



Policy

Title	Missing Student Notification Policy
Policy Number	UAD0008
PolicyType	University
Category	Administrative
Subcategory1	
Subcategory2	
Subcategory3	
Approval Date	9/28/2020
Contact	<p>Peter C. Arndt</p> <p>Director of Security Services & Emergency Management</p> <p>Peter_C_Ardnt@rush.edu</p> <p>(312) 947-0001</p> <p>Gayle B. Ward</p> <p>Vice Provost, Student Affairs</p> <p>(312) 942-5678 (Rush Security Services)</p>
Applies To	Any student enrolled in Rush University.
Purpose	The purpose of the Rush University Missing Student Notification 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.
Executive Summary	
Definitions	<p>For purposes of this policy, a student is defined as missing once Rush Security Services is notified and initiates a missing person investigation.</p> <p>For purpose of this policy, the term "on-campus housing" means property that is owned, maintained, and/or operated by Rush University.</p>
Equipment	
Information	
Policy	This policy applies to any student enrolled in Rush University, whether or not they reside in Rush University's student 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 his/her safety. Such circumstances could include, but are not limited to: reports or suspicions of foul play,

	<p>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.</p> <p>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.</p> <p>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.</p>		
Outcome			
Guidelines			
Responsibility and Procedure	<p>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.</p> <p>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.</p> <p>Rush Security Services shall:</p> <ul style="list-style-type: none"> • Contact the University On-Call (UOC) person at (312) 942-5678 (Pager ID - 1844); and • Initiate an investigation per Security Services procedures <p>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.</p> <p>The UOC shall bring together the Incident Command group for purposes of coordinating the investigation, resources, logistics and communications.</p> <p>If the investigation confirms that the student is missing for more 24 hours and the student has submitted missing student emergency contact information, Rush University will contact the emergency contact(s).</p> <p>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.</p>		
Regulatory Elements			
Related Policies			
Reference	<table border="1"> <tr> <td> <p>For use by the P & P Committee only:</p> <p>Policy Number:UAD0008</p> <p>Policy Category: Administrative</p> <p>Suggested Title: Missing Student Notification</p> <p>Date approved by P&P Committee: 9/30/19</p> </td> <td> <p>Date of initial adoption: November 10, 2015</p> <p>Effective date:9/30/19; 11/10/19</p> <p>Date of Revision: 9/30/19</p> <p>Sunset Date (2 yrs from date of adoption/revision):9/30/21</p> </td> </tr> </table>	<p>For use by the P & P Committee only:</p> <p>Policy Number:UAD0008</p> <p>Policy Category: Administrative</p> <p>Suggested Title: Missing Student Notification</p> <p>Date approved by P&P Committee: 9/30/19</p>	<p>Date of initial adoption: November 10, 2015</p> <p>Effective date:9/30/19; 11/10/19</p> <p>Date of Revision: 9/30/19</p> <p>Sunset Date (2 yrs from date of adoption/revision):9/30/21</p>
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	Comments:	
	Name P & P Committee Chair: L. Gunter	
Last Published	9/28/2020 12:00 AM	
Archive Flag	No	

Content Type: Policy