

UNIVERSITY OF RHODE ISLAND

POLICE DEPARTMENT



ORDER	EFFECTIVE DATE	CHAPTER	ISSUING DATE
GENERAL	01/04/2021	7.6	01/04/2021
SUBJECT TITLE		SUBJECT AREA	
MISSING STUDENT/PERSON		PATROL	
RIPAC REFERENCES		PREVIOUSLY ISSUED DATES	
7.6, 7.7		JULY 23, 2010, APRIL 9, 2018	
DISTRIBUTION	REVIEW DATE	PAGES	
ALL	AS NEEDED	6	

I. PURPOSE

The purpose of this policy is to establish responsibilities and guidelines for the reporting of an investigation of a missing student who resides in on-campus housing 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 the 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, as well as any additional contact person designated by the student.

III. DEFINITIONS

- A. Search – Any systematic method or technique designed to conduct a thorough check of a building, residence, woods, fields, vehicles, bodies of water or elsewhere.

- B. Rescue** – Use of personnel, equipment and other available resources which aid and assist in preservation of life.

IV. PROCEDURE

A. Procedure for Reporting a Missing Student/Person

1. There is no waiting period required to report a missing student/person.
2. A student/person may be considered missing when their 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 or 911.
4. If the information is reported to any Resident Advisor (RA), Hall Director (HD) or any of the administrative staff of the Department of Housing and Residential Life (HRL), Division of Student Affairs or the Dean of Students, it must be referred to the University of Rhode Island Police Department immediately.
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 student/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, and must also notify 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 Student/Person

1. Any officer responding to a missing student/person 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 whether 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 contact the Vice President, 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 and

Director of HRL or the Dean of Students will be called if the Vice President, Student Affairs 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.

C. Preliminary Investigation

1. The responding officer will gather enough information to fill out a Rhode Island State Police Missing Person Report form. The information to be gathered includes:
 - a. Name, age, physical description, clothing description, jewelry, etc.;
 - b. Address and telephone number of the reporting person and their relationship to the missing person;
 - c. Time and place of last known location and identity of anyone accompanying the subject;
 - d. Vehicle information;
 - e. Places frequented by missing person and possible destinations;
 - f. Close friends or relatives;
 - g. Recent photo - HRL personnel may be able to assist with this;
 - h. Determine if the missing person/student may be considered "missing critical" if they meet any of the following criteria:
 - i. Disability: A person of any age who is missing and under proven physical/mental disability, or is senile, thereby subjecting themselves or others to personal and immediate danger;
 - ii. Endangered: A person of any age who is missing under circumstances indicating their physical safety may be in danger;
 - iii. Involuntary: A person of any age who is missing under circumstances indicating the disappearance may not have been voluntary (i.e. abduction or kidnapping);
 - iv. Juvenile: A person who is missing and is under the age of eighteen (18) and does not meet any of the criteria set forth in the above;
 - v. Catastrophe Victim: A person of any age who is missing after a catastrophe.
2. Additional information to be gathered as soon as possible includes:
 - a. Whether the person has been previously reported missing;
 - b. The extent of any search already performed by the caller or other parties;
 - c. Whether the person has been recently involved in a domestic incident, suffered emotional trauma or life crisis, demonstrated unusual, uncharacteristic or bizarre behavior, is dependent on drugs or alcohol, or has a history of mental illness;
 - d. The current physical condition of the subject and whether the person is currently on medication;
 - e. Indications of missing personal belongings, particularly money and other valuables;
 - f. Any indications of foul play or accident;
 - g. When possible, officers should gain permission to search the missing student's dorm room/apartment as soon as possible, particularly if the student

is considered “missing critical.” The Student Handbook allows “Entry Without Consent in a Health or Safety Emergency. The Director of Public Safety & Chief of Police (Chief), University Police Major (Major), Assistant Director, Emergency Management, Public Safety or their designee(s), the Dean of Students, Director or Assistant Director of Housing and Residential Life, a Hall Director or Assistant Hall Director may enter a student residence without consent when the employee believes such entry is necessary on an emergency basis..... to protect the health and/or safety of persons....”;

- h. In the case of missing on-campus resident students, Access Control will be contacted as soon as possible to acquire a lock audit of the missing person’s room lock (if applicable) and an audit of the use of the student’s ID card on any residence hall exterior door access reader;
- i. Dining Services will be contacted for a list of any student use of their Ram Account;
- j. In the case of missing children, officers will be particularly cognizant of information that may suggest the potential for parental abduction (11-26-1.1) or the possibility of stranger abduction (11-26-1.4).

D. Additional Notifications and Entries

1. The responding officer is responsible for preparing an initial report regarding a missing person prior to securing from duty.
2. Information must be forwarded to communications personnel as soon as possible to allow for a RILETS BOLO.
3. In all situations where the missing person is considered “missing critical,” a copy of the RISP Missing Person Report will be faxed to the State Police as soon as possible and the person will be immediately entered into the NCIC missing person files.
4. Each Dispatcher making a missing student/person entry must ensure that the entry contains accurate and complete information and that unnecessary delays in making the entry are avoided.
5. All NCIC entries will be made in accordance with NCIC procedures.
6. Officers shall be aware of RIGL 42-28.8-5 regarding the required contents of a missing child report. They would include:
 - a. All the information contained in the RISP Missing Person Report form;
 - b. All information or evidence which shall be gathered by an immediate preliminary investigation;
 - c. A statement by the law enforcement officer in charge, setting forth that officer’s assessment of the case based upon all evidence and information received. (This will require a supplemental report by the Officer-in-Charge);
 - d. An explanation of the next steps to be taken by the law enforcement agency.
7. The A Child is Missing and the Amber Alert Programs will be utilized for missing persons who meet the criteria of those programs.

