

Augusta State University Missing Student Notification Policy and Missing Student Procedures

Purpose:

To provide a plan to inform Augusta State University students who reside in University Village of Augusta State University's policy governing required notifications within twenty-four (24) hours after the time a student is deemed to be missing.

This plan is a good faith effort to comply with the August 14, 2008 Higher Education Opportunity Act, Section 485 (j) until specific guidelines or requirements are published by the U.S. Department of Education.

Policy:

Students will be informed each academic year that each student, age 18 or above, has the option to identify a person designated as a confidential contact to be contacted by Augusta State University not later than twenty-four (24) hours after the time the student is determined to be missing. The confidential contact may be a person designated by the student in addition the emergency contact listed with the Augusta State University Registrar. Students who are under age eighteen (18) and are not emancipated will be informed each academic year that the institution is required to notify the custodial parent not later than twenty-four (24) hours after the time the student is determined to be missing.

Notification will be notified via information provided in the "Annual Crime Report" that provides information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Security Crime Statistics Act. The brochure is published on the Augusta State University Public Safety website http://www.aug.edu/public_safety/crimereport.html and printed in the Augusta State University Student Handbook.

A student may register such confidential contact information:

- during the first two weeks of each semester by filing a form (see Appendix B) provided by the Office of the Dean of Students and the office at University Village.

Each student who files a confidential contact registration form is solely responsible for the accuracy of the contact phone number and for update of information should the confidential contact person and/or number change. A student may update information by filing a new form with the Office of the Dean of Students and / or the office at University Village.

Students will be informed that Augusta State University will notify the appropriate law enforcement agency not later than 24-hours after the time the student is determined to be missing.

Missing Person Procedures:

A student is determined to be missing when a report comes to the attention of Augusta State University and Augusta State University determines the report to be credible. Circumstances may include, but are not limited to establishing that:

- a. a student is out of contact after reasonable efforts to reach that student by phone calls, emails, and/or in-person attempts to establish contact;
- b. circumstances indicate an act of criminality involved, even lacking twenty-four (24) hours in time;
- c. circumstances indicate that physical safety is in danger, even lacking twenty-four (24) hours in time;
- d. circumstances become known that medicine dependence may threaten life or health, even lacking twenty-four (24) hours in time
- e. existence of a physical / mental disability indicates that the student's physical safety is in danger, even lacking twenty-four (24) hours in time.

Any official missing persons report relating to such student requires that Augusta State University Police Department be notified immediately to investigate and make a determination that a student who is subject of a missing report has been missing for more than 24 hours and has not returned to campus.

During the investigation, the following information should be established and documented in a Police Incident report:

- Name and location / contact information of the person reporting the missing student
- Name / vital information of the student reported to be out of contact
- Nature of the circumstances supporting the determination that the student is out of contact (time /date last seen or in contact with)
- Avenues to establish that the student remains out of contact (failure to respond to phone, email and in-person attempts to contact by an Augusta State University official; parental notice or notice from reporting person outside the University; establishment of lapse of time of class attendance, lapse in affiliation with roommates and friends, or use of Augusta State University facilities / services; concern of incident of criminality or safety, etc.)
- Dates and times of notifications made

The Resident Life Director (if the incident occurs within University Village) and the VP of Student Affairs and Dean of Students will be informed by the Augusta State University Police Department after the officer's initial attempt to contact the student does not successfully establish contact or lead to information that results in actual contact being made with the student. In no circumstance should the notification to the on call system after initial report to Augusta State University Police Department exceed twenty-four (24) hours in time. During business hours, the VP of Student Affairs and Dean of Students may also involve other ASU faculty, staff or Administrators to assist in establishing contact or avenues to pursue contact. The VP of Student Affairs and Dean of Students will be notified by University Police as the investigation of the incident progresses.

The emergency contact listed with the Office of the Registrar as well as any confidential contact listed with the Dean of Students will be notified as part of the investigation in attempting to establish contact with the student reported missing. In the case of a student under the age of eighteen (18) and not emancipated, the contact will be with the custodial parent. The contact will be initiated by the Augusta State University Police Department.

