

Anderson University Missing Student Policy and Procedures

Anderson University takes student safety very seriously. To this end, the following policy and procedure has been developed in order to assist in locating Anderson University student(s) 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 a student changing their routine without informing their roommates and/or friends of the change. However, anyone who believes a student to be missing should immediately report their concern to the Campus Safety Office or the Residence Life staff. 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 will be notified. In all cases involving missing students less than 18 years of age and not emancipated, parents or guardians will be notified. In the event that parental notification is necessary, the Vice President for Student Development will place the call. At the beginning of each academic year, residential students will be asked to provide emergency contact information in the event they are reported missing while enrolled at Anderson University. This confidential emergency information will be kept in the Office of Residence Life and will be updated each semester. It will be utilized only by authorized campus officials and law enforcement officers in the furtherance of a missing person investigation. Local law enforcement will be notified that a student is missing even if the student has not registered a contact person.

General Procedure:

1. The Anderson 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 Anderson University official receiving the report will contact the Residence Life staff person on-call and the Vice President for Student Development in order to update them on the situation and to receive additional consultation. The Vice President for Student Development will ascertain if/when other members of Senior Leadership and the Director of Marketing need to be contacted.

3. Upon notification from any entity that a student may be missing, Anderson 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 (from Campus Safety) 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 lobbies, student common areas, fitness center, etc. The Campus Safety Office 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, Facebook and Twitter.
- i. Ascertain the student's car make, model and license plate number. A member of Campus Safety will also check all University parking lots for the presence of the student's vehicle.

4. The Anderson University Information Technology staff may be asked to obtain email logs in order to determine the last log in and/or access of the AU network.

5. Once all information is collected and documented and the Vice President for Student Development (or his designee) is consulted, Campus Safety 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 can be contacted immediately.) If it is necessary to contact the local or state authorities, standard protocol will be followed by the University.