E. Ongoing Investigations and Searches

1. Ongoing investigations and searches shall include but not be limited to the following actions and activities:
 - a. For missing children, notification to the National Center for Missing and Exploited Children at 1-800-843-5678;
 - b. Supervisors shall notify the Providence Office of the FBI. The FBI is charged with the duty to assist in the investigation of the mysterious disappearance of any child of tender years, commonly considered to be the age of twelve (12)

years or younger. Be aware this is not a fixed age and the FBI Field Office should be contacted so they may make a determination on their participation on any child over that age. Until the investigation indicates that interstate travel has occurred, the FBI will assume a supporting role. In the event the investigation indicates that the victim has been taken across state lines, the FBI will assume its role as the lead investigatory agency;

- c. Request the release of dental records and fingerprints, if available;
- d. Contact hospitals and the Medical Examiner's Office as appropriate for injured or deceased persons fitting the description of the missing person;
- e. Thoroughly check the location at which the missing person was last seen and conduct interviews, as appropriate, with persons who were with the individual or may work in or frequent the area;
- f. Thoroughly check all video surveillance cameras in the last known location(s) of the subject and archive all known video of the subject. Check for interior surveillance systems in the dorms and any of the specialty housing;
- g. Check the License Plate Reader software for any hits on the missing person's vehicle registration if known;
- h. Conduct interviews with any additional family, friends, work associates, classmates, teachers, as well as school counselors and social care workers, as appropriate, to explore potential foul play, voluntary flight, or, in the case of juveniles, parental kidnapping or running away;
- i. Have the Department of External Relations and Communications alert surrounding communities advising them of the status of the investigation;
- j. Decisions to use the local media to help locate the missing person(s) will be made with the approval of the Director of Public Safety & Chief of Police (Chief) and the missing person's family;
- k. An officer will be assigned to maintain routine, on-going contact with the missing person's closest relative concerning progress of the investigation. These and other relevant individuals will be informed that they must notify the police department as soon as any contact is made with the missing person.

F. Search and Rescue

1. Certain incidents or particular circumstances involving juveniles or persons mentally or physically impaired may demand a search be undertaken.
2. The goal of the URI Police Department is to provide a timely, effective response to situations and incidents to preserve life and to reduce the potential for loss of life, serious injury or other harm.
3. Responsibilities:
 - a. The on-duty shift supervisor will be in charge of all search and rescue efforts;
 - b. The Chief and the Major will be notified of any active search;
 - c. When the scope of the search and rescue requires additional resources, the South Kingstown Police Department, Kingston Fire Department (KFD) and/or the Rhode Island State Police will be contacted to assist in organizing the search and recovery effort;
 - d. The Incident Command System will be utilized in all searches involving any additional agencies. All responders will be required to report to the Command Post before deployment;
 - e. Responders will utilize thermal imaging equipment when needed. KFD and URIEMS have access to this equipment;

- f. Documentation of the search and rescue situation will be recorded in an official police report. The Officer in Charge will ensure that this is fully documented.

G. Recovery of Missing Persons and Case Closure

1. If the missing person is located, the responding officer will verify the well-being of the person and complete a supplemental report. Missing persons will be questioned to establish the circumstances surrounding their disappearance and to determine whether criminal activity was involved.
2. Competent adults, having left home for personal reasons, cannot be forced to return home. Officers locating such individuals will:
 - a. Advise the person they are the subject of a missing person investigation;
 - b. Ask if they desire the reporting party or next-of-kin to be notified of their whereabouts;
 - c. Make provisions to transmit this information to the reporting party or next-of-kin if permitted by the person who was missing.
3. In all cases, the reporting party will be notified of the well-being of the located missing person. Unless criminal matters necessitate other actions, desires of missing persons not to reveal their whereabouts will be honored.
4. In cases involving juveniles, officers will ensure that:
 - a. The juvenile received medical attention, if necessary, in a timely manner;
 - b. Juveniles will be brought to the station;
 - c. Initial questioning of the youth identifies the circumstances surrounding the child's disappearance, any individual who may be criminally responsible and/or whether an abusive or negligent home environment was a contributing factor;
 - d. Parents, guardians and/or the person reporting the missing person are notified in a timely manner;
 - e. Where indicated, follow-up action will include filing of an abuse and neglect report with the Department of Children, Youth and Families (DCYF);
 - f. The case report will include a complete report on the whereabouts, actions and activities of children while missing.
5. Upon location of the missing person, all agencies and information systems previously contacted for assistance will be notified or updated (cancelled BOLOs, NCIC, etc.).
6. Where indicated, criminal charges will be filed.

By order of: _____

Michael A. Jagoda

Director of Public Safety & Chief of Police

All Policies have an associated signed copy on file.