

 <p>Category: Student Affairs</p> <p>Policy applicable for: Faculty/Staff/Students</p>	<p><i>Policy Title:</i> Missing Residents in On-Campus Housing Facilities</p> <p>Effective Date:</p> <p>Prior Effective Date: 04/01/2011</p> <p>Enabling Acts: Higher Education Reauthorization Act 2010</p>	<p><i>Policy Number:</i> 4.1.2</p> <p>Policy Owner: Vice President for Student Affairs</p> <p>Responsible Office(s): Office of the Dean of Students & Resident Education and Development</p>
---	--	---

IF YOU HAVE DETERMINED THAT A STUDENT LIVING IN ON-CAMPUS HOUSING IS MISSING, IMMEDIATELY CONTACT THE UNIVERSITY OF CINCINNATI POLICE DEPARTMENT AT 911 (FROM A CAMPUS PHONE) OR 513-556-1111 (FROM A CELL PHONE OR OFF-CAMPUS PHONE).

PURPOSE

The purpose of this policy is to establish a missing student notification policy for students who reside in on-campus housing.

DEFINITION OF “ON-CAMPUS HOUSING”

For the purposes of this policy, “on-campus housing” includes any residential facility for students that is located on the University’s campus or located off-campus but leased by the University to provide residential housing for its students, even if the building is owned or maintained by another party.

If you have any questions as to whether a specific housing facility is considered “on-campus housing,” please contact the Office of Resident Education & Development at (513) 556-6476.

CONFIDENTIAL CONTACT

A student living in an on-campus housing facility has the right to identify a confidential contact person(s) (“CCP”) who will be contacted not later than 24 hours after the time a student is determined missing. The University will not assume that the CCP is the same individual(s) identified as the student’s general emergency contact. A CCP is only contacted for missing person purposes. Access to a student’s CCP information is restricted to authorized University officials who may only release the information to law enforcement officers, acting in furtherance of the missing student investigation.

The University will provide students living on-campus with information on their right to identify a CCP and the process for registering the CCP’s contact information annually. A student may change the CCP at any time. To register or modify a CCP, a student may visit their housing application anytime at <http://www.uc.edu/housing/apply.html> or contact UC Housing at (513) 556-6461.

The CCP will be contacted no later than 24 hours after the time that the student is determined missing by University of Cincinnati Police Department (“UCPD”) or local law enforcement.

STUDENTS UNDER 18 YEARS OF AGE

If a missing student is under 18 years of age, and not an emancipated individual, the University is required to notify a custodial parent or guardian no later than 24 hours after the time the student is determined missing.

REPORTING A MISSING STUDENT

University Employees:

When any University employee receives a report that a resident of on-campus housing is believed to be missing, the employee must immediately contact UCPD at (513) 556-1111. UCPD will contact the Dean of Students regarding the missing student report and determine next steps related to investigating, including notifying the proper parties regarding the missing student (e.g. confidential contact, emergency contact, family). University employees, besides UCPD, should refrain from contacting the family of a missing student unless instructed to do so by UCPD.

Students or Other Concerned Parties:

When a student residing in on-campus housing is determined to be missing, a student or any concerned person should immediately contact either:

1. UCPD at (513) 556-1111, 24 hours a day;
2. A residence hall staff member at (513) 206-2644, 24 hours a day;
3. The Dean of Students at (513) 556-4119 (if after business hours, exercise option 1); or
4. The Office of Resident Education & Development at (513) 556-6476 (if after business hours, exercise option 1 or 2).

RELATED POLICIES

Student Related Critical Incidents Response Policy 4.1.1