I. PURPOSE

The purpose of this directive is to establish responsibilities and guidelines for the reporting of and investigation of missing students who reside in on-campus student housing facilities and all other missing persons. This policy also ensures that notifications are made in compliance with the Clery Act. This policy will be part of the Annual Security Report.

II. POLICY

It is policy of the University of Rhode Island Police Department to investigate all reports of missing students/persons as a high priority. The Police Department will ensure that notifications are made to the missing student’s emergency contact person(s) and, if the student is under eighteen (18) years of age, and not emancipated, a custodial parent or guardian will also be notified, in addition to notifying any additional contact person designated by the student.
III. PROCEDURE

A. PROCEDURE FOR REPORTING MISSING STUDENT

1. There is no waiting period required to report a missing student/person.
2. A student/person may be considered missing when his or her whereabouts is unknown and unexplainable for a period of time which is regarded by knowledgeable parties as highly unusual or suspicious in consideration of the student’s behavior patterns, plans, habits or routines.
3. Any student, employee or any other individual with knowledge regarding a student who has been missing for twenty-four (24) hours should immediately report the circumstances to any member of the University of Rhode Island Police Department and can do so by calling 401-874-2121.
4. If the information is reported to any RA (Resident Advisor), HD (Hall Director) or any of the administrative staff of the Department of Housing and Residential Life, Student Affairs or the Office of Student Life, it must be immediately referred to the University of Rhode Island Police Department.
5. All students upon enrollment have the option to identify an emergency contact person or persons who shall be notified within twenty-four (24) hours of the determination that a student is missing. Additionally, all students residing in University owned and operated residences are required to provide emergency contact information to the Department of Housing and Residential Life at the time of room occupancy check-in. This contact information is filed and kept confidentially through the office of Enrollment Services and/or Housing and Residential Life and will be accessible only to authorized campus officials. This information will not be disclosed except to law enforcement personnel in furtherance of a missing person investigation.
6. If a student is under eighteen (18) years of age and not emancipated, the University of Rhode Island must notify a custodial parent or guardian within twenty-four (24) hours of the determination that a student is missing, in addition to notifying any additional contact person designated by the student.
7. The University of Rhode Island Police Department will notify other local law enforcement agencies within twenty-four (24) hours of the determination that a student is missing. Other local law enforcement agencies would include the South Kingstown Police Department and the Narragansett Police Department. This will occur regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor.

B. PROCEDURE FOR INVESTIGATION OF MISSING STUDENTS
1. Any officer responding to a missing person/missing student call must gather as much pertinent information as possible to ensure a proper response that will aid in the search for, and location of the missing person/student.

2. The responding officer will consult with the shift supervisor to make a determination that the person is indeed missing as per III A. 2 above.

3. Once a determination is made that a student is missing, the Shift Supervisor will make contact with the Vice President of Student Affairs in order to obtain emergency contact information and/or parent/guardian information if the student is under age eighteen (18) and not emancipated. Either the Assistant Vice President/Director of HRL or the Assistant Vice President/Dean of Students will be called if the Vice President is not available.

4. If the student has opted to identify an emergency contact person(s), the Shift Supervisor will make the notification(s) as soon as reasonably possible and at least within twenty-four (24) hours of the determination that a student is missing.

5. If the student is under age eighteen (18) and not emancipated, the Shift Supervisor will make notification to the parent(s)/guardian(s) as soon as reasonably possible and at least within twenty-four (24) hours of the determination that a student is missing.

Note: The Remainder of the policy is available to law enforcement personnel.