

## University of St. Thomas Policies

### MISSING STUDENT POLICY

Policy Number: G.01.05

#### SCOPE

All staff, faculty and students.

#### PURPOSE

To establish protocol for addressing students reported missing.

#### POLICY

The University of St. Thomas takes reports and concerns that students may be missing very seriously and will actively investigate all such credible reports.

- A. It is very important that information about missing or possibly missing students be promptly reported to at least one of the following persons or organizations:
- University Police Department
  - Office of the President
  - Provost and Vice President of Academic Affairs
  - Vice President for Student Affairs
  - Assistant Vice President of Campus Life
  - Dean of Students
  - Rector or Dean (for St. Mary's Seminary students only)
- B. All missing student reports must be referred immediately to the University Police Department.
- C. A student shall be considered "missing" following an abnormal unexplained absence of 24 hours. A report will be made regardless of the time period, if there is reason to believe the student's life or well-being is threatened.
- D. All students in residence life facilities on the University campus will be required to provide the Office of Residence Life with an emergency contact individual and number upon move-in. This emergency contact will be notified by the University of St. Thomas within 24 hours of the determination that the student is missing, in the event that the student has been determined to be missing by UPD or a law enforcement agency.
- E. The student emergency contact information will be treated as confidential and be accessible only to authorized campus officials. Contact information will only be disclosed to law enforcement personnel responsible for a missing person investigation.

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F. If a student is under 18 years of age and not emancipated, UST must notify a custodial parent or guardian within 24 hours of the determination by UPD or other law enforcement agency that the student is missing. Any additional contact person(s) designated by the missing student will also be notified within 24 hours of the determination that the student is missing.

Many missing person reports in the University environment result from someone changing his/her normal routine and failing to inform others of this change. All individuals can take a proactive role in their own safety and the safety of others by:

- Keeping emergency contact information up-to-date on a semester basis
- Making sure student and family contact information is up-to-date in MyStThom.
- Updating friends and family members with changes to e-mail, cell and other contact information.
- Making sure that a roommate, designated friend, and/or family member knows how to reach you and what your routine is.
- Establishing a habit of "checking in" with family and friends on a regular basis.

APPROVED: Dr. Robert Ivany

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