

Missing Student Policy

In compliance with the Missing Student Notification Policy and procedures (Section 488(i) of the Higher Education Opportunity Act of 2008), Bellevue University has developed the following policy to guide the efforts of University staff members when they suspect and/or have determined a resident student is missing.

All institutions that receive federal funding and have a housing program must have a policy regarding missing student notification for students who reside in on-campus housing facilities, as well as procedures for notifying a person of the resident student's choice should that resident student go missing. This notification must be made within 24 hours of the institution learning that the student is missing.

Definitions

- **Residence/On-Campus Housing:** Any housing made available by Bellevue University to students.
- **Resident Student:** Any student who is enrolled at Bellevue University and living in University housing.
- **Missing Residential Student:** A resident student whose location and/or status that Bellevue University, the Campus Safety office, and local law enforcement cannot determine 24 hours after receiving notification that the resident student may be missing.
- **Designated University Staff:** A staff member who has been designated responsibilities

University employees to which students, employees, or other individuals should report that a resident student is believed to be missing for 24 hours; including but not limited to:

- Head Resident
- Director, Residence and Student Life
- Director, Campus Safety
- Dean of Students Office
- Assistant VP of Student Affairs
- Vice President, Community and Student Affairs

All missing student reports made to an office/department, other than the Campus Safety office, will be referred immediately to the Campus Safety office.

Designated University Staff Responsibilities

If a non-law enforcement designated University staff person receives notification, or has other good reason to believe, that a resident student may be missing, s/he immediately:

- Contacts the Bellevue University Safety Office, which, in turn, initiates their investigative procedures.

- If the investigation confirms that the student is missing for more than 24 hours and the student has submitted emergency contact information, Bellevue University will contact the emergency contact(s).
- If the investigation confirms that the student is missing but there is no emergency contact information/custodial guardian or parent contact information, Bellevue University will contact local law enforcement.
- Attempts to contact the resident student who is believed to be missing
- Notifies the Dean of Students Office

If the non-law enforcement designated University staff person is able to contact the resident student, s/he:

- Attempts to confirm the whereabouts and safety of the resident student
- Informs the resident student the Bellevue University Campus Safety office and/or local law enforcement will contact the resident student to verify his/her status
- Contacts Bellevue University Safety Office immediately to provide a status update on the resident student

University Responsibilities

Upon receiving notification that a resident student's whereabouts are unknown, the Bellevue University Campus Safety Office and local law enforcement will initiate their investigative procedures, as appropriate.

If the Bellevue University Campus Safety office or local law enforcement is unable to locate the resident student who has been reported missing for more than 24 hours:

- A designated University staff person notifies the resident student's emergency contact(s)
- Resident students provide confidential emergency contact information – name(s), phone number(s), email address(es) and address(es) – to the department of Residence and Student Life upon checking into campus housing; this information is requested annually, in the event emergency contact information changes.
- The resident student's confidential contact information shall be accessible only to authorized University and law enforcement officials, as necessary.
- If the resident student is under 19 years of age and not emancipated, the designated University representative notifies the resident student's custodial parent or guardian, if different from the emergency contact(s).

Other University Responsibilities

The University will:

- Advise all resident students of the required notification procedures.

- Retain all non-law enforcement records pertaining to a missing resident student report or investigation.

Who is responsible for implementation of this policy?

The responsible administrator and office for this policy is the Vice President for Community and Student Affairs. In the absence of the Vice President for Community and Student Affairs, the contact will be the Director of Residence and Student Life who, in turn, will contact the University Responder on-call. If the initial report of a missing student is not made to the Campus Safety Office, the responsible administrator will contact the Campus Safety Office which, in turn, will notify the Director of Campus Safety.

The line of authority for this policy is the Director of Residence and Student Life to the AVP, to the Vice President for Community and Student Affairs to the President. The Office of Campus Safety will keep these administrators informed throughout the process.

If the initial report of a missing student is made to the Office of Campus Safety, Monday through Friday, 8:00 a.m. to 5:00 p.m., that office will contact the individuals mentioned in the preceding section above. During other days and times, the Office of Campus Safety will contact the Head Resident who will communicate the information to the Director of Residence and Student Life, who will distribute to others listed in the preceding section above.

When will notifications be made?

Immediately upon the University being informed that a resident student has been missing for 24 hours.

What steps will the University take?

At the time a student moves in to residence/on-campus housing, the Department of Residence and Student Life will collect emergency contact information. This will include the name and contact information in the event the student should becoming missing at any time during the academic year. This contact will remain confidential information until needed. All such emergency information will be maintained by the Residence and Student Life office.

When any member of the Residence and Student Life staff is informed that a resident student is missing, the Bellevue University Campus Safety office will be immediately notified. If the Residence and Student Life staff is notified of a missing resident student and it is after regular business hours, the Campus Safety office will still be called immediately at (402) 557-5000.

A University representative will attempt to contact the student by:

- Calling the student's personal cell phone on record.
- Entering the student's residence to investigate the student's activities.
- Contact the student's faculty members and check class attendance.
- Contact known friends, roommates, places of work, or any acquaintances that the student may have.
- Check social networks such as "Facebook", etc to determine if the student has posted any information online.

If the student is unable to be contacted by any of the methods listed above, the University will notify local law enforcement that a student is missing. The University will also contact the student's confidential contact individual on record.

If the student is under the age of 19 and is not emancipated, the parents or guardians of the student will be contacted, in addition to any other emergency contact person listed.

What steps must the student take?

All students have the option to identify an individual to be contacted if the student is determined missing under this policy. This information will be retained in a secured place and be confidential during the year until needed.

Students, faculty, or staff members who believe that a student is missing should contact the Campus Safety Office at 402.557.5000. If a report of a missing student occurs after normal business hours, Campus Safety should be contacted at 402.557.5000. Important information to share includes:

- Name of the missing student and the student's residence address
- The name and contact information of the reporting person including address and phone number
- The relationship of the reporting person to the missing student
- The missing student's employer if applicable and known
- When the student was last seen, where, and under what circumstances

Any information about the student's condition that might be helpful in determining the whereabouts of the student such as:

- When/Where was the student last seen?
- Has the student been in good health or has otherwise been of any concern to the reporting individual?
- Did the student have any known plans to travel, visit friends, etc.? If "yes", what were these plans and where was the destination?
- Did the missing student's plans involve others?
- How often does the reporting individual typically see or contact the student?
- Has the reporting individual received any recent emails, texts?
- Has the student been under any unusual pressures such as upcoming exams, homework assignments, etc.?
- Is there any reason to believe the student might be in danger or harm or is a potential victim?
- Has the reporting individual contacted any law enforcement agency, or the student's parents or guardians? If not, why not? Assist the reporting student to notify authorities.