



WILBERFORCE UNIVERSITY CAMPUS POLICE

POLICE POLICY: Missing Student Notification Policy and Procedure

Effective Date: August 11, 2010

Purpose: To define the duties of police officers and to clarify notification procedures for students reported missing.

Policy: Wilberforce University takes student safety very seriously. To this end, and in compliance with the Missing Student Notification Policy and Procedures (Section 488 of the Higher Education Opportunity Act of 2008), the following policy and procedures has been developed in order to assist in locating Wilberforce students living on campus, who, based on the factors and circumstances known to the University are determined to be missing.

Each resident upon checking into campus housing, is requested to identify the name and contact number of the individual(s) that is to be contacted in case of an emergency, including in the event of the resident being reported missing for a period of 24 hours. For any resident under the age of 18, and not an emancipated individual, the institution is required to notify a custodial parent or guardian no later than 24 hours after the time that the resident is determined to be missing by the Residential Life or the Campus Police.

Anyone who believes a student to be missing should report their concern to Campus Police or Residence Life. Campus Police will conduct an immediate investigation once a student has been missing for 24 hours. Upon investigation by Campus Police, the resident is determined to be missing; the Dean of Students or designee will contact the resident's designated emergency contact person or custodial parent or legal guardian, if the resident is under the age of 18 or the resident has failed to designate an emergency contact. Campus Police will continue to investigate utilizing established police procedures and in collaboration with Student Affairs and Residential Life. Campus Police will also coordinate its efforts with outside law enforcement agencies in full compliance with legal obligations and good police practice.

Procedures:

1. Notification:

The Wilberforce official receiving notification of a missing resident will:

- a. Collect and document the name and relationship of the person making the report, record the date, time and location the missing resident was last seen, and obtain the missing resident's cell phone number, if possible.
- b. The official will contact the Dean of Students and provide the Dean with the facts and circumstances on the incident. Based on this update, the Dean of Students will determine if the president or designee need to be contacted. Campus Police will be notified when the resident has been missing for 24 hours.

2. Investigation:

Upon notification from the Dean of Students that a resident may be missing Campus Police may use any or all of the following resources to assist in locating the student.

- a. Call the resident's room.
- b. Go to the resident's room and attempt to locate.
- c. Interview the resident's RA, roommate, associates, friends, and floor mates to determine the date, time, and location the resident was last seen.
- d. Obtain a picture of the resident from the IT Department.
- e. Call and text the student's cell phone, if known, and call any other number on record.
- f. Send the student an email and make contact via Facebook or Twitter, if possible.
- g. If the resident has a car, determine the make, model and license plate number.
- h. Check parking lots for presence of the resident's vehicle, and check all possible campus locations.
- i. Contact IT Department and obtain email logs in order to determine the last log in and/or access of the Wilberforce network.

j. Obtain the resident's class schedule and make contact with each professor to determine if resident is presently attending class or the last day of attendance.

k. Check all local hospitals and jails.

3. Foul Play:

In the course of the investigation foul play is evident or strongly indicated; Campus Police should immediately notify the Greene County Sheriff Dispatch Center and cause to have a "missing persons" broadcast made.

a. Campus police will work cooperatively with outside law enforcement agencies in full compliance with legal obligations and good police practice.

4. Media:

The President shall communicate with the Media or shall designate a designee to make all decisions concerning release of information to the public.

5. Follow-up Measures:

Once the resident is located, follow-up measures should include:

a. The Dean of Students shall be responsible for conducting a follow-up interview with the missing resident.

b. Campus Police shall terminate the "missing persons" broadcast.

c. The President or designee shall communicate to the Media the resident's safe return.

d. Campus Police shall submit, in writing, a report of the incident.

6. Emergency Numbers:

a. Chief of Police – 270-2160

b. Dean of Students – 334-1783

c. Greene County Sheriff Department – 376-5111

d. Ohio State Patrol – 372-7671

e. Federal Bureau of Investigation – 222-7485