

# MISSING PERSON POLICY

The Housing and Resident Life Department maintains written, step-by-step procedures to be followed in the event a student residing in on-campus housing is reported as missing. The intent of a missing student notification process is to minimize confusion and potential delays and delineate responsibilities.

When a student applies for on-campus housing at DSU, the student is given the opportunity to designate a confidential emergency contact who will advocate for the student if the student is missing. The emergency contact can be anyone of the student's choosing; the emergency contact does not have to be a relative. By law, the emergency contact individual's identity and contact information will be kept confidential, accessible only to University personnel, and will only be disclosed to law enforcement officers conducting a missing person investigation.

Emergency contact data is kept confidential in a secure database according to DSU IT guidelines. Access is limited to trained and authorized Housing and Resident Life employees. Students who reside in on-campus housing must be informed of the legal requirement for DSU to refer missing student reports to law enforcement, and, if the student is under age 18, to inform the student's custodial parent or guardian unless the student is emancipated.

All members of the campus community are encouraged to report as missing any student residing in on-campus housing who they believe has been missing for any amount of time. A report of a missing student who resides in on-campus housing can be submitted to:

**any resident assistant**

**any resident manager**

**any Housing and Resident Life staff member**

## **Campus Police via Police Dispatch: 435-627-4300**

Any staff member other than the Director will inform the Director of Housing and Resident Life at the same time. The Director or his/her designee will refer the missing student report to either DSU Police or the appropriate law enforcement agency **immediately** upon receiving that information.

The Director or his/her designee is required by law to notify a custodial parent or guardian of a nonemancipated student under 18-years of age within 24 hours of the determination that the student is missing. If the missing student has designated a contact person, the Director or his/her designee will notify the contact person that the student is missing within 24 hours of the determination that the student is missing. Notification procedures can begin earlier than 24 hours if it is determined that the student is missing.