



## Missing Students

Effective Date: December 17, 2015

Approval: December 17, 2015

Maintenance of Policy:  
Department of Public Safety

**PURPOSE:** Rapid and organized response is required when a student is reported missing. University of Dayton efforts to verify the status of the student and effect a coordinated effort to locate the student are critical to the successful outcome of a missing student situation.

This policy prescribes protocols to be used in the event a student is missing. The protocols comply with the standards set forth in the U. S. Department of Education Handbook for Campus Safety and Security Reporting. While the Department of Education requires these procedures specifically for students residing in on-campus housing, this policy applies to all University of Dayton students.

**SCOPE:** Faculty, Staff, and Students.

### POLICY:

- I. All reports of missing students are taken seriously and investigated fully until the student is located. Any missing student should be reported to the Department of Public Safety immediately, with as much detail as possible.
- II. Investigation of missing students is a coordinated effort between Student Development and Public Safety, using both university and law enforcement means to determine the location and well-being of the missing student.
  - A. Public Safety will lead the missing student investigation. Any university employee made aware of a missing student should immediately notify the Department of Public Safety. The missing student's name and identifying information will be entered into law enforcement databases to alert other law enforcement agencies.

### REFERENCE DOCUMENTS:

1. U.S. Department of Education Handbook for Campus Safety and Security Reporting

### POLICY HISTORY:

Approved in its original form  
December 17, 2015

POLICY:

- B. Local law enforcement agencies including but not limited to the Dayton Police Department will be notified, within 24 hours after determining the student is missing, regardless of whether the student has registered a contact person (see below).
  - C. Parents or guardians will be notified if a student is determined missing. In exigent circumstances, parents may be contacted to aid in determining the location of a missing student.
  - D. Public Safety will conduct a thorough investigation to determine the location of the missing student. This may include interviews with known acquaintances, family members, instructors, residence hall staff, and others who may individually or collectively aid in the investigation.
- III. Students may name a confidential contact person to be contacted within 24 hours in the event they are reported missing. This person may be anyone of their choosing. Students wishing to register a contact person may do so by contacting the Director of Administration and Security at Public Safety during business hours, or by telephone (937) 229-2129. Information submitted for contact persons is confidential and may only be accessed by law enforcement officers in furtherance of a missing person investigation.