

MISSING STUDENT NOTIFICATION FOR ON-CAMPUS HOUSING RESIDENTS

POLICY NUMBER: ADM-MISSINGSTUDENTNOTIF

POLICY TYPE: ADMINISTRATIVE

RESPONSIBLE OFFICIAL TITLE: VICE PRESIDENT FOR STUDENT AFFAIRS

RESPONSIBLE OFFICE: UNIVERSITY HOUSING

EFFECTIVE DATE: UPON BOARD APPROVAL – 5/8/19

NEXT REVIEW DATE: BOARD APPROVAL PLUS FOUR YEARS – 5/8/23

SUPERSEDES POLICY DATED: 3/4/2011

BOARD OF REGENTS REPORTING (CHECK ONE):

PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM)

PRESIDENTIAL REPORT (INFORMATION ONLY)

I. POLICY STATEMENT

Northern Kentucky University (NKU) provides all students, regardless of age, residing in on-campus housing the option of identifying an individual or individuals to be contacted by the University in the event that the student is determined to be missing for a period of more than 24 hours. This confidential missing persons contact, also referred to as confidential contact person, for residential students is in addition to general emergency contact information collected by the University.

- A student may identify the same person for both the general emergency contact person and as their confidential contact person.
- Students can list multiple confidential contact persons.
- Students who wish to identify a confidential contact person(s) may do so through the Office of University Housing.
- Confidential contact information is strictly for missing person purposes and shall be accessible only by authorized campus officials identified in this policy.
- The confidential contact information will only be shared with police personnel in furtherance of a missing persons investigation.
- Students shall be given the opportunity to register confidential missing persons contact information at the time of application for on-campus housing. This information can be updated at any time by contacting The Office of University Housing.
- Confidential contact information must be kept separately from general emergency contact information.
- If a student under the age of 18 has been determined to be missing, the University shall within 24 hours notify both the student's custodial parent or guardian and the student's confidential contact person that the student is missing (in no required order)

This policy does not restrict NKU from making notifications earlier than 24 hours if deemed necessary. Official determination that a student is missing is made by the investigating police department.

II. ENTITIES AFFECTED

This policy applies to:

- NKU students who reside in on-campus housing
- Office of University Housing
- Individuals designated as Authorized Campus Officials
- University Police Department

III. AUTHORITY

- Higher Education Opportunity Act (PL 110-315)
- Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)

IV. DEFINITIONS

Missing Student: For purposes of this policy, a student who currently resides in on-campus housing under a housing contract is determined to be missing when University Police or another law enforcement agency determines the student to be missing without obvious reason and based upon a credible report. Such circumstances could include, but are not limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts or actions, is in a life-threatening situation, or has not been seen or heard from by fellow community residents, friends, roommates, or staff.

On-Campus Student Housing: Any student housing facility that is owned and controlled by the university or is located on property that is controlled by the university and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility. This definition includes the following types of housing:

- Undergraduate, graduate, and married student housing
- Single family houses that are used for student housing
- Summer school student housing
- Buildings that are owned by a third party that has a written agreement with the university to provide student housing

Confidential Contact: The person or persons that will be contacted if a student who resides in university housing is reported missing.

Authorized Campus Officials: Personnel authorized to access confidential contact information. The following campus officials can access a student's confidential missing persons contact information:

- Vice President for Student Affairs
- Assistant/Associate Vice President for Student Engagement/Dean of Students
- Director and Assistant/Associate Director of University Housing
- Employees of the Office of Student Conduct, Rights, and Advocacy
- University Housing Residence Hall Directors
- Clery Compliance Coordinator

Note: Such information can ONLY be accessed in conjunction with a missing persons investigation and shall only be disseminated to police.

V. RESPONSIBILITIES

A. Office of University Housing

- 1) Collect the confidential contact information from students who reside in on-campus housing.
- 2) Store the confidential contact information separate from students' general emergency contact information.
- 3) Implement procedure that restricts access to the confidential information to authorized personnel only.
- 4) Allow students the opportunity to register confidential missing persons contact information at the time of application for on-campus housing.
- 5) Collect and update confidential contact information annually.
- 6) Update students' records pertaining to confidential contact information as students report changes.
- 7) Contact University Police immediately upon receiving a report of a suspected missing student.
- 8) Obtain and disseminate the confidential contact information to University Police when a report is received that a student may be missing. The confidential contact information will only be shared with police personnel in furtherance of a missing persons investigation.

