

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 for those students who live in on campus housing and who have been missing for 24 hours.

Summary of the New Campus Safety Disclosure Responsibilities:

Institutions of postsecondary education that participate in the Federal student financial assistance programs have been required by Section 485(a) and (f) of the Higher Education Act (HEA) to provide the Secretary with campus crime statistics since 1990. The Higher Education Opportunity Act (Public Law 110-315) (HEOA) was enacted on August 14, 2008 and reauthorizes the Higher Education Act of 1965, as amended. The link above provides a general summary of these rules. Final regulations implementing these provisions were published October 29, 2009 and can be found at 74 Fed. Reg.55902.

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
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—
such department to contact the individual identified by such student
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
if subclauses (I) or (II) do not apply to a student determined to be a missing person, inform the appropriate law enforcement agency

Definitions:

Student- The University defines a student as any person enrolled in any class or program of the University, full or part time.

Emancipated Individual- A person less than 18 years of age who has been declared by a court to be independent of his or her parents.

AD - For this policy, "AD" refers to the Assistant Dean of Residence Life and Community Standards assigned to respond to student emergencies.

Policy:

In compliance with Title IV; Multnomah University will provide every student living in on campus student housing the opportunity and means to identify a missing student contact to be used in the event the student is reported missing. Missing student contact information will be registered confidentially and will be accessible only to authorized University officials and may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation. Missing persons contact info may be updated at any time by contacting the Registrar's office, and students will be prompted to update this information each time they register for courses.

In accordance with the procedures established within this policy, within 24 hours after a student living in on campus student housing has been reported missing and the student is not known to have returned to the University or otherwise been located, the AD or his/her designee will notify the individual the student has designated as his/her missing person contact. If the missing student is under 18 years of age and not an emancipated individual, the AD or his/her designee will also notify the student's custodial parent or guardian. The student also has the option to identify the same individual for both their general emergency contact and missing student contact. Campus Safety shall investigate all reports of missing students and will notify and cooperate with other law enforcement agencies, as necessary, to further the investigation.

Procedures:

Any individual who believes a student living in on campus student housing may be missing should immediately contact Campus Safety. Campus Safety may notify the AD upon receipt of a missing student report. When receiving such report, both the AD and Campus Safety will attempt to determine whether the student is, in fact, missing. Among other steps that may be taken depending on the circumstances:

- AD or his/her designee will attempt to contact the student through all reasonable and available means.
- Campus Safety will investigate the validity of the missing person report and manage the information according to its established investigative standards.
- Campus Safety may notify appropriate University personnel and seek their aid in the investigation (e.g., Student Affairs, Residence Life, Counseling and Psychological Services, etc.)
- Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, Campus Safety will notify local law enforcement agencies within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

If, within 24 hours of the report, Campus Safety is unable to locate the missing student and the student is not known to have returned to the University or otherwise located, Campus Safety will notify the AD and he/she or his/her designee will take the following action(s):

- The AD or his/her designee will promptly notify the individual the student has designated as his/her missing person contact and document the date and time of the notification.
- If the missing student is under 18 years of age and not an emancipated individual, the AD or his/her designee will also notify the student's custodial parent or guardian and document the date and time of the notification.

Campus Safety and the AD will coordinate their efforts to locate the missing student. The AD will notify the Vice President of Student Life and update him/her on the status of the investigation as appropriate. When the missing student is located, the AD or his/her designee will contact the student to offer any appropriate support, as well as the emergency contacts and/or parents to confirm the student has been located. If the initial investigation is unsuccessful in locating the missing student, Campus Safety will continue to investigate according to estab-

lished police procedures. The AD will decide what further action, if any, should be taken by the Office of Student Life.

While this policy applies only to students living in on campus student housing, reports of students missing from off-campus residences will be referred to the police department having jurisdiction over the student's local residence, if known, or the student's permanent residence if a local residence cannot be determined, and the University will cooperate within its legal limitations with any subsequent investigation.

*Adapted from Missing Persons Policy from Penn State University and Rochester Institute of Technology.