

**POLICY**

# **Missing Student**

**ISSUED ON 10/30/2024**

The Clery Act requires institutions that maintain on-campus housing facilities to establish a Missing Student notification policy and related procedures. The term “Missing Student” refers to any University of Rochester student who is residing in University managed student housing who is reported missing from the residence. Students who do not reside in University housing may also be reported as missing and the University will use best efforts to comply with the requirements of this policy. All students have the option to designate a missing student emergency contact who will be notified by the University if the student has been determined to be missing for 24 hours after the initial report is received.

## **Definitions**

- **Missing Student:** Any University of Rochester student who is residing in University owned, managed, or leased student housing who is reported missing from the residence.
- **The Clery Act:** The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that requires colleges and Universities to disclose information about crime on and around their campuses.

# Scope/Compliance

This policy applies to all University of Rochester community members and any individual with reasonable knowledge of the whereabouts of currently enrolled University of Rochester students.

## Policy Details

Any individual who believes that a currently enrolled University of Rochester student is missing should immediately notify the University Department of Public Safety (DPS) by calling (585) 275-3333.

DPS will open an investigation upon receipt of the information and will commence an investigation with the aid of various departments likely to have relevant information, which may include:

- Student life
- Residential life
- University deans of various schools
- Environmental Health and Safety
- Facilities and Services
- Information technology services
- Others as needed

Should the investigation result in the conclusion by DPS that the student is missing, and has been missing for 24 hours, the University Department of Public Safety (“DPS”) will notify the Rochester Police or other appropriate local law enforcement agency with relevant jurisdiction, as well as the student’s Emergency Contact within a span of time not to exceed 24 hours from the time the student was determined by DPS to be missing. If the Missing Student is under the age of 18, and not an emancipated individual, the Department of Public Safety will notify the student’s parent or legal guardian immediately after DPS determines that the student is missing, in addition to notifying the Emergency Contact designated by the student.

In the event a student is missing, DPS will access the student’s Emergency Contact information and notify that person within 24 hours using the student provided information.

### **Missing Student Emergency Contact**

All students, including those living in University housing, can confidentially identify and register one or more individuals to be contacted if the student is determined to be missing (“Emergency Contact”). The person who is the Emergency Contact may be anyone, including, but not limited to, the person the student has otherwise identified as an emergency contact for other purposes or in other situations. Students may register and update this contact information on UR Student Records Systems, during the required “check in period” each term they are enrolled. This information is accessible by the Department of Public Safety in the event that a person is determined to be a Missing Student. The contact information will be registered confidentially, accessible only to authorized campus officials, and it will not be disclosed, except to law enforcement personnel to further a missing person investigation.

### **Procedures for Reporting**

1. Immediate Action: Any individual who believes a student is missing should

immediately report the concern to the University of Rochester's Department of Public Safety (DPS).

2. Residence Hall Staff: University staff (including residence life administrators) receiving a missing student report must immediately notify the DPS and the Dean of Students Office.
3. Law Enforcement: The University of Rochester DPS will notify local law enforcement within 24 hours after DPS determines a student is missing, even if the student has not registered an emergency contact.

### **Emergency Contact Information**

1. Confidential Registration: All students residing in on-campus housing are encouraged to register a confidential emergency contact in UR Student Records Systems to be used in the event they are reported missing. This contact is kept confidential and will only be accessed by authorized personnel.
2. Notification to Emergency Contact: If DPS determines a student is missing, the University will notify the registered Emergency Contact within 24 hours of DPS making that determination. For students under 18 who are not emancipated, the University will notify their custodial parent or guardian in addition to the Emergency Contact if that is a different person.

### **Additional Internal and External Notifications**

Once DPS determines a student is missing, DPS will notify the following offices, individuals, and organization immediately:

1. Dean of Students

2. Associate Vice President of Public Safety
3. Office of Residence Life (for students residing on campus)
4. Local Law Enforcement (within 24 hours)

### **Investigation Process**

Upon receiving a missing student report, the University of Rochester's Department of Public Safety will:

1. Conduct an Initial Investigation: Make contact with roommates, friends, faculty, and other relevant individuals to determine if the student is missing.
2. Coordinate with Law Enforcement: If the investigation determines the student is missing, DPS will immediately notify the law enforcement agency with relevant jurisdiction and assist in the investigation.
3. Notify Emergency Contacts: DPS or a designated university representative will notify the student's registered Emergency Contact within 24 hours of DPS determining that the student is missing.

### **FERPA Compliance**

The University will comply with FERPA regulations in disclosing information related to missing students. The University may disclose information to law enforcement, emergency contacts, and other relevant parties as necessary for health and safety purposes.

### **Public Safety Alerts**

If the situation involves significant danger to the student or others in the community, the University may issue a public safety alert in accordance with Clery Act requirements.

## ABOUT THIS POLICY

### **Issuing Authority**

Administration & Finance

### **Responsible Officer**

Associate Vice President of Public Safety

## ADDITIONAL RESOURCES

**Family Educational Rights and Privacy Act (FERPA (<https://www.rochester.edu/registrar/policies.html#ferpa>))**

**Think Safe, Annual Security Report (<https://www.rochester.edu/public-safety/crime-prevention/reports/think-safe/>)**

<iframe src="https://www.googletagmanager.com/ns.html?id=GTM-TT7PP8Z" height="0" width="0" style="display: none; visibility: hidden" ></iframe >