

**D'Youville College Policy &
Procedure for Investigation of
Missing Students**

To meet federal requirements for resident students who may be missing the following will take place:

- Resident students will be asked to register with the residence life office a confidential emergency contact person. This contact would be notified in the case when the student is missing or when another sufficient emergency situation develops. This contact information will remain confidential and will not be shared with the rest of the college.
- If a resident student has not registered an emergency contact number the local law enforcement authorities will serve as an emergency contact and will be notified when a missing student situation occurs.
- If a missing resident student is less than 18 years of age, and is not officially emancipated from their parents or guardian, the parent or guardian, by law, must be contacted.
- Anyone who suspects that one of our resident students is missing should immediately contact their resident assistant (RA), the director of residence life, assistant director of residence life or campus security. Once such a notice is received security and college officials will begin an investigation and will work with local law enforcement agencies as needed.

For this federal requirement, the term “missing student” is defined as “any student who resides on campus and whose absence is unscheduled and has resulted in concern for his safety by peers and/or employees.” Reports of a missing commuter student will be referred immediately to the Buffalo Police and Campus Security will assist their investigation in any way possible.

Campus Security will investigate a report of a missing resident student using the following procedure:

1. Campus Security will consult with the staff or community member making the report to determine the level of seriousness and to gather all pertinent information. Security may be assisted in this process by the director or assistant director of residence life.
2. As deemed appropriate security will notify the vice president for operations and the vice president for student affairs of the situation.
3. If the missing student report is suspicious in nature and involves an immediate threat or danger, or the student has been missing 24 hours, campus security will notify the Buffalo Police and other law enforcement agencies if necessary. The campus security director will take a detailed incident report in conjunction with the police. Interviews with roommates, family members, and those who were last in contact with the individual will be done immediately. Campus Security and the residence life directors will assist the police in locating individuals to be interviewed and coordinating any search efforts.
4. Emergency notifications to the campus community will be coordinated as necessary by the vice president for student affairs. Information will not be released to the public

unless authorized by the vice president for student affairs and/or the director of public relations. All media requests will be directed to the public relations office.

5. Security will act as the liaison office between the college and law enforcement, writing follow-up reports as needed and keeping college officials apprised of the on-going investigation.