Appendix A

To: The Augusta State University Student Community
From: Jasper Cooke Public Safety Director
Date: June 1, 2009
Re: Missing Student Policy

This communication is intended to inform each student of Augusta State University of new information and requirements provided under the federal Higher Education Opportunity Act, Section 485(j) regarding missing students:

- You, as an Augusta State University student, eighteen (18) years of age or older, have the option to identify an individual to be contacted by Augusta State University's Dean of Students office not later than twenty-four (24) hours after the time circumstances indicate that you, as a student, may be determined missing. If you are a student who is under age eighteen (18) and not emancipated, the institution is required to notify the custodial parent not later than twenty-four (24) hours after the time that you, as a student, may be determined missing.
- The confidential contact is a person designated by the student in addition to the emergency contact listed with the Augusta State University Registrar's Office. In cases where a confidential contact is not designated, or the confidential contact cannot be reached at the number provided by a student, the emergency contact provided the ASU Registrar will be used. The emergency contact may be notified in addition to any confidential contact provided.
- You may register a person whom you designate as a confidential contact during the first two weeks of each semester by filing a form provided by the Office of the Dean of Students and / or the office at University Village. You are solely responsible for the accuracy of the information, as well as any update of information regarding your confidential contact. Update of information you provided may be filed with the Dean of Students office and / or the office at University Village during business hours at any time during the semester.
- At the end of the fourth week of each semester, a new list is finalized and distributed to appropriate officials at Augusta State University for the purpose of reporting a missing person.

Augusta State University officials receiving a missing persons report relating to a student are required to notify the Public Safety Office immediately to investigate and make a determination that a student who is the subject of a missing report has been missing for more than 24 hours and has not returned to campus. Augusta State University Police Department will initiate the report of a missing student as soon as it is established that avenues to contact the student have been exhausted (even when less than twenty-four hours of time has elapsed), or immediately if circumstances of criminality or safety are determined to be involved. The Dean of Students office or University Police will initiate the notification to the confidential

contact, as provided above, and to the emergency contact person provided to Augusta State University upon enrollment for investigative and / or notification purposes.

Each year some students come to the attention of an Augusta State University official as out of contact with Augusta State University voluntarily, by absence from classes, by leaving campus on impromptu trips without notifying anyone of their absence, or by failing to respond to faculty or emails and phone calls. Each such report generates a response to establish whether the student is voluntarily out of contact or whether there is a safety issue involved. An investigation into a report of a student who is out of contact because of the aforementioned circumstances is very serious. It is therefore very helpful to the community as a whole for students to inform their friends and family if they expect to be away from campus for a period of time, so that energy and resources are applied only to genuine emergencies.

Notification of this policy will be via information provided in the "Annual Crime Report" that provides information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Security Crime Statistics Act. The brochure is published on the Augusta State University Public Safety website http://www.aug.edu/public_safety/crimereport.html and printed in the Augusta State University Student Handbook.

Appendix B

**Augusta State University Missing Student Policy
Confidential Contact Registration Form**

Please print legibly. The confidential contact information is intended to be utilized as a contact to be notified by Augusta State University not later than twenty-four (24) hours after the time a student, age 18 or older, so designating the person, is determined to be missing. The confidential contact is a person designated in addition to the emergency contact listed with the Registrar's office. The emergency contact person, supplied upon enrollment to Augusta State University, may also be contacted by Augusta State University. For students who are below age 18 and not emancipated, the custodial parent will be notified.

_____ New information _____ Updated / Corrected Information

Name of Student: _____ 927 _____

Residence Address: _____

Phone or cell: _____

Person designated as Confidential Contact: _____

Contact number: _____ (Please confirm that this is a valid number.)

I understand that the information supplied above is to be utilized in case it is established that I am a missing student, and that the contact information may be utilized in establishing that circumstances support a missing persons report. I understand I am solely responsible for the accuracy of the information of my confidential contact and for updating this information as needed.

Signed: _____ Date: _____