B. University Police

- 1) Conduct a preliminary investigation into the report of a suspected missing student.
- 2) If the student is determined to be missing, University Police shall within 24 hours notify the student's confidential contact person(s). If the student has multiple contacts, the order of contact is determined by University Police.
- 3) If multiple contacts are listed, University Police shall make contact with all confidential contacts until law enforcement makes contact with the student reported missing.
- 4) Once it has been determined a student is missing, University Police shall notify local law enforcement, Vice President of Student Affairs, and the Dean of Students.

C. Authorized Campus Officials:

- 1) Obtain and disseminate the confidential contact information to University Police when a report is received that a student may be missing. The confidential contact information will only be shared with police personnel in furtherance of a missing persons investigation.

VI. PROCEDURES

- 1) If a member of the University community has reason to believe that a student who resides in on-campus housing is missing or receives a report of a missing student, he or she shall immediately notify Northern Kentucky University Police (University Police) at (859) 572-5500. Upon receipt of missing student information, University Police will analyze the credibility of the report and initiate a preliminary investigation to determine whether the student is missing.
- 2) If University Police determines a student to be missing, University Police shall within 24 hours notify the student's confidential contact person(s). If the student has multiple contacts, the order of contact is determined by University Police. If a student has registered multiple contact persons and the first person contacted confirms that the student is not missing, the institution

must contact each additional contact person in turn until law enforcement makes contact with the student reported missing.

- 3) If the missing student is under the age of 18 and not emancipated, and it has been determined that the student is missing, the University shall notify within 24 hours both the student's custodial parent or guardian and the student's confidential contact person (in no required order). If not previously done, this contact is required to be made once 24 hours has elapsed from the time the student was determined to be missing.
- 4) If not previously done, University Police will notify the following entities once 24 hours has elapsed from the time the student was determined to be missing:
 - Local law enforcement;
 - Vice President for Student Affairs; and
 - Dean of Students

VII. EXCEPTIONS

There are no exceptions to this policy.

VIII. VIOLATION OF THE POLICY

Violation of this policy, may be subject to discipline up to and including termination of employment. Adverse employment action will be taken pursuant to applicable institutional handbooks, policies, and procedures.

IX. REFERENCES AND RELATED MATERIALS

REFERENCES & FORMS

- Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC 1092 (f), 34 CFR Part 688.46)
- The Handbook for Campus Safety and Security Reporting
<http://www2.ed.gov/admins/lead/safety/handbook.pdf>

RELATED POLICIES

Disclosure of Campus Security and Crime Statistics (Clery Act & Minger Act)

<https://inside.nku.edu/content/dam/policy/docs/Policies/DisclosureOfCampusSecurityAndCrimeStatistics.pdf>

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Minor Edit – Per Gina Yoon of University Police, added the Clery Compliance Coordinator as an Authorized Campus Office in section IV; minor edits	July 13, 2020
Revision	May 8, 2019
New Policy	March 4, 2011

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PRESIDENTIAL APPROVAL

PRESIDENT

Signature

Ashish K. Vaidya

Date

4/9/19

Ashish K. Vaidya

BOARD OF REGENTS APPROVAL

BOARD OF REGENTS (IF FORWARDED BY PRESIDENT)

- This policy was forwarded to the Board of Regents on the **Presidential Report (information only)**.
Date of Board of Regents meeting at which this policy was reported: ____/____/____.
- This policy was forwarded to the Board of Regents as a **Presidential Recommendation (consent agenda/voting item)**.
- The Board of Regents approved this policy on 5/8/19.
(Attach a copy of Board of Regents meeting minutes showing approval of policy.)
- The Board of Regents rejected this policy on ____/____/____.
(Attach a copy of Board of Regents meeting minutes showing rejection of policy.)

EXECUTIVE ASSISTANT TO THE PRESIDENT/SECRETARY TO THE BOARD OF REGENTS

Signature

Wendy Peck

Date

5/10/19

Print Name

Wendy Peck