

Policy Title:	Missing Student
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Governing Body:	Southern Oregon University	Policy Number:	FAD.080
Policy Contact:	Campus Public Safety	Date Revised:	
Custodial Office:	Finance & Administration	Date Approved:	August 17, 2018
Approved By:	President	Next Review:	
Related Policy:			

Revision History

Revision Number:	Change:	Date:
	Initial version	August 2018

A. Purpose

Any student, regardless of age, who is believed to be missing for more than 24 hours, must be reported as a missing person and an investigation into their disappearance will be conducted.

B. Policy Statement

1. If a member of the university community has reason to believe that a student has been missing for 24 hours or more, a report must be made to the Campus Public Safety Department or the local law enforcement agency where the student resides. This report can be made in person or by calling 911. All possible efforts will be made to locate the student to determine their state of health and well-being through the collaboration of the Campus Public Safety Department, the Office of Student Support and Intervention, the Office of University Housing, the local law enforcement agency, and other offices as needed.

2. If the student is an on-campus resident, the Campus Public Safety Department will secure authorization from university housing officials to make a welfare entry into the student's room. If an off-campus student resident, Campus Public Safety will enlist the aid of the police agency having jurisdiction. Concurrently, university officials will endeavor to determine the student's whereabouts through contact with friends, associates, and/or employers of the student. Personnel will make every effort to determine whether or not the student has been attending classes, labs, recitals, scheduled organizational or academic meetings, or appearing for scheduled work shifts.

3. If located, verification of the student's state of health and intention of returning to the campus will be made. When and where appropriate, a referral will be made to the Student Health and Wellness Center and/or the Office of Student Support and Intervention.

4. Each student living in an on-campus student housing facility has the option to identify a contact person for the institution to notify in a missing student case. This contact information is available for student residents to update on an annual basis. The information is registered confidentially and is accessible only to authorized campus officials and law enforcement. This information will not be disclosed outside of a missing person investigation.

5. Notification of the listed emergency contact person, and if none listed, the family, will be made within 24 hours of the time the Campus Public Safety Department or the local law enforcement agency determines the student is indeed missing. If the student is an off-campus resident, appropriate family members or associates are encouraged to make an official missing person report to the law enforcement agency with jurisdiction. The Campus Public Safety Department will cooperate, aid, and assist the primary investigative agency in all ways prescribed by law. If the student is an on-campus resident, the Campus Public Safety Department will open an official investigation and notify the local law enforcement agency.

This policy may be revised at any time without notice. All revisions supersede prior policy and are effective immediately upon approval.

C. Policy Consultation

Policy Council. This policy was posted for community comment on August 8, 2018.

The Policy Contact, defined above, will write and maintain the procedures related to this policy and these procedures will be made available within the Custodial Office.