

Review History: Reviewed by the Policy Review Committee 01/18/19.

ELIZABETH CITY STATE UNIVERSITY

Missing Student Policy

Preamble

It is the policy of Elizabeth City State University to investigate any report of a missing student within a timely manner. This policy establishes notification procedures for University students who reside in on-campus housing and are reported missing for 24 hours. These procedures are consistent with the requirements under the *Higher Education Opportunity Act*.

1. Missing Student Emergency Contact

Any student who resides in on-campus housing may register one or more individuals to be contacted for a missing student complaint. This contact information will be registered confidentially and the information will only be accessible to authorized campus officials and law enforcement personnel in furtherance of a missing person investigation. Students may register the contact information on Banner and on the Campus Housing Lease Agreement.

2. Notification Procedures

If anyone has reason to believe that a student who resides in on-campus housing is missing, he or she must immediately contact the University Police Department at (252) 335-3266. Upon receipt of a missing student complaint, University Police will take the following actions:

- a. University Police will generate a missing person report and initiate an investigation to make a determination as to whether or not the student is missing.
- b. Within 24 hours after the student is determined to be missing, University Police will notify local law enforcement agencies within the jurisdiction of Elizabeth City and any other appropriate law enforcement agency determined to be necessary in locating the missing student.
- c. Within 24 hours after the student is determined to be missing, University Police will contact the student's designated missing student emergency contact person or the emergency contact person identified on the application for admission into the University. If the student is under 18 years of age, the University will notify the student's custodial parent or guardian in addition to notifying the missing student emergency contact person or emergency contact person designated by the student.
- d. University Police will notify the Vice Chancellor for Student Affairs of the determination that the student is missing.
- e. Vice Chancellor for Student Affairs will take any additional actions under the circumstances that are in the best interest of the missing student.