



POLICY & PROCEDURE

Missing Students

GOAL

The following policy and procedure has been established to assist in locating Pacific students living in university owned housing who, based on the facts and circumstances known to the institution, Pacific University has determined to be missing.

SCOPE

Applies to all university students, with emphasis on those residing in university owned/operated housing units.

PROCEDURE

At the beginning of each academic year, Pacific University will inform students residing in on-campus housing that Pacific will notify either a parent or an individual selected by the student not later than 24 hours after the time the student is determined to be missing. This information will include the following:

- Students have the option of identifying an individual to be contacted by Pacific University not later than 24 hours after the time the student has been determined to be missing. Students can register this confidential contact information through the Housing & Residence Life Office.
- If the student is under 18 years of age, and not an emancipated individual, Pacific University is required to notify a custodial parent or guardian not later than 24 hours after the time that the student is determined to be missing.
- Pacific University will notify the appropriate law enforcement agency not later than 24 hours after the time that the student is determined to be missing.
- If Campus Public Safety or any law enforcement personnel have been notified and makes a determination that a student has been missing for more than 24 hours, CPS will initiate the emergency contact procedures in accordance with the student's designation.

Pacific University will follow the following notification procedure for a missing student who resides in on-campus housing:

- Once Pacific University receives a missing student report, the following offices will be notified:
 - Campus Public Safety
 - Undergraduate Dean of Students Office
 - Vice President for Student Affairs

- Housing and Residence Life

- Any official missing person report relating to this student shall be referred immediately to Campus Public Safety.
- If Campus Public Safety, after investigating the official report, determines the student has been missing for more than 24 hours, Pacific University will contact the individual identified by the student, the custodial parent or legal guardian if the student is under 18 and not emancipated, and / or local law enforcement.

Upon notification from any entity that any student may be missing, Pacific University may use any of the following resources to assist in locating the student. These resources may be used in any order and combination.

- Through the Housing and Residence Life Office, the Resident Assistants may be asked to assist in physically locating the student by keying into the student's assigned room and talking with known peers.
- Campus Public Safety may search on campus public locations to find the student (library, dining, athletic facilities, etc.).
- Campus Public Safety may issue an ID picture to assist in identifying the missing student.
- The Vice President for Student Affairs Office may try to contact known friends, family, or faculty members for last sighting or additional contact information.
- Student Affairs or academic departments may be contacted to seek information on last sighting or other contact information.
- Campus Public Safety may access card access logs to determine last use of the card and track the card for future uses.
- Campus Public Safety may access vehicle registration information for vehicle location and distribution to authorities.
- University Information Services may be asked to look up email logs for last login and use of the Pacific University email system.
- If there is any indication of foul play, the local police department will immediately be contacted for assistance.