

## *MISSING PERSON POLICY*

### LMU Missing Residential/Non-Residential Student Notification Procedure

#### I. Purpose

To establish policy and procedures in compliance with Section 488 of the Higher Education Act of 2008 for the LMU community regarding the reporting, investigation, and required emergency notification when a Residential Student is deemed to be missing.

#### II. Scope

While the scope of policy and procedures is directed primarily to Residential Students and the staffs of the Division of Student Services and LMU Police and Security Department, all members of the academic community, students, employees, and administrators, share the responsibility of reporting to designated university officials when they believe that a student is missing.

#### III. Definitions

- A. Residential Student - For purposes of this policy, a Residential Student is a student who resides in any on-campus student housing facility that is owned or controlled by the University who is currently enrolled at the University.
- B. Missing - For purposes of this policy, a Residential Student will be considered missing if the student is overdue in reaching home, campus, or another specific location past the student's expected arrival, additional factors lead University staff to believe the student is missing, and a check of the student residence supports that determination.

#### IV. Notification to Residential Students

- A. Residential Students are to be informed that, in addition to providing an emergency contact, they have the option to confidentially identify an individual, and the student's telephone number(s), to be contacted by the institution not later than 24 hours after the time that the student is determined missing. Students will be expected to provide contact information when checking into their on-campus housing facility and are responsible for ensuring that the contact information is up-to-date and accurate. The missing person contact information will be considered confidential, releasable only to authorized campus officials including LMU Police and Security Department, for the purposes of implementing the procedure outlined in this policy.
- B. Residential Students who are under eighteen years of age and not emancipated individuals, are to be informed that the University is required to notify a custodial

parent/guardian in addition to the confidential missing person contact, not later than 24 hours after the time that the student is determined to be missing.

- C. Residential Students are to be informed that the University will immediately notify LMU Police and Security Department when it receives information that a residential student may be missing.

#### V. Procedures for Reporting and for Investigating Missing Students

- A. Any University employee who receives a report that a student is missing, or has independent information that a student is missing, must immediately report the information or evidence to Housing and Residential Life or LMU Police and Security Department. If LMU Police and Security Department is initially contacted, they will notify Housing and Residential Life, whose staff will determine whether the student is a Residential Student. If Housing and Residential Life is initially contacted, they will immediately notify LMU Police and Security Department.
- B. If the student is not a Residential Student, LMU Police and Security Department will make a determination if additional action is needed.
- C. If the student is a Residential Student, the Housing and Residential Life staff will conduct a preliminary investigation in order to verify the situation and to determine the circumstances which exist relating to the reported missing student.
  - 1. A staff member will attempt to contact the student via the student's residence hall telephone and/or cell phone.
  - 2. If the subject student cannot be reached by telephone, Housing and Residential Life staff will contact LMU Police and Security Department to assist with a welfare check. Housing and Residential Life staff and LMU Police and Security Department will visit the room of the Residential Student in question to verify the student's whereabouts and/or wellness, and, in some cases, deliver a message to contact a parent or family member who is searching for the student.
  - 3. If the Residential Student is not in the room, but the room is occupied, Housing and Residential Life staff will attempt to gain information on the student's whereabouts and/or wellness from questioning the occupants.
  - 4. If there is no response when the staff knocks on the door of the room or there are occupants who do not know of the subject student's whereabouts, Housing and Residential Life staff along with LMU Police and Security Department as back-up will enter into the room in question, by key if necessary, to perform a health and safety inspection. Housing and Residential Life staff under the observation of the LMU Police and Security

Department will take note of the condition of the room and look for visible personal property (wallet, keys, cell phone, clothing, etc.) which might provide clues as to whether the subject student has taken an extended trip or leave from the residence hall.

5. If the student is not found in the room, Housing and Residential Life staff will attempt to gain information on the student's whereabouts from roommates, other members of the residential community, or other friends. Housing and Residential Life staff will also attempt to acquire additional phone numbers for the subject student (if not already on file) and use them to initiate contact.
6. At any step in the process, staff members will immediately report any suspicious findings to LMU Police and Security Department.
7. If all of these steps do not provide Housing and Residential Life staff with an opportunity to speak with the missing resident or to learn the student's whereabouts, LMU Police and Security Department will take over the investigation.
8. If the missing student is determined to be under the age of twenty-one, LMU Police and Security Department will follow the reporting requirements set forth by Suzanne's Law, 42 U.S.C. §5779. This requirement provides that, "In general, each Federal, State, and local law enforcement agency shall report each case of a missing child under the age of 21 reported to such agency to the National Crime Information Center of the Department of Justice." A TBI missing child report will also be completed as part of the reporting process.
9. If the missing student is determined to be under the age of eighteen, Housing and Residential Life staff will notify LMU Police and Security Department who will contact the student's custodial parent/guardian within 24 hours of being deemed missing. In all cases, LMU Police and Security Department will notify the student's designated confidential contact within 24 hours after the student is determined to be missing.
10. If these steps provide Housing and Residential Life staff with an opportunity to speak with the missing Residential Student, verification of the student's state of health and intention of returning to campus is made. If needed, a referral will be made to the LMU Counseling Office. LMU Police and Security Department will be notified that contact has been made with the subject student.