



EDINBORO UNIVERSITY OF PENNSYLVANIA

Policy No. D051: MISSING PERSON (CLERY)

Supersedes Policy F021 dated 9/20/10

Recommended for Approval by: 
Vice President for Finance and Administration

Approved by:  on March 5, 2019
Michael Hannan, Interim President Effective Date

Review Date: As Required

1. INTENT

The intent of this policy is to ensure that the University Police Department is in full compliance with the Higher Education Opportunity Act of 2008 that requires any institution participating in a Title IV federal student financial aid program that maintains campus housing facilities to establish a missing student notification policy and related procedures (20 USC 1092 (j) Section 488 of the Higher Education Opportunity Act of 2008) for students living in on-campus housing.

11. POLICY

Edinboro University of Pennsylvania will provide every living in on campus housing the opportunity and means to identify a missing student contact to be used in the event the student is reported missing. Missing student contact information will be registered confidentially and will be accessible only to authorized University officials and may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation. In accordance with the procedures established within this policy, within 24 hours after a student living in on campus student housing has been reported missing and the student is not known to have returned to the University or otherwise located, the University Police will notify the individual the student has designated as his/her missing person contact. If the missing student is under 18 years of age and not an emancipated individual, the University Police will also notify the student's custodial parent or guardian.

Students will be notified annually that each residential student of the University has the option to confidentially designate an individual to be contacted by the University no later than 24 hours after the time that it is determined the student is missing. Edinboro University provides each student with the means and opportunity to register their confidential missing student contact information by logging into THD (The Housing Directory) and filling out the Missing Person Contact Information. This confidential missing student contact can be anyone. This option is provided to students even if a student has already registered an individual as a general emergency contact. The student also has the option to identify the same individual for both their general emergency contact and missing student contact.

University Police shall investigate all reports of missing students and will notify and cooperate with local law enforcement agencies, as necessary, to further the investigation.

111. PROCEDURE

Any individual who believes a student living in on-campus student housing may be missing should immediately contact University Police. University Police may notify the AVP of Student Affairs upon receipt of a missing student report. When receiving such report, both the AVP of Student Affairs and the University Police will attempt to determine whether the student is, in fact, missing. Amongst other steps that may be taken depending on the circumstances.

- A. The AVP for Student Affairs, or his/her designee, and the University Police will attempt to contact the student through all reasonable and available means.
- B. University Police will investigate the validity of the missing person report and manage the information according to its established investigative standards.
- C. University Police may notify appropriate University personnel and seek their aid in the investigation (e.g. Student Affairs, Residence Life, Counseling & Psychological Services, etc.)
- D. University Police will notify local law enforcement agencies within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

If, within 24 hours of the report, University Police is unable to locate the missing student and the student is not known to have returned to the University or otherwise located, University Police will take the following steps:

- A. Promptly notify the individual the student has designated as his/her missing person contact and document the date and time of the notification.
- B. If the missing student is under 18 years of age and not an emancipated individual, the University Police will also notify the student's custodial parent or guardian and document the date and time of the notification.

University Police and the AVP for Student Affairs will coordinate their efforts to locate the missing student. The AVP for Student Affairs will notify any other administrator and update him/her on the status of the investigation as appropriate.

When the missing student is located, the AVP for Student Affairs or his/her designee will contact the student to offer any appropriate support. The University Police will contact the confidential contact to confirm the student has been located.

If the initial investigation is unsuccessful in locating the missing student, University Police will continue to investigate according to established procedures. The AVP for Student Affairs will decide what further action, if any, should be taken by the Office of Student Affairs.

IV. RELATED UNIVERSITY POLICIES AND RELATED DOCUMENTS

D006 University Police Authority and Working Relationship with Other Law Enforcement Agencies (Clew)

D050 Timely Warning and Emergency Notification (Clery)

D052 Reporting and Monitoring Criminal Actions and Other Emergencies (Clery)

V. UNIVERSITY CONTACTS FOR MISSING STUDENTS

Contact	Office	Address	Telephone
University Police	University Police Department	911 Scotland Rd.	814-732-2921 or 814-732-2911 (emergency)
AVP for Student Affairs	Pogue Student Center	405 Scotland Rd.	814-732-2313

VI. FURTHER INFORMATION

While this policy applies only to students living in on-campus student housing, reports of students missing from off-campus residences will be referred to the police department having jurisdiction over the student's local residence, if known, or the student's permanent residence if a local residence cannot be determined. The University will cooperate within its legal limitations with any subsequent investigation.