



Policy Name:	Missing Students Policy		
Associated Form(s):		Policy Number:	2023-12
Reviewed:	Non-Academic Policy Committee	Approved:	August 17, 2023
Approval Authority:	President <i>Ausan Upaish</i>	Adopted:	August 28, 2023
Responsible Executive(s):	Executive Director of Campus Safety and Emergency Management	Revised:	N/A
Responsible Office(s):	Office of Campus Safety	Contact(s):	Director of Campus Safety

I. Reports of Missing Students

In accordance with state and federal law, the University maintains protocols for investigating reports of a missing student. A missing student is defined as any Mercy University student residing in on campus student housing who has been reported missing from their residence.

Reports of a resident student who is believed to be missing for 24 hours should be made to the Associate Dean of Student Affairs (914-674-7349), Vice President of Student Affairs (914-674-7775), or the Department of Campus Safety (914-674-7225). If a student is reported missing to any other Mercy University entity, that unit will immediately notify Campus Safety. Whenever a student is believed to be missing, Campus Safety, working closely with Student Affairs and Residential Life staff, will commence a logical investigation to determine the possible whereabouts of the student. In the event the resident student is not found after these efforts are undertaken, the Dobbs Ferry Police Department and other relevant municipal authorities will be immediately notified and, in all cases, no later than 24 hours. If the Police Department determines that the student should be classified as a missing person, Mercy University will support the investigation by providing whatever assistance is appropriate. The official determination that the student is missing can be made *at any time* depending on the specific circumstances.

II. Missing Student Contact Designation

Each student living in on campus student housing has the option of registering a confidential contact person to be notified within 24 hours of the determination that the student is missing. The student has the option of selecting a person other than their general emergency contact. The information will be kept confidential and disclosed only in furtherance of a missing person investigation to authorized campus officials or municipal law enforcement. If a student is determined to have been missing for 24 hours and they are less than 18 years of age and not yet emancipated, their parent or legal guardian will be notified in addition to the confidential contact person, provided that the student has identified one. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, local law enforcement will be notified once the determination is made that the student is missing.