

FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	POLICY

Subject/Title: Missing Student
FPU Policy Number: FPU-3.0071P
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
Date First Adopted: September 29, 2014
Date Revised:
Responsible Division/Department: Department of Public Safety & Police/Student Affairs
Initiating Authority: Chief Bill Hope, Department of Public Safety & Police

A. APPLICABILITY/ACCOUNTABILITY: This policy shall apply to all members of the University community, including faculty, staff and students and governs the reporting, investigation and emergency notification (if any notification is required) when a student appears to be missing. This policy complies with the requirements of The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act) 20 U.S.C.1092 ; 34 C.F.R. 668.46; Higher Education Opportunity Act, Pub. L. 110-315 sec. 488(j) and Fla. Stat. 937.021

B. POLICY STATEMENT: If anyone in the University community, faculty, staff or students, believes that a student is missing, this information must be reported immediately to the University Department of Public Safety & Police.

C. DEFINITIONS:

1. **Student**-any student currently enrolled at the University.
2. **Resident Student**-for purposes of this policy, a student who lives in on-campus housing.
3. **Missing**-for purposes of this policy a student is presumed missing if he or she is overdue in reaching home, campus or another specific location past his or her expected arrival for more than twenty-four (24) hours or additional information leads the University community to believe that the student is missing.
4. **On-campus housing**-for purposes of this policy any student housing facility located on the main campus.
5. **Off-Campus Student**-student who resides off campus, not in the on-campus housing located on the main campus.

D. PROCEDURES:

1. **Reporting Missing Student.** If any member of the University community believes that a student is missing, that member of the University community shall contact the University Department of Public Safety & Police immediately and report to any member of that Department, including but not limited to the University Chief of Police and the Deputy Chief of Police. The University permits victims or witnesses to report crimes on a voluntary, confidential basis through the University's Anonymous Witness online form.

2. **The University's Initial Efforts to Locate Student.** All offices, including but not limited to the Department of Public Safety & Police, the Office of Student Affairs and Student Housing, shall immediately collaborate to locate the student and to determine his or her health or well-being. The efforts will include, but not be limited to, checking the student's residence hall room, class schedule, friends, ID card access, the student's vehicle, reviewing email and social media contacts, contacting the student's cellular phone and contacting the student's college.
3. **Investigation for On-Campus Resident Student.** When the student is an on-campus resident, the Department of Public Safety & Police will promptly open an official investigation. The University Department of Public Safety & Police will be responsible for making the determination whether or not the on-campus resident student is missing. Once that determination has been made, the University Department of Public Safety and Police will enter the information into the National Crime Information Center (NCIC) and Florida Crime Information Center (FCIC) systems. Thereafter, the University Department of Public Safety & Police will comply with all requirements under Fla. Stat. 937.021 including but not limited to, accepting reports of missing children and adults. The University Department of Public Safety & Police will also comply with standards for maintaining and clearing computer data of information stored in the databases including at a minimum, a monthly review of each case and a determination of whether the case should be maintained in the database.
4. **Investigation for Off-Campus Student.** When the student is an off-campus student, concerned individuals will be encouraged to make an official missing person report to the law enforcement agency with jurisdiction. If not the primary investigative unit, the Department of Public Safety & Police will cooperate, aid and assist the primary investigative agency in all ways prescribed by law.
5. **Notice to Student's Emergency Contact and/or Parent/Guardian.** Each student who resides in on-campus housing has the option to identify an individual to be contacted by the University not later than 24 hours after the time the student is determined to be missing. The University Department of Public Safety & Police will send notification to the student's designated emergency contact indicated in the student record system and/or Housing Emergency Contact Information—within 24 hours of the University Department of Public Safety & Police's receipt of the initial report unless the student is located. In addition, if the student is under 18 years of age and not emancipated, notification will also be made to the custodial parent or guardian. Students may register their emergency contact information in the University's Student Information System (CAMS) and may update their emergency contact information through the (CAMS) at any time. Students may also identify an individual to be contacted in the event of a Missing Person Report. All students are responsible for regularly monitoring and maintaining their personal information in their records, including detailed emergency contact information. The information registered with the University is confidential and will not be released, except in the event of an emergency, and will only be released to individuals that are legally authorized to obtain it.

6. **Notice to Law Enforcement.** The University will notify the appropriate law enforcement agency not later than 24 hours after the time that the student is determined missing.

7. **Notice to University officials.** If the University Department of Public Safety and Police makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours the University shall provide official notification to appropriate individuals at the University that such student has been missing for more than 24 hours.

POLICY APPROVAL	
Policy No.: FPU-3.0071P	
<u>William H. Hoje</u>	<u>9/29/14</u>
Initiating Authority	Date
<u>Kurt W. Johnson</u>	<u>9-29-14</u>
Policies & Procedures Review Committee Chair	Date
<u>Mar</u>	<u>9/29/14</u>
President/Designee	Date
Approved by FPU BOT, if required	_____
	Date