

MISSING STUDENT NOTIFICATION POLICY

I. Policy Statement

This Policy is intended to establish formal notification procedures for students who reside in on-campus housing and are reported as missing.

II. Applicability

This Policy applies when a student residing in on-campus housing has been reported missing for more than 24 hours.

III. Reporting a Missing Student

Any member of the University community who has reason to believe that a student residing in on-campus housing has been missing for more than 24 hours should immediately contact the Taylor University Police Department (765-998-5555) to file a missing student report. This plan is intended to comply with the [Higher Education Opportunity Act](#), Section 485.

IV. Notification to Students of the Policy

All students are requested as part of the housing process of Taylor University to provide the name and contact information of a personal emergency contact person(s). Each student is responsible for ensuring that there is up-to-date emergency contact information on file with [Tower Personal Information](#). This information is only accessible to authorized campus officials and law enforcement personnel. At that time, students residing in on-campus housing will also be informed of the following:

- A. Students residing in on-campus housing have the option to identify an individual the University will contact if the student has been reported missing for more than 24 hours. The individual may be the same person(s) the student has identified as his/her emergency contact.
- B. Advised students that if they are under 18 years of age and not emancipated, the school must notify a custodial parent within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student.
- C. Advise students that the school will notify local law enforcement within 24 hours

of the determination that the student is missing unless the local law enforcement agency was the entity that determined that the student is missing

- D. If the Taylor University Police Department has received a missing student report and makes the determination that the student has been missing for more than 24 hours and has not returned to campus, the University will initiate the notification procedures contained in this policy.

V. Notification Procedures

- A. Upon receipt of a report of a missing student from any source, the Taylor University Police Department will contact the VP for Student Development. The VP for Student Development shall brief the Dean of Campus Life and, the Office of the President, and initiate the Taylor University Crisis Communication Plan.
- B. If the Taylor University Police Department makes an initial determination that a student has been missing for more than 24 hours and has not returned to campus, the Taylor University Police Department will contact the person(s) the student designated in the Personal Emergency Contact System within 24 hours.
- C. If the missing student is under 18 years of age and not emancipated, the student's custodial parent(s) or legal guardian(s) will also be contacted.

VI. Investigation

The Taylor University Police Department actively investigates all reports of missing students. The investigation will be conducted pursuant to established policies and procedures of the Taylor University Police Department.