1. INTRODUCTION

Federal regulations associated with the Jeanne Clery Act require every college and university to initiate an investigation once a student who resides in campus housing has been reported missing for 24 hours. These procedures describe how Westminster College (College) will respond to report of missing residential students.¹

2. HOW TO REPORT A STUDENT MISSING

For the purposes of these procedures, a student may be considered to be a "missing person" if the student's absence from campus is contrary to their usual pattern of behavior and the College has reasonable belief that the unusual circumstances may have caused the absence. Such circumstances may include, but not be limited to: (a) a report or suspicion that the student may be a victim of foul play; (b) the student has expressed suicidal thoughts, may be drug dependent or in a life threatening situation; or (c) if the student is overdue returning to campus and is not heard from after giving a specific return time to friends or family.

¹ These procedures should be read in conjunction with the Clery Act Compliance Policy. Capitalized terms used and not otherwise defined in these procedures are defined in the policy.
If a member of the College community has reason to believe that a student is missing, whether or not the student resides on campus, that individual should contact Campus Patrol. Campus Patrol will collaborate with the Student Affairs staff to make an effort to locate the student and determine their state of health and well-being. Campus Patrol will gather pertinent information about the student from the reporting person. Such information may include description, cellular phone number, clothes last worn, vehicle description, information about the physical and emotional well-being of the student, an up-to-date photograph, etc.

College officials will also endeavor to determine the student's whereabouts through contact with friends, associates, and/or employers of the student; and determine whether the student has been attending classes, scheduled organizational or academic meetings, and work. If the student is an on-campus resident, Campus Patrol may make a welfare entry into the student's room. If the student resides off-campus, Campus Patrol will informally enlist the aid of the neighboring police agency having jurisdiction.

If a residential student is reported missing and cannot be located, certain notices will be made as follows:

- The Director of Campus Security will notify local law enforcement within 24 hours of receiving the initial report.
- The Dean of Students will notify the student's designated emergency contact once Campus Patrol or local law enforcement personnel make a determination that the student has been missing for more than 24 hours.
- If the student is under the age of 18, the Dean of Students will notify parents/guardians and any other designated contact person within 24 hours after Campus Patrol receives the initial missing person report to determine whether they know the whereabouts of the student.

If the student is an off-campus resident, the Dean of Students will notify the appropriate family members or associates within 24 hours of receiving the initial report. These individuals will then be encouraged to make an official missing-person report to the law enforcement agency with jurisdiction. Campus Patrol will cooperate, aid, and assist the primary investigate agency as appropriate.

After the student has been located, the Dean of Students will attempt to verify the student's state of health and intention of returning to the campus. When and where appropriate, a referral may be made to the Student Counseling Center and/or the Student Health Center.

### 3. DESIGNATION OF EMERGENCY CONTACT INFORMATION

Students will be given an opportunity within two weeks of the start of each semester to designate an individual to be contacted by the College if the student is determined to be missing. The designation will remain in effect until changed or revoked by the student. Students are advised that their contact information will be registered confidentially, will be accessible only to authorized
College officials, and will not be disclosed to any third party, except to law enforcement personnel in furtherance of a missing person investigation.

4. COMMUNICATION ABOUT MISSING STUDENTS

A. In accordance with established College emergency procedures, the Chief Marketing Officer will be part of the College’s emergency response team and is the designated spokesperson to handle media inquiries concerning a missing student.
B. The Chief Marketing Officer will consult with the local law enforcement agency in charge of the investigation and the Director of Campus Security prior to any information release from the College, so as not to jeopardize any investigation.
C. Information provided to the media to elicit public assistance in the search for the missing person will be handled by the local law enforcement agency.

5. RESPONSIBLE ADMINISTRATOR

The Director of Risk Management and Compliance is responsible for including a statement of policy regarding missing student notification procedures for students who reside in on-campus student housing facilities in the College’s ASR.

6. HISTORY

<table>
<thead>
<tr>
<th>Date of Last Action</th>
<th>Action Taken</th>
<th>Authorizing Entity</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 17, 2017</td>
<td>Procedures for Missing Student Notification (4/17/17) APPROVED</td>
<td>Policy Governance Committee</td>
</tr>
<tr>
<td>March 10, 2017</td>
<td>Interim Procedures for Missing Student Notification (3/10/17) APPROVED</td>
<td>Policy Governance Committee</td>
</tr>
<tr>
<td>March 10, 2017</td>
<td>SOP WM-333-SOP-33 (1/28/15) RESCINDED</td>
<td>Policy Governance Committee</td>
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</tbody>
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7. SIGNATURE, TITLE, AND DATE OF APPROVAL

Approved: /s/_________________________________________
Stephen R. Morgan, President