

New Jersey City University
Division of Student Affairs
Office of the Dean of Students

SUBJECT: <u>Missing Student Policy</u>		Standard Operating Procedure #3
Date: December 3, 2008	<u>Prepared by:</u> Dr. Lyn Hamlin, Dean of Students	Student Affairs – Dean of Students’ Administrative Series
Page 1 of 3	<u>In collaboration with:</u> Student Assistance Team (SAT) staff members from the Counseling and Wellness Center, the Office of the Dean of Students, Public Safety, Residence Life (as appropriate), and the Speicher-Rubin Women’s Center.	APPROVED BY:

Introduction/Purpose:

As Per the Missing Student Notification Policy and Procedures 20 USC 1092 (j) (Section 488 of the Higher Education Opportunity Act of 2008)

Effective August 14, 2008, any institution participating in a Title IV federal student financial aid program that maintains on campus housing facilities must establish a missing student notification policy and related procedures.

The policy must:

- Inform each such student that such student has the option to identify an individual to be contacted by the institution not later than 24 hours after the time that the student is determined missing in accordance with official notification procedures established by the institution;
- Provide each such student a means to register confidential contact information in the event that the student is determined to be missing for a period of more than 24 hours;
- Advise each such student who is under 18 years of age, and not an emancipated individual, that the institution is required to notify a custodial parent or guardian not later 24 hours after the time that the student is determined to be missing in accordance with such procedures;
- Inform each residing student that the institution will notify the appropriate law enforcement agency not later than 24 hours after the time that the student is determined missing in accordance with such procedures; and
- Require, if the campus security or law enforcement personnel has been notified and makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to the campus, the institution to initiate the emergency contact procedures in accordance with the student's designation.

The procedures must:

- Include procedures for official notification of appropriate individuals at the institution that such student has been missing for more than 24 hours;
- Require any official missing person report relating to such student be referred immediately to the institution’s police or campus security department; and

- If, on investigation of the official report, such department determines that the missing student has been missing for more than 24 hours, requires—
 - (I) such department to contact the individual identified by such student
 - (II) if such student is under 18 years of age, and not an emancipated individual, the institution to immediately contact the custodial parent or legal guardian of such student; and
 - (III) if subclauses (I) or (II) do not apply to a student determined to be a missing person, inform the appropriate law enforcement agency.

New Jersey City University Missing Student Policy – Office of the Dean of Students

It is the policy of New Jersey City University to investigate actively any report of a missing student who is enrolled at the University as either a full or part time student.

If a member of the University community has reason to believe that a student is missing, all possible efforts will be made to locate the student to determine his or her state of health and well-being through collaboration of the Public Safety Department, the Division of Student Affairs and the missing student's family and friends.

Procedures:

1. Create an incident report. Obtain as many details as possible from complainant.
2. Promptly dispatch Public Safety officer(s) to meet with the complainant to conduct a preliminary investigation.
3. Provide pertinent information to appropriate area law enforcement agencies.
4. Obtain student id number, student photograph, transcript, class schedule, roommate's name and contact information (if appropriate) and pertinent records re: the student (i.e., judicial, academic, on-campus work schedule, car registration, etc.).
5. Notify family members and advise them with regard to available University support services.
6. Make notifications to university administration in accordance with established policies and procedures.
7. The Director of Public Safety (or designee) will advise CIRT as necessary.

If not located within 24 hours, appropriate family members, associates or a University official will make an official missing person report to the law enforcement agency with jurisdiction. These procedures will be governed by federal, state, and local laws. University administrators will cooperate with, aid and assist the primary investigative agency in all ways prescribed by law.

Suggested list of questions to answer as part of the investigation:

1. Is the student missing from the campus, his or her family residence, or another location?
2. Is there a witness to or physical evidence of an abduction or other foul play?
3. Is the student despondent or mentally or physically disabled?
4. Is the student experiencing academic, personal, or financial problems?
5. Has the student disappeared before?
6. Does the student have a known drug and/or alcohol problem?
7. Has the student received any threats or warnings?

8. What was the student's lifestyle? Does the student have a criminal record?
9. Did the student or perpetrator leave a note?
10. Have similar incidents been reported within the area (attempted abductions, suspicious persons)?