



**9.3.1P**

**Volume 9, Volume Title:** Safety, Security and Environment  
Chapter 3, Safety  
Section 1, Policy Name: Missing Student Policy  
**Approval Authority:**  
**Responsible Executive:** Chief of Police  
**Responsible Office(s):** Police Department  
**Effective:** 1/26/11      **Expires:** N/A  
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## Missing Student Policy

### Policy Statement

The Higher Education Opportunity Act ("HEOA") requires Universities with on-campus housing to establish policy and procedures regarding the reporting, investigation and required emergency notification when a Residential Student is deemed to be missing.

This policy is directed to all faculty and staff who share the responsibility of reporting to designated university officials when they believe that a Residential Student is Missing.

### Entities Affected by the Policy

EKU Police Department  
University Housing  
Family Housing  
All Students  
Faculty and Staff

### Policy Background

No previous policy existed.

## Policy Procedures

### Notification to Residential Students

- A. Residential Students are to be informed that they have the option to identify an individual to be contacted by the institution no later than 24 hours after the time that the student is determined missing. University Housing and Family Housing (depending on which department holds the student housing contract or lease) will collect and maintain the confidential contact information. The Residential Student is responsible for ensuring that the contact information is up-to-date and accurate.
- B. Residential Students, who are under 18 years of age and not emancipated individuals, are to be informed that the university is required to notify a custodial parent or guardian not later than 24 hours after the time that the Residential Student is determined to be Missing.
- C. Residential Students are to be informed that the ECU Police Department will be notified when the Residential Student is determined Missing.

### Procedures for Reporting and for Investigating Missing Students

- A. Any university employee who receives a report that a student (whether a residential student or not) is Missing, or has independent information that a student is Missing, must immediately report the information to the ECU Police Department.
- B. **Non-Residential Student:** If the student is not a Residential Student, ECU Police will conduct a preliminary investigation in order to verify the situation and to determine the circumstances which exist relating to the reported Missing student. If ECU Police determine that the student should be considered Missing, it will contact and request assistance from all pertinent law enforcement agencies, including, if known, those operating in the student's normal routes of travel or hometown.
- C. **Residential Student:** If the student is a Residential Student, the staff of the Housing Department or Family Housing will work in conjunction with the ECU Police Department in order to verify the situation and determine the circumstances which exist relating to the reported Missing Residential Student.
  - 1. A staff member will attempt to contact the reported Missing Residential Student via his or her telephone.
  - 2. If the reported Missing Residential Student cannot be reached by telephone, a staff member will visit the room or family housing unit of the reported Missing Residential Student in question to verify their

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whereabouts and/or wellness, and, in some cases, deliver a message to contact a parent or family member who is searching for them.

3. If the reported Missing Residential Student is not at the room or family housing unit, but it is occupied, the 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 members knock on the door of the room or family housing unit or there are occupants who do not know of the reported Missing Residential Students whereabouts, the staff will enter into the room or family housing unit in question, by key if necessary, to perform a health and safety inspection. The staff member will take note of the condition of the room or family housing unit and look for visible personal property (wallet, keys, cell phone, clothing, etc.) which might provide clues as to whether the reported missing Residential Student has taken an extended trip or leave from the residence hall or family housing unit.
  5. If the reported Missing Residential Student is not found in the room, the staff will attempt to gain information on the student's whereabouts from roommates, other members of the residential community, or other friends. The housing staff will also attempt to acquire additional phone numbers for the reported Missing Residential 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 ECU Police.
  7. If all of these steps do not provide staff with an opportunity to speak with the reported Missing Residential Student or to learn his or her whereabouts, ECU Police will be contacted to investigate further.
  8. If the reported Missing Residential Student is determined to be an unemancipated student age of 18 or over, Housing staff will notify the Dean of Students so that contact will be made. If the reported Missing Residential Student is determined to be age of 18 or over, Housing staff will notify the Dean of Students so that contact will be made with the student's confidential contact within 24 hours.
  9. If these steps provide housing staff with an opportunity to speak with the reported 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 Counseling Center. The Housing Department or Family Housing shall contact ECU Police to document that a reported missing residential student investigation was begun and apprise them of the student's state of health and well-being.
- D. If the ECU Police Department determines that the student, whether residential or non-residential, should be considered Missing, a missing persons report will be filed and the student will be entered into LINK/NCIC (Law Information

Network of Kentucky/National Crime Information Center) in accordance with LINK/NCIC policy.

## Definitions

Residential Student	For purposes of this policy, a student who resides in on campus housing under a housing contract or lease and is currently enrolled at the university.
Missing	For purposes of this policy, a Residential Student may be considered missing if he or she is overdue in reaching home, campus or another specific location past their expected arrival, additional factors lead university staff to believe he or she is missing, and a check of their residence supports that determination.
On Campus Housing	A dormitory or other residential facility for students that is located on an institution's campus.
Non-Residential Student	A student who does not live in On Campus Housing.

## Responsibilities

See Procedures section for specific responsibilities.

## Violations of the Policy

Any person who violates this policy is subject to disciplinary action in accordance with University procedures.

## Interpreting Authority

Chief of Police or their designees

## Statutory or Regulatory References

Higher Education Opportunity Act, 20 U.S.C.S. §1092; 42 U.S.C.S. § 5579.

## Relevant Links

N/A

## Policy Adoption Review and Approval

Recommended by Administrative Council on January 7, 2011  
Recommended by the President on January 7, 2011  
Approved by the Board of Regents on January 26, 2011