



MISSING STUDENT NOTIFICATION POLICY

Area:	Student Affairs	Number:	
Applies To:	On-Campus Residential Students	Issued:	August 12, 2019
Sources:	Title 34 Subtitle B Chapter VI Part 668 Subpart §668.46	Revised:	
		Reviewed:	
Policy Owner:	Dean of Students	Page(s):	2

I. Purpose

To ensure compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The Clery Act requires institutions maintaining on-campus housing facilities to establish a missing student notification policy and related procedures (20 USC 1092 (j) Section 488 of the Higher Education Opportunity Act of 2008). All institutions who receive federal aid administered under the Secretary of Education must comply with the Clery Act. See also:

<https://ifap.ed.gov/eannouncements/attachments/HandbookforCampusSafetyandSecurityReporting.pdf>), Chapter 10 Section 2

II. Policy Statement

- A. If there is a reason to believe a student is missing (i.e., when his or her whereabouts are unknown and unexplainable for a period of time regarded as highly unusual or suspicious in consideration of the person's usual behavior, patterns, routines or plans), a report must be made to Georgia Southern Department of Public Safety (University Police Department), any local law enforcement agency, Housing, Dean of Students, Student Affairs, Counseling Services, or any Campus Security Authority (CSA).
- B. Once a Missing Student report is made, as noted in the previous paragraph, it must be referred immediately to the Georgia Southern Department of Public Safety. Georgia Southern University Police Department is also required to notify the local law enforcement agency within 24 hours of the determination the student is missing, unless the local law enforcement agency was the entity which made the determination the student is missing.
- C. Students are notified at the beginning of each semester they have an option to identify a contact person, or persons, whom Georgia Southern University shall notify within 24 hours of the determination that the student is missing if the student has been determined missing by the Georgia Southern University Department of Public Safety or a local law enforcement agency. The contact person(s) designated is (are) only for this purpose and may be anyone. Registering this information is done through the My.GeorgiaSouthern.edu portal. Students are reminded with an injection page each semester regarding the option for registering a Missing Student contact. The contact information provided includes the person's name and telephone number along with any other information the student desires to give.

- D. This contact information will be registered confidentially, will be accessible only to authorized campus officials, and it may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.
- E. If the Missing Student is under 18 years of age and not emancipated, Georgia Southern University must notify a custodial parent or guardian within 24 hours of the determination the student is missing in addition to notifying any additional contact person designated by the student.

III. Exclusions

None

IV. Procedures

Georgia Southern University's Missing Student notification procedures go into effect within 24 hours of the determination a student who lives in on-campus housing has been missing for 24 hours; however, this does not preclude initiation of notification procedures as soon as the institution determines a student is missing. Georgia Southern University's procedures to be followed in the case of a Missing Student report include:

1. Contacting the individual(s) identified by the student as the Missing Student contact person;
2. Notifying the Missing Student's custodial parent or guardian in addition to the identified Missing Student contact person, if the person identified such a person, if the student is under 18 years of age and is not an emancipated individual; and
3. Informing the local law enforcement agency which has jurisdiction in the area within 24 hours that the student is missing regardless of whether the student has identified a contact person, is above 18, or is an emancipated individual.