

College of Saint Mary
Missing Students Procedure
Updated November 2019

In compliance with the Missing Person Procedures 20 USC 1092 C (Section 488 of the Higher Education Opportunity Act of 2008), it is the policy of Student Development and Success and the Office of Security to investigate any report of a missing student who resides at College of Saint Mary. CSM's practice, procedures, and policy are as follows:

The term *missing student* shall refer to any College of Saint Mary student living on campus who is reported missing from her residence.

Upon check-in to the campus residence halls, all students will have the opportunity to identify an individual to be contacted by the University in case the student is determined to be missing. Students have the option to register a confidential contact person to be notified in the case that the student is determined to be missing and that only authorized campus officials and law enforcement officers in the furtherance of a missing person investigation may have access to this information.

- For students under the age of 18, that notification will be made to the student's parent or guardian within 24 hours of the time that the student is determined to be missing.
- Any notification to parents, guardians, or designated contacts will be made by the Vice President for Student Development and Success or Associate Dean of Students.

If a member of the CSM community has reason to believe that a student is missing, a report should be made to the Vice President for Student Development and Success at 402.399.2422 and/or tknudsoncarl@csm.edu; or the Associate Dean of Students at 402.399.2411 and/or vpetak@csm.edu, who will in turn notify the Office of Security. All possible efforts will be made to locate the student to determine her state of health and well-being through collaboration of the Division of Student Development and Success, the Office of Security and the missing student's friends and floor mates. Within 24 hours, a University official will call the emergency contact for this purpose on file in the student's confidential records to report the student missing.

If not located after 24 hours have passed, appropriate family members, associates or a University official will make a confidential official missing person report to the law enforcement agency with jurisdiction. The University will also contact the missing student's custodial parent or guardian. The Office of Security will cooperate with, aid and assist the primary investigative agency in all ways prescribed by law.