

MISSING STUDENT POLICY AND PROCEDURE

Oakland City University takes student safety very seriously. To this end, the following policy and procedure has been developed in order to assist in locating any Oakland City University students living in university-owned, on-campus housing, who based on the facts and circumstances known to the university are determined to be missing. This policy is in compliance with Section 488 of the Higher Education Act of 2008

Most missing person reports in the university environment result from students changing their routine without informing their roommates and/or friends of the change. Anyone who believes a student to be missing should report their concern to Campus Security or Campus Life / Residence Life. Every report made to the campus will be followed up with an immediate investigation once a student has been missing for 24 hours. Depending on the circumstances presented to university officials, parents of a missing student may be notified. In the event that parental notification is necessary, the Director of Campus Life will place the call.

At the beginning of each academic year, residential students will be asked to provide, on a voluntary basis, emergency contact information in the event they are reported missing while enrolled at Oakland City University. This emergency information will be kept in the Office of Campus Life and will be updated annually.

GENERAL PROCEDURE:

1. The Oakland City University official receiving the report will collect and document the following information at the time of the report.
 - a. The name and relationship of the person making the report.
 - b. The date, time and location the missing student was last seen.
 - c. The general routine or habits of the suspected missing student (e.g. –visiting friends who live off-campus, working a job away from campus) including any recent changes in behavior or demeanor.
 - d. The missing student's cell phone number (if known by the reporter).
2. The Oakland City University official receiving the report will contact the Director of University Housing and the Director of Campus Life in order to update them on the situation and to receive additional consultation. The Director of Campus Life will ascertain

if/when other members of the University Administration need to be contacted.

3. Upon notification from any entity that a student may be missing, Oakland City University may use any or all of the following resources to assist in locating the student.

- a. Call the student's room.
- b. Go to the student's residence hall room.
- c. Talk to the student's RA, roommate, and floor mates to see if anyone can confirm the missing student's whereabouts and/or confirm the date, time and location the student was last seen.
- d. Secure a current student ID or other photo of the student from a friend.
- e. Call and text the student's cell phone and call any other numbers on record.
- f. Send the student an email.
- g. Check all possible locations mentioned by the parties above including, but not limited to, library, residence hall lounges, student lounges, fitness center, etc. The Office of Campus Security and the Office of Residence Life may be asked to assist in order to expedite the search process.
- h. Contact or call any other on-campus or off-campus friends or contacts that are made known. This could include checking a student's social networking sites such as MySpace, Face book and Twitter.
- i. Ascertain the student's car make, model and license plate number. A member of the Office of Campus Security will also check Oakland City University parking lots for the presence of the student's vehicle.
- j. The Oakland City University Informational Technology Staff may be asked to obtain email logs in order to determine the last log in and/or access of the Oakland City University network.

6. Once all information is collected and documented and the Director of Campus Life (or

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designee) is consulted; Oakland City University staff may contact the local police to report the information. (Note: If in the course of gathering information as described above, foul play is evident or strongly indicated; the police should be contacted immediately.) If it is necessary to contact the local or state authorities, police procedure and protocol will be followed by the university.