

Denison University Missing Student Notification Policy & Missing Student Procedure

Purpose:

To provide a plan to inform Denison University students who reside in on-campus housing, the College policy governing required notifications within twenty-four (24) hours after the time a student is deemed to be missing.

This plan is to comply with the August 14, 2008 Higher Education Opportunity Act, Section 485 (j) by the U.S. Department of Education.

Policy:

Students will be informed each academic year that each student, age 18 or above, has the option to identify a person designated as a confidential contact to be contacted by Denison University not later than twentyfour (24) hours after the time the student is determined to be missing. The confidential contact will be the person designated by the student who provides their information to the college. In the absence of designation of a confidential contact the student's emergency contact shall be utilized as the confidential contact. The confidential contact will be shared with local law enforcement for the purpose of locating the student. Students who are under age eighteen (18) and are not emancipated will be informed each academic year that the institution is required to notify the custodial parent and the confidential contact not later than twenty-four (24) hours after the time the student is determined to be missing.

Students will be notified via information provided in the "Clery Report" document that provides information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Security Crime Statistics Act. The document is published in this report on page 4 or you may request a printed copy from the Campus Safety Office.

Each student who provides confidential contact information is solely responsible for the accuracy of the contact phone number and for update of information should the confidential contact person and/or number change. A student may update information by providing the information to the Campus Safety Office.

Students will be informed that Denison University will notify the Granville Police Department, or other appropriate law enforcement agency not later than 24-hours after the time the student is determined to be missing.

Missing Student Procedure:

A student is determined to be missing when a report comes to the attention of the College and the College determines the report to be credible. Circumstances may include, but are not limited to establishing that:

- a student is out of contact after reasonable efforts to reach that student by phone calls, emails, and/or in-person attempts to establish contact;
- circumstances indicate an act of criminality involved, even lacking twenty-four (24) hours in time;
- circumstances indicate that physical safety is in danger, even lacking twenty-four (24) hours in time;
- circumstances become known that medicine dependence may threaten life or health, even lacking twenty-four (24) hours in time;
- existence of a physical / mental disability indicates that the student's physical safety is in danger, even lacking twenty-four (24) hours in time.

Any official missing persons report relating to a student requires that the Office of Campus Safety be notified immediately to investigate and make a determination that a student who is subject of a missing report has been missing for more than 24 hours and has not returned to campus or been located somewhere else.

During the investigation, the following information should be established and documented in a Security report:

- Name and location / contact information of the person reporting the missing student • Name / vital information of the student reported to be out of contact
- Nature of the circumstances supporting the determination that the student is out of contact (time /date last seen or in contact with the College)
- Avenues to establish that the student remains out of contact (failure to respond to phone, email and in-person attempts to contact by a College official; parental notice or notice from reporting person outside the College; establishment of lapse of time of class attendance, lapse in affiliation with roommates and friends, or use of College facilities / services; concern of incident of criminality or safety, etc.)
- Dates and times of notifications made.

The Assistant Director or AD on call will be informed by the Campus Safety Office after the officer's initial attempt to contact the student does not successfully establish contact or lead to information that results in actual contact being made with the student. Contact with the Director of Campus Safety and the Dean of Students or designee should take place as soon as reasonably possible.

The confidential contact listed will be notified as part of the investigation in attempting to establish contact with the student reported missing. If no confidential contact has been provided the emergency contact shall be notified. In the case of a student under the age of eighteen (18) and not emancipated, the contact will be with the custodial parent. The contact will be initiated by the Dean of Students or Director of Campus Safety or designee and in no circumstance should the notification to the contact after initial report to Campus Safety exceed twenty-four (24) hours in time.

Campus Safety will notify the Granville Police Department of the circumstances presented with the report of a missing student as soon as it is established that avenues to contact the student have been exhausted or circumstances of criminality or safety are involved. In no circumstance should the notification to Granville Police Department after initial report to Campus Safety exceed twenty-four (24) hours in time.

Documentation establishing the stated conditions under which contact cannot be made with the student will be supplied to the Granville Police Department upon their request. The Campus Safety Office will support requests of the Granville Police Department to the best of its ability during their subsequent investigation.