

Missing Person Policy

As mandated by the Higher Education Opportunity Act, Trinity Evangelical Divinity and Graduate School is required to establish a missing student notification policy for students who reside in on-campus housing. All students who reside in on-campus housing have:

- The option to identify an individual that the school can contact no later than 24 hours after the time the student is determined missing according to the school's official notification procedures;
- A way to register confidential contact information in the event the student is determined to be missing for more than 24 hours;

Only authorized school personnel and law enforcement officials will have access to this information.

Moreover, in the event a person is determined to be missing, the university must:

- For student under 18 years of age, notify a custodial parent or guardian no later than 24 hours after the time the student is determined to be missing according to the institution's official procedures;
- Initiate the emergency contact procedures that the student designates if campus security or law enforcement personnel have been notified and have determined that the student has been missing for more than 24 hours and has not returned to campus.

Procedure for Informing Students

Dormitory

At the beginning of each Fall semester, during mandatory floor meetings, students will be informed of the Missing Person Policy and will have an opportunity to identify contacts in the event that they are missing on the Confidential Contact Info Sheet.

Throughout the year, including at the start of the Spring semester, RA staff will inform new residents of the policy and have them fill out the Confidential Contact Info Sheet.

The Confidential Contact Info Sheet will be kept for the duration of the academic year and will be shredded after one year, when the student moves out of on-campus housing, or when a new Confidential Contact Info Sheet is filled out, whichever is later.

Procedure for students in Summer Housing will follow that of Apartments below.

Apartments

When a student moves in to on-campus apartments, the Housing office will notify the student of the Missing Person Policy and have the student fill out an Confidential Contact Info Sheet.

The Confidential Contact Info Sheet will be kept for the duration of the academic year and will be shredded when the student moves out of on-campus apartments.

Procedures for Determining if a Student is Missing

Dormitory

When a student is suspected to be missing, it must be reported to a member of the Residence Life Staff. Staff will record the reporting person's name, relationship to the missing student, and contact information where the reporting person can be reached on the Missing Person Report. Residence Life Staff will inform the Resident Assistant of the missing student's floor and the Resident Director (RD)/ Assistant Resident Director (ARD). In the event that RD/ARD cannot be reached, Residence Life Staff will inform the Associate Dean of Students. RD/ARD will inform Director of Campus Safety and Security about the missing person report.

The RD/ ARD will refer to the Missing Student Checklist and contact the reporting student for further information. If the RD/ ARD determines at any point that there is credible threat to the well-being of the student reported as missing, the RD/ ARD should call Director of Campus Safety and Security and request law enforcement assistance.

In the mean time, RD/ARD should proceed to contact known friends and relationships of the student reported missing, beginning with roommates/suitemates. All direct and indirect method of reaching the missing student should be exhausted, and the missing student should be urged to make contact immediately. The purpose at this point is to determine if the student is truly missing or has simply failed to make the desired contact with the reporting person.

If the student is located or is determined not to be missing, the student should be advised to contact the reporting person. The RD/ ARD may also contact the reporting person and relay that the student is not missing and has been asked to contact the reporting person.

If pursuing known contacts has not yielded confirmation of the student's whereabouts, the RD/ARD should contact the Associate Dean of Students, reporting all obtained information and follow verbal notification with a written incident report. The Associate Dean of Students may then authorize the following measures to determine activity of student reported missing:

- Mailbox activity
- Class attendance
- In-plain-sight examination of room for signs of recent use or planned departure.

If the results of these activity measures suggest that the student is indeed missing and unaccounted for, the Associate Dean of Students will immediately notify the Director of Campus Safety and Security who will then request law enforcement investigation. All information obtained about the missing student through Residence Life investigation should be shared with Campus Safety and Security and law enforcement representatives. The Associate Dean of Students is responsible for notification of the missing student's identified contact if the student has been missing for more than 24 hours. If the student is under 18 years of age, and not an emancipated individual, the Associate Dean of Students shall immediately contact the custodial parent or guardian.

Apartments

When a student is suspected to be missing, it must be reported to a member of the Housing Office. Housing Office staff will record the reporting person's name, relationship to the missing student, and contact information where the reporting person can be reached on the Missing Person Report. Housing Office staff will then inform the Director of Housing. Director of Housing will inform Director of Campus Safety and Security about the missing person report. In the event that Housing Office is closed, the reporting person should notify Campus Safety and Security.

The Director of Housing will refer to the Missing Student Checklist and contact the reporting student for further information. If the Housing Office staff determines at any point that there is credible threat to the well-being of the student reported as missing, the Housing Office staff should call Director of Campus Safety and Security and request law enforcement assistance.

In the mean time, Director of Housing should proceed to contact known friends and relationships of the student reported missing, beginning with apartment neighbors. All direct and indirect method of reaching the missing student should be exhausted, and the missing student should be urged to make contact immediately. The purpose at this point is to determine if the student is truly missing or has simply failed to make the desired contact with the reporting person.

If the student is located or is determined not to be missing, the student should be advised to contact the reporting person. The Director of Housing may also contact the reporting person and relay that the student is not missing and has been asked to contact the reporting person.

If pursuing known contacts has not yielded confirmation of the student's whereabouts, the Director of Housing should contact the Associate Dean of Students, reporting all obtained information and follow verbal notification with a written incident report. The Associate Dean of Students may then authorize the following measures to determine activity of student reported missing:

- Mailbox activity
- Class attendance
- In-plain-sigh examination of room to see signs of recent use or planned departure.

If the results of these activity measures suggest that the student is indeed missing and unaccounted for, the Associate Dean of Students will immediately notify the Director of Campus Safety and Security who will then request law enforcement investigation. All information obtained about the missing student through Residence Life investigation should be shared with Security and law enforcement representatives. The Associate Dean of Students is responsible for notification of the missing student's identified contact if the student has been missing for more than 24 hours. If the student is under 18 years of age, and not an emancipated individual, the Associate Dean of Students shall immediately contact the custodial parent or guardian.

Procedures for Notification of Missing Student

Dormitory

If Associate Dean of Students determines that a student for whom a missing report person has been filed has been missing for more than 24 hours, then within the next 24 hours, they must:

- Notify Director of Campus Security
- Notify the individual identified by the student to be contacted in this circumstance,
- If the student is under 18 years old, notify a parent or guardian; and,
- Notify Dean of Students and Senior VP of Student Affairs.

Director of Security will:

- Notify Law Enforcement and request assistance.

In the event that a missing person report is filed directly with Campus Safety and Security staff member, staff member will notify the Associate Dean of Students.

Apartment

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Director of Security will:

- Notify Law Enforcement and request assistance.

In the event that a missing person report is filed directly with Campus Safety and Security staff member, staff member will notify the Associate Dean of Students and Director of Campus Safety and Security.

Line of Authority

Responsible Administrator and Office: Residence Life, Student Services, Campus Safety and Security.

Contact Persons in those offices: Resident Director, Associate Dean of Students, Director of Campus Safety and Security.