

Title: Missing Student Notification Procedure	Policy Number: SSUSD 3.13
Responsible Office: SSU Security Department	Responsible Party: Robert Pratt, Chief of Security
Key Words: Missing Student, notification	Approved By: Elinda C. Boyles, VP – Finance & Administration
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Purpose

The purpose of this policy is to establish guidelines regarding the investigation of missing students living on campus and the emergency notification information for the missing student.

Policy

In the event that a student living on campus is reported missing, the Shawnee State University Security Department follows specific steps described below to investigate that person’s location. The Missing Student Notification Procedure is in accordance with federal law, 34 CFR 668.46 (b). Shawnee State University strongly recommends **all** campus resident students to register confidential contact information in the event that a student is determined missing.

Contact Person Registration

Students who are campus residents should register a contact person at the Office of Student Activities and Housing located in Room 222 in the University Center. The Office of Student Activities and Housing will be responsible for providing copies of contact person registration forms to the University Security Office and will be kept in a confidential student file. This information will be accessible only to authorized campus and law enforcement officials.

Missing Student Notification Procedure

1. If anyone from the University Community (student, employee or other individual) has reason to believe that a student has been missing for at least 24 hours, that person should immediately notify the Shawnee State University Security Department at 351-3232 or 351-3243 or in person at the University Security Office located at the south end of the Advanced Technology Building or contact 911. Shawnee State University Security will immediately contact the Housing On Call Administrator.
2. Upon receiving notice that a campus resident student has been missing for at least 24 hours, the Office of Student Activities and Housing will immediately notify the missing student's contact person(s), and, if the student is not emancipated and under 18 years of age, the missing student's custodial parent or guardian. For International students, the Office of Student Activities and Housing will also contact the Director of The Center for International Programs and Activities for their assistance in the investigation.
3. The University Security Department will also notify the Portsmouth Police Department and file a missing person report, regardless of whether the student has identified a contact person. The Portsmouth Police Department will be the lead agency in the investigation.
4. All possible efforts will be made to locate the student to determine his or her state of health and well being through the collaboration of University Security, Office of Student Activities and Housing, Student Affairs, Registrars Office and local law enforcement.

Concurrently, University officials will endeavor to determine the student's whereabouts through contact with friends, associates, and/or employer of the student. Whether or not the student has been attending classes, labs, and scheduled organizational or academic meetings, or appearing for scheduled work shifts, will be established. If the missing student is located, verification of the student's state of health and intention of returning to campus shall be made to the Office of Student Activities and Housing. When and where appropriate, a referral will be made to the University Health Clinic or Counseling Services.