

Policy Title: Missing Student Notification	
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<input type="checkbox"/> New <input checked="" type="checkbox"/> Supersedes existing (give name & number) UAD0008	Date submitted: 9/30/19; 11/10/15 Proposed effective date: 9/30/19
<b>Purpose/Introduction/Background:</b>  The purpose of the Rush University's Missing Person's Policy is to establish procedures for the University's response to a report of a missing student in accordance with the Higher Education Opportunity Act (HEOA) of 2008.	
<b>Definitions:</b>  For purposes of this policy, a student is defined as missing once Rush Security Services is notified and initiates a missing person investigation.  For purpose of this policy, the term "on-campus housing" means property that is owned, maintained and/or operated by Rush University.	
<b>Policy Statement:</b>  This policy applies to any student enrolled in Rush University, whether or not they reside in Rush University students housing and has been missing or absent from the University for a period of more than 24 hours without any known reason. A student will be considered missing immediately, if his/her absence has occurred under circumstances that are suspicious or cause concerns for her/his safety. Such circumstances could include, but are not limited to; reports or suspicions of foul play, suicidal thoughts, drug use, any life threatening situations, or where a student may be known to be with individual(s) who may endanger the welfare of the student.  Rush University will contact the local law enforcement when a student is determined to be missing, even if the student has not registered a contact person.  Efforts to locate the student will be directed through collaboration of Student Life & Engagement, Rush Security Services, local authorities, and friends and family members of the missing student. When information is received by the University regarding a missing student, there will be no waiting period before an investigation is initiated.	
<b>Procedures:</b>  Resident students may provide additional confidential emergency contact information specifically related to being a missing student – name(s), phone number(s), email addresses to the Office of Student Life & Engagement upon checking into campus housing; this information is requested annually. Only authorized campus officials and law enforcement officers pursuing the missing person investigation will have access to this information.	

If any member of the University community has reason to believe that a student may be missing, they should immediately notify Rush Security Services at 312-942-5678.

- Rush Security Services shall contact the University on Call (UOC) person 312-942-6000 (Pager ID – 1844)
- Rush Security Services initiate an investigation per Security Services procedures.

Once a determination has been made that a student is missing, Rush Security Services will contact and coordinate with the Chicago Police Department and/or other local law enforcement agencies within 24 hours.

The UOC shall bring together the Incident Command group for purposes of coordinating the investigation, resources, logistics and communications.

If the investigation confirms that the student is missing for more than 24 hours and the student has submitted missing student emergency contact information, Rush University will contact the emergency contact(s).

If the missing student is under the age of 18 and not emancipated, notify the student's custodial parent or guardian as contained in the records of the University within 24 hours of the determination that the student is missing.

**For use by the P & P Committee only:**

Policy Number: UAD0008

Policy Category: Administrative

Suggested Title: Student Missing Notification

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Comments:

Name P & P Committee Chair: L. Gunter