



# St. George's University

## Missing Student Investigation and Notification Policy

The purpose of this policy is to establish procedures for the St. George's University community regarding the reporting, investigation and required emergency notification when a student residing in on-campus housing is determined to be missing.

This policy applies to residential students. For purposes of this policy, a residential student is a currently enrolled student who resides in University-owned, on-campus housing under a housing contract.

### Identifying a Contact Person

All SGU students applying for on-campus housing will have the option (at the time the student completes the University Housing Application) of identifying an individual to be contacted by SGU within 24 hours of a determination being made that the student is missing in accordance with this policy. This contact information is separate from the emergency contact information a student may have provided as part of the registration process and will be registered confidentially and will not be disclosed with the exception of staff designated to respond to missing person reports and law enforcement personnel in furtherance of a missing person investigation.

### Procedure for Identifying and locating a Missing Student

If a member of the University community has reason to believe a residential student is missing, he/she should immediately report this information to one of the following:

DPSS can also be contacted for Emergencies at #777.

Department of Safety and Security (DPSS) 1(473)444-3898]. 24 hours

Dean of Students Office (DOS), at 1(473) 444-4483, during regular business hours

University Housing Office at 1(473) 444-3991, during regular business hours

Any missing student report received by the DOS or the Housing Office will be immediately shared and referred to DPSS for further investigation. If not already done, the Housing Office will also be notified. Appropriate campus staff and others deemed appropriate by the DOS will be notified to aid in the search and location of the student.

DPSS will immediately initiate a missing person investigation. Efforts to locate the student will be directed through the Incident Management team and the Emergency Operations Center (EOC) will be activated to coordinate activities'.

Initial DPSS investigations will include a thorough review of the student's recent activity on

campus which may include, but not limited to:

- Student's roommates/suitemates and friends,
- Calling the student's cell phone,
- Emailing the student,
- Visiting the student's room
- Reviewing records of the student's recent lecture, lab, or small group attendance;
- a review of the student's recent use of his/her clicker and access control card.
- Social media interaction. (Text, Facebook, Instagram Etc..)

A student will be presumed to be missing when his/her absence of 24 hours or more is inconsistent with his/her established patterns of behavior and the deviation cannot be readily explained.

Upon determination that a student is missing; DPSS will also take the following actions to comply with the Higher Education Opportunity Act, Missing Student Notification Policy.

If the student has designated a contact person, DPSS will notify that contact person within 24 hours of the determination that the student is missing.

If the student is under 18 years of age and is not an emancipated minor, DPSS will notify the student's custodial parent or guardian and any other designated contact person within 24 hours of the determination that the student is missing.

Regardless of whether the student has identified a contact person, if he/she is above the age of 18 or is an emancipated minor, DPSS will inform local law enforcement within 24 hours of the determination that the student is missing.

DPSS may request the assistance of other law enforcement agencies as deemed necessary in the investigation.