

## **Missing Student Notification Policy and Procedures**

**(Revised in March 2019)**

### **Policy Statement**

It is the policy of St. Francis College to investigate any report of a missing student who resides in College-designated housing. The College is committed to maintaining a safe and secure environment for its students and has created the following procedures to be followed in the event a student is reported or believed to be missing. This policy applies to students residing in College-designated housing.

### **Confidential Contact**

Students residing in College-designated housing will have the opportunity to register a confidential emergency contact to be notified in the event the student is reported missing. Any contact information provided by the student is confidential and will not be disclosed except to authorized campus officials and law enforcement personnel in furtherance of a missing person investigation. If a student is under the age of 18 and not an emancipated minor, the College will notify the student's parents or legal guardian in addition to any listed confidential emergency contact information.

### **Reporting Procedures**

Any person who has reason to believe that a student may be missing should immediately contact the Dean of Student, located in Room 2000 of 180 Remsen Street and available at (718) 489-5315 or, outside of normal business hours (9:00 a.m. to 5:00 p.m.), at (347)-6331374. The Dean of Students, in conjunction with College Security, will investigate each report and make an informed determination as to whether the student is considered missing in accordance with this policy. This investigation may include, without limitation: (i) contacting the student's cell phone or campus phone; (ii) speaking with the student's roommates, individuals residing in the student's building, and any other known associate(s) of the suspected missing student; (iii) reviewing the student's class schedule and access card history; and (iv) undertaking whatever other action is deemed appropriate, under the circumstances, to be in the best interest of the suspected missing student. If the Dean of Students determines that the student has been missing for 24 hours, the Dean of Students will immediately contact the New York City Police Department's 84th Precinct, the College's local precinct. Additionally, within 24 hours of making the determination that the student is missing, the College will notify the student's confidential emergency contact. If the student is under the age of 18 and not an emancipated minor, the College will also contact the student's parents or legal guardian within such 24-hour period.

Nothing in this policy prevents the College from contacting other individuals if deemed necessary to prevent harm to a student or others, necessary to the investigation, or otherwise appropriate under the circumstances.