

# North Greenville University

## Missing Person Policy

North Greenville University takes student safety very seriously. To this end, and in compliance with the Missing Student Notification Policy and Procedures (Section 488 of the Higher Education Opportunity Act of 2008), the following policy has been developed in order to assist in locating NGU students living on-campus, who, based on the facts and circumstances known to the University, are determined to be missing. It is the policy of North Greenville University to actively investigate any report of a missing resident student (an enrolled student that lives on campus). Each resident student will be notified of the missing student policy and procedures in the event that they are reported missing.

Most missing person reports in a university environment result from a student changing his/her routine without informing friends of the change. If a member of the University community has reason to believe that a student is missing, all efforts will be made immediately (no waiting period) to locate the student to determine his or her state of health and well-being.

### Procedure

In case of emergencies the University keeps on file, in the Student Services Office, an emergency fact sheet that identifies who will be called in any emergency including a missing person case.

The emergency contact sheet allows Student Services to receive information about a student in an emergency situation. It also gives Student Services the ability to notify parents or emergency contacts during an emergency situation.

The following procedures will be followed in a missing person case:

The procedures are enacted as soon as a student is reported missing.

- Alert Campus Security Staff, Student Services, Area Coordinators and Resident Assistants to the situation. A picture should be published and given to the staff.
- The following resources or persons should be contacted immediately to try and determine any points of contact with the University:
  - Call missing student's cell phone and send a text message
  - Interview roommates, suitemates and known friends
  - Look at social networking sites such as Facebook for any activity
  - Check the dining hall to see when the last time the student's ID was scanned
  - Check WAPAC to see if student used an ID to enter a building
  - Check with faculty members to see when the student was in class or if they have had contact
  - Attempt to locate student's vehicle on campus

- Campus Security will contact area hospitals and law enforcement to see if they can provide any information
- If, after an investigation by Campus Security and the NGU Student Services Staff, the resident is determined to be missing, the Vice President for Student Services (or designee) will contact the student's parent or designated emergency contact person.
- After parental notification, law enforcement will be called to report the person as missing. A description and picture along with any other information will be provided to law enforcement agency. Campus Security will continue to investigate utilizing established police investigative procedures and in collaboration with staff from the NGU Student Services. Campus Security will also coordinate its efforts with outside law enforcement agencies in full compliance with legal obligations and established police procedures.
- A school-wide e-mail alert will be sent to faculty, staff and students with the student's picture attached.
- Notify the Public Relations Office and refer any outside inquires to the Public Relations Office.