a personal emergency contact person(s). At that time, students residing in on-campus housing will also be informed of the following:

- A. Students residing in on-campus housing have the option to identify an individual the University will contact if the student has been reported missing for more than 24 hours. The individual may be the same person(s) the student has identified as his/her personal emergency contact.
- B. The Office of the Registrar will maintain the contact information of all individuals the student designates in a Personal Emergency Contact System. This information will be designated as confidential and will not be used for any other purpose.
- C. If the MSU Police Department has received a missing student report and makes a determination that the student has been missing for more than 24 hours and has not returned to campus, the University will initiate the notification procedures contained in this Policy.

### **V. Notification Procedures**

- A. Upon receipt of a report of a missing student from any source, the MSU Police Department will contact the Director of Residence Life.
- B. If the MSU Police Department makes an initial determination that a student has been missing for more than 24 hours and has not returned to campus, the MSU Police Department will contact the person(s) the student designated in the Personal

Emergency Contact System within 24 hours. If the missing student is under 18 years of age and not emancipated, the student's custodial parent(s) or legal guardian(s) will also be contacted.

## **VI. Investigation**

The MSU Police Department actively investigates all reports of missing students. The investigation will be conducted pursuant to established policies and procedures of the MSU Police Department.

## **VII. History**

This Policy was issued by the Vice President for Student Affairs and Services and the Vice President for Finance and Operations on April 1, 2009.