


<p><b>Name of Policy:</b> <u>Missing student notification.</u></p> <p><b>Policy Number:</b> 3364-61-10</p> <p><b>Approving Officer:</b> President</p> <p><b>Responsible Agent:</b> Chief of Police</p> <p><b>Scope:</b> All University of Toledo Campuses</p>	 <p><b>Revision Date:</b> June 1, 2016  <b>Original Effective Date:</b> June 10, 2010</p>
<input type="checkbox"/> New policy proposal	<input checked="" type="checkbox"/> Minor/technical revision of existing policy
<input type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> 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. The Missing Student Notification policy 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) Missing person contact information is registered confidentially and accessible only to authorized campus officials and disclosed only to law enforcement personnel in the furtherance of a missing person investigation.
- (3) On campus students are responsible for updating missing person contact information through the office of residence life.

- (4) The senior vice president, 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.
- (5) The senior vice president, student affairs or designee must notify the custodial parent or guardian for students under eighteen years of age and not emancipated, 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.
- (6) Due to the critical nature of missing person complaints, the University of Toledo police department does not have a waiting period before a person can be reported missing. If a member of the university community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify the University of Toledo police department. Missing student reports filed with the University of Toledo police department will be investigated in accordance with University of Toledo police policy.
- (7) If the student is determined to be missing from a location not within one of the university campuses, the reporting person will be directed to file a missing person police report with the agency of jurisdiction. The University of Toledo police will also notify the local law enforcement agency within 24 hours of the determination that the student is missing.
- (8) Once a student is determined to be missing, the University of Toledo police department will notify the follow individuals or designees: senior vice president for student affairs and the vice president for advancement.
- (9) The office of university communication shall handle all media inquiries and disseminate all university communication regarding a missing student incident.

<p>Approved by:</p> <p></p> <hr/> <p>Sharon L. Gaber, PhD. President</p> <p>May 10, 2016</p> <hr/> <p>Date</p> <p><i>Review/Revision Completed by: Internal Audit &amp; Compliance UTPD</i></p>	<p><b>Policies Superseded by This Policy:</b></p> <p><i>Previous 3364-61-10, effective June 10, 2010</i></p> <p><b>Original Effective Date:</b> June 10, 2010 <b>Review/Revision Date:</b> June 1, 2016 <b>Next Review Date:</b> June 1, 2019</p>
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