


ADMINISTRATIVE PROCEDURE

STUDENT -2

Missing Person Procedure

Number: STUDENT-2	Name: Missing Person Policy
Purpose: This administrative procedure displays the appropriate procedure for identifying and investigating a missing student.	
Responsible Unit: Operations	
Approved by: 	Approval Date: 6/21/18

Every student who resides in on-campus housing shall have the option to identify an individual to be contacted in the case the student is determined to be missing. Only authorized campus officials will have access to this information. When students are informed of their option to provide a confidential contact, they are advised that their contact information will be registered confidentially, and that this information will be accessible only to authorized campus officials and law enforcement and that it may not be disclosed outside of a missing person investigation.

In the event a student under 18 years of age and not emancipated, MUPD must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student. For all missing students, MUPD will notify the local law enforcement agency 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.

Procedure for Informing Students, Missing Persons Contact and Notifying Local Law Enforcement

At time of check-in to the residence halls a student will be provided a sheet requesting information on who to contact should they be deemed missing. If the student is under 18 years of age and is not an emancipated individual (by court order, no longer under the control or responsibility of parents) Marshall University or law enforcement officials are required to notify a custodial parent or guardian within 24 hours after the minor student is determined missing, and any other designated contact person within 24 hours. Should the MUPD investigate and determine that a residential student is missing, contact will then be made to the missing person contact, if contact information has been provided, within twenty-four (24) hours of the determination that the student is missing by the MUPD. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, MUPD will inform the appropriate local law enforcement agency that the student is missing within 24 hours.

Procedure for Reporting Someone as Missing

Any person can report any student as missing. All missing student concerns should be reported to the Marshall University Police Department (MUPD) by calling (304) 696-4357 (6HELP). Missing students reported to any student, staff, or faculty member should be reported immediately to the Marshall University Police Department.

The following offices shall be informed of the missing student prior to or during the investigation:

- Director of Housing and Residence Life
- Marshall University Police Department
- Senior Vice President of Student Affairs
- Senior Vice President of Operations/Chief of Staff

Procedure for Investigating Someone as Missing

Once a student has been reported as missing, the information provided by the missing student will be used to contact the individual requested and an investigation shall take place that can include but not be limited to the following:

- Housing staff with or without MUPD present can enter the room to determine if student is present in the residence hall.
- Campus ID can provide information on when the student ID was last used for use in the dining facilities or to enter a residence hall.

Form Completed by students upon checking in to live in the residence halls



Clery Act -Missing Student Notification Information

Name: _____ 901#: _____

Building/Hall Address: _____

Home Address

Resident's Cell Phone #

City: _____ State: _____ Zip: _____

***IN A SITUATION IN WHICH A STUDENT IS DETERMINED MISSING,
THE PERSON BELOW WILL BE CONTACTED.**

Name: _____ Email _____

Address _____

Contact's Phone/Cell #

City: _____ State: _____ Zip: _____

I am not comfortable with supplying the above information.

Resident Signature: _____ Date: _____

***The above information will be kept confidential within the Department of Housing and Residence Life.**