

LENOIR-RHYNE UNIVERSITY

Missing Persons Policy

Title Missing Persons Policy

Division/Department University-Wide & Security Services

Purpose

This policy contains the official notification procedures of Lenoir-Rhyne University for missing students who reside in on-campus, University-owned or University-controlled housing, in accordance with the requirements of the Higher Education Opportunity Act of 2008 (the “HEOA”).

The purpose of this policy is to promote the safety and welfare of members of the University community through compliance with the requirements of the HEOA. The HEOA of 2008 requires institutions of higher education to establish: (1) A missing student notification policy for students who reside in on-campus housing; and (2) A process for students to register a confidential contact for use under this policy.

General Summary of Procedures

If any member of the University community has reason to believe that a student may be missing, s/he should immediately notify the Office of Security Services at 828.328.7146, the Director of Housing at 828.328.7249, or the Assistant Provost and Dean of Students at 828.328.7246. This policy applies to students who reside in campus housing, including all university-owned or controlled houses and found to be missing or absent from the University for a period of more than 24 hours without any known reason or which may be contrary to usual patterns of behavior.

A student will be considered missing immediately, if his/her absence has occurred under circumstances that are suspicious or cause concerns for her/his safety. Such circumstances could include, but are not limited to: reports or suspicions of foul play, suicidal thoughts, drug use, any life threatening situations, or where a student may be known to be with individual(s) who may endanger the welfare of the student.

If the initial report that a person is missing is made to a department other than the Office of Security Services, the staff member or faculty member receiving the report will also ensure that the Office of Security Services is contacted immediately about the missing student.

Students will be given the opportunity during the beginning of each academic year to designate an individual(s) to be contacted by the University “in case of emergency”. These designations will be confidential, and this information will be accessible only to authorized campus officials,

and may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

Official Notification Procedures for Missing Persons

1. Any faculty, staff, student or other person who has information that a residential student may be missing must notify the Office of Security Services as soon as possible, even where the individual has notified another campus official.
2. The Office of Security Services will contact the Office of Student Life if during office hours and will call the Director of Residence Life if after hours. Student Life Staff and Security Staff will gather the following information about the residential student from the reporting person and from any of the student's acquaintances:
 - description of clothes last worn
 - where student might be
 - who the student might be with
 - vehicle description
 - information about the physical and mental well-being of the student
 - up-to-date photograph
 - class schedule
 - meal plan activity
 - student identification card access and swipe activity
3. Appropriate campus staff will be notified to aid in the search for the student.
4. If the above actions are unsuccessful in locating the student within 24 hours of the report or it is immediately apparent that the student is a missing person (e.g., witnessed abduction), the Office of Security Services will contact the Hickory Police Department to report the student as a missing person and Hickory Police Department will take over the investigation.
5. No later than 24 hours after determining that a residential student is missing, the Assistant Provost and Dean of Student Life or his/her designee will notify the emergency contact (for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing. Contact is contingent upon the correct emergency contact information being made available by the student.

Procedures for designation of emergency contact information

Designations of emergency contacts will be confidential, and this information will be accessible only to authorized campus officials, and may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

Students age 18 and older and emancipated minors. In the event a student is reported missing, a Student Life Staff member will attempt to contact his/her emergency designee no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth above. An emergency contact designee will remain in effect until changed or revoked by the student.

Students under the age of 18. In the event a student who is not emancipated is determined to be missing pursuant to the procedures set forth above, the University is required to notify a custodial parent or guardian or confidential contact no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth above.

University Campus Security

Campus security officers and law enforcement officers collaborate to provide campus safety and security. The University employs trained security officers to maintain the safety and security of persons and property on campus on a 24-hour basis. These officers are required to investigate and report criminal activity and, in the case of a missing persons report, will prepare a written report. A copy of any missing persons' report is filed with the Director of Security Services and distributed to selected campus administrators, including the Assistant Provost and Dean of Student Life and Sr. Vice President for Finance and Administration. The Director of Security Services and/or the Assistant Provost and Dean of Student Life will follow up on such reports and, where appropriate, report such violations to appropriate law enforcement agencies.

Author of Policy

Director of Security Services
Director of Compliance

Individuals Affected

All faculty, staff and students of the University

Reviewed By/Concurrence From

Senior Vice President, Administration and Finance
Assistant Provost and Dean of Students
Director of Residence Life
President's Cabinet

Approval



Norris Yoder
Director of Security Services

8-21-2017

Date

Developed On: January 28, 2010
Revised: August 18, 2017