



## Department of Public Safety Standard Operating Procedures

Title: Missing Student Notification Procedure	Policy Number: SSUDPS 3.13
Responsible Office: SSU Department of Public Safety	Responsible Party: David Thoroughman Director of Public Safety
Key Words: Missing Student, notification	Approved By: Elinda C. Boyles, VP – Finance & Administration
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### **Purpose**

The purpose of this standard operating procedure (SOP) is to establish guidelines regarding the investigation of missing students living on campus and the emergency notification information for the missing student.

### **Authority for this SOP is established by Policy 4.79**

### **Procedure**

In the event that a student living on campus is reported missing, the Shawnee State University Department of Public Safety 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 Housing & Residence Life located in Room 222 in the University Center. 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 Department of Public Safety at 351-3232 or 351-3243 or in person at the University Department of Public Safety located at the southeast end of campus adjacent to the floodwall and soccer field or contact 911. Shawnee State University Department of Public Safety will immediately contact the Residence Coordinator on-call.
2. Upon receiving notice that a campus resident student has been missing for at least 24 hours, the Office of Housing & Residence Life 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 Housing & Residence Life will also contact the Director of The Center for International Programs and Activities for their assistance in the investigation.
3. The University Department of Public Safety will file a missing person report regardless of whether the student has identified a contact person and will also notify the Portsmouth Police Department of the missing person.
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 Housing & Residence Life, Student Affairs, Registrar's Office, University Department of Public Safety 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.