EDINBORO UNIVERSITY OF PENNSYLVANIA

MISSING PERSON (CLERY) Policy No.: D051

Supersedes Policy F021, Dated 9/20/10

Recommended for Approval by: 

Mr. Guilbert Brown
Vice President for Finance and Administration

Approved by: 

Dr. Julie E. Wollman, President on 10/15/14
Effective Date

Review Date: As Required

I. INTENT

The intent of this policy is to ensure that the University Police Department is in full compliance with "Suzanne's Law", 42 USC 5779(c), which amends Section 3701 (a) of the Crime Control Act of 1990. This amendment to the Act requires police departments to begin an investigation of a reported missing person without delay, and to notify the National Crime Information Center (NCIC) anytime a student between the ages of 18 and 21 years of age has been reported missing.

II. POLICY

This policy requires the University Police Department to initiate an investigation into all reports of missing persons who were last seen or known to have gone missing from the campus of Edinboro University or an associated property.

There are no mandatory waiting periods to commence any investigation of a person under 21 years of age believed to be missing. University police shall take and accept a report of a missing person from any responsible person who is closely associated with the missing person or can provide information that forms a reasonable basis that an individual is unaccounted for.

III. PROCEDURE

A. All students, employees and other individuals must report missing students to the University Police Department. Upon notification of a missing person, an initial incident report will be completed. The Chief of Police or designee will be notified.

B. All reports of missing persons will be investigated to the fullest extent possible, including (but not limited to) notification of appropriate law enforcement agencies, the Erie County District Attorney’s office, and entry of the missing person into National Crime Information Center database.
C. The University, through the University Police Department, will, within 24 hours, notify all local law enforcement agencies, as well as the PA State Police that the student is missing. University Police will utilize the National Crime Information Center (NCIC) and the Commonwealth Law Enforcement Assistance Network (CLEAN) as appropriate.

D. The University Police Department shift supervisor shall be kept informed of the status of the investigation.

E. Students will be encouraged to list multiple contacts for the University to notify in case of emergency, or for such incidents such as missing persons. Students will be encouraged to list as contacts family (such as parents, grandparents, aunts, uncles or spouse) and/or friends (significant other, roommate, or other person[s] close to them). Contact information will be kept confidential; will only be accessed by authorized University officials; and may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

F. If a missing students is under 18 years of age and not emancipated, the University is required to notify the student’s parent or guardian and any other designated contact person within 24 hours of the determination that the student is missing.

When located, the located person will be positively identified as the missing person. All appropriate notifications will be made, and the person will be removed from NCIC and CLEAN as upon confirmation of positive identification.

Once the missing person is located and is determined to be unharmed, due to Family Educational Rights and Privacy Act (FERPA) considerations and other similar restrictions, individuals reporting the missing person may only be notified that the missing individual is unharmed and no longer missing unless there are ongoing health and safety issues that exempt the applicability of student privacy as outlined by FERPA.

IV. RELATED UNIVERSITY POLICIES AND RELATED DOCUMENTS

D006 University Police Authority and Working Relationship with Other Law Enforcement Agencies (Clery)
D050 Timely Warning and Emergency Notification (Clery)
D052 Reporting and Monitoring Criminal Actions and Other Emergencies (Clery)

V. CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Contact</th>
<th>Office</th>
<th>Address</th>
<th>Telephone</th>
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<tbody>
<tr>
<td>Chief of Police</td>
<td>University Police</td>
<td>911 Scotland Rd.</td>
<td>814-732-2921 or 814-732-2911 (emergency)</td>
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<tr>
<td></td>
<td>Department</td>
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2