


Name of Policy: Missing student notification		 Effective date: August 12, 2024 Original effective date: June 10, 2010	
Policy Number: 3364-61-10			
Approving Officer: President			
Responsible Agent: AVP for Public Safety/Chief of Police			
Scope: All University of Toledo Campuses			
Keywords:			
	New policy	X	Minor/technical revision of existing policy
	Major revision of existing policy		Reaffirmation of existing policy

(A) Policy statement

The university of Toledo will establish procedures to respond to a student living in on-campus student housing that the university of Toledo has determined to be missing.

(B) Purpose of policy

The policy creates a framework allowing the university of Toledo community to work cooperatively and increase the likelihood of locating a university of Toledo residential student, who based on the facts and circumstances, has been determined to be missing by law enforcement. Rule 3364-61-10 of the Administrative Code, "Missing student notification," contains reporting and response guidelines and complies with The Higher Education Opportunity Act.

(C) Procedure

- (1) The office of residence life will request each campus housing student to designate an emergency contact person or persons to be contacted in the event the student is determined missing by law enforcement.

- (2) Residential students are responsible for updating missing person contact information through the office of residence life.
- (3) Registration of missing persons contact information is confidential and accessible only to authorized campus officials and disclosed only to law enforcement personnel in the furtherance of a missing person investigation.
- (4) Due to the critical nature of missing person complaints, the university of Toledo police department does not have a waiting period before reporting a person missing. The university of Toledo police department will investigate missing student reports filed with them in accordance with university of Toledo police policy.
- (5) Once a student is determined to be missing, the university of Toledo police department will notify the vice president for student affairs, or designee.
- (6) The vice president for student affairs or designee must notify the emergency contact person or persons within twenty-four hours after the time the student has been determined missing by law enforcement.
- (7) For students under eighteen years of age and non emancipated, the vice president for student affairs or designee must notify the custodial parent or guardian within twenty-four hours of the determination that the student is missing, in addition to notifying any additional contact person or persons designated by the student.
- (8) The office of university communication shall manage all media inquiries and disseminate all university communication regarding a missing student incident.
- (9) Each student must be advised that: their contact information will be kept confidential (except to authorized campus officials and law enforcement); if they are under eighteen years of age and not emancipated, the institution must notify, within twenty four hours, a custodian, parent, or guardian that the student is missing; and the institution will notify law enforcement within twenty-four hours that the student is missing.

<p>Approved by:</p> <p><i>/s/</i></p> <hr/> <p>Matthew J. Schroeder Interim President</p> <p>Date: <i>August 12, 2024</i></p> <p>Review/revision completed by:</p> <ul style="list-style-type: none">• <i>Director of Public Safety</i>• <i>Internal Audit and Compliance</i>• <i>Student Affairs</i>	<p>Policies superseded by this policy:</p> <ul style="list-style-type: none">• <i>None</i> <p>Original effective date: <i>June 10, 2010</i></p> <p>Review/revision date: <i>August 12, 2024</i></p> <p>Next review date: <i>August 12, 2027</i></p>
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