



UNIVERSITY OF HARTFORD

The Office of Residential Life Missing Person Policy

From the University of Hartford-Office of Residential Life

10/14/2011

STATEMENT OF POLICY

When a student who resides in on the University of Hartford residential halls or apartments is unaccounted for, a report must be made to Public Safety as soon as possible. In addition, this will be communicated to the Division of Student Affairs and/or the Office of Residential Life to assist Public Safety in identifying a thorough check within the student's residential hall and the academic areas as determine by the student's course schedule.

Public Safety will lead this investigation immediately to attempt to locate the student. Please note that a student does not need to be missing 24 hours for Public Safety to begin their efforts to locate the missing person. Missing student reports can be made by calling Public Safety dispatch at 860-768-7985 or by dialing 7777.

Residential students can register the name of a confidential contact person to be notified if they are later determined to be missing. This confidential name will be the first who will be contacted to confirm your whereabouts. This name can be the same or different from your emergency contact person. Only authorized university officials working on a missing person investigation will have access to this information. To register a confidential missing person contact name go to <https://banweb8.hartford.edu/>.

Be advised that according to Higher Education Opportunity Act (HEOA), colleges and universities are guided to inform the law enforcement agency of the missing student's hometown. Additionally, this HEOA directs institutions to contact the parent or guardian of any student under 18 years of age and not emancipated within 24 hours of determining the student is missing.

REASON FOR THIS POLICY

- Advise students appropriately according to HEOA.
- Provide students direction on how they can be file a missing person report

INDIVIDUALS AND ENTITIES AFFECTED BY THIS POLICY

Residential students who choose to live in our residential halls or apartments will be affected by this policy.

WHO SHOULD KNOW THIS POLICY

The Division of Student Affairs, The Office of Residential Life, Academic Affairs and Public Safety staff will have knowledge of this policy. Students who choose to live in University of Hartford's residential halls or apartments will also be aware of this policy.

WEB SITE ADDRESS FOR THIS POLICY

Public Safety: http://publicsafety.hartford.edu/crime_stats.pdf

Office of Residential Life: <http://uhaweb.hartford.edu/reslife/conduct.html>

CONTACTS

Subject	Contact	Telephone	E-mail/Web Address
Policy Clarification	Director of Residential Life	860.768.7793	reslife@hartford.edu
Incident Occurs	Public Safety	860.768.7792	pubsafety@hartford.edu

DEFINITIONS

Missing Person is defined as: Someone whose whereabouts are unknown and, after a reasonable time, seem to be unascertainable.

RESPONSIBILITIES

The University of Hartford has evaluated the need for specific task forces to be in place to better support our students. Some of these groups are called a Situation Management Team (SMT) who meet to provide appropriate response to students, faculty and staff as needed, an Invisible Support Network (ISN) team who work together to support the success of our students, Public Safety Officers who are trained to be first responders to address all emergency situations and finally, professional student affairs administrators educated in dealing with crisis situations. In a missing person report the following entities have a role and responsibility to fulfill.

Public Safety (PS) is to investigate all reports of a missing student. PS will report the missing person to the Office of Residential Life if such information has not already been conveyed. PS will notify appropriate law enforcement agencies.

Office of Residential Life (ORL) will educate students on how to use banner self-service during the housing check in process to ensure residential student update emergency/missing person contact information. One week after the start of each academic semester, the ORL will communicate to all residential students this policy. Finally, ORL is responsible to provide support and assistance to Public Safety in their investigations, findings and notifications.

Dean of Student Affairs is to ensure and oversee policy and procedures are followed. The Dean of Student Affairs will also provide guidance to ORL and PS regarding notification of student's parent(s) or legal guardian.

PROCEDURES

What occurs when an initial missing student report has been made?

- Office of Residential Life staff will report all known missing person reports to Public Safety.
 - Resident Assistants (RA) will immediately communicate missing person reports to their Resident Director (RD) or to the RD on call.
 - The RD will first report the matter to Public Safety and second to the Assistant Director (AD) on call
 - The AD on call will notify the Director of Residential Life who will notify the Dean of Student Affairs
 - ORL staff will communicate incident thru email and/or ICF.
- Public Safety will investigate all reports of missing students.
 - ORL staff will try to identify the student's most probable location, such as class, friends' room/apartment, work, home, or favorite location upon the request of public safety.
 - ORL staff will assist in locating alternate channels including cellphones numbers, email addresses and social networking sites.
 - ORL staff will support Public Safety in the appropriate and timely notification of occurrence.

What occurs when the student is determined to have been missing for more than 24 hours?

- Assistant Director on call reports updated concerns to Director of Residential Life.
- ISN and/or SMT teams are informed to gather more efforts in locating missing students and assisting in implementing decisions.
- Missing person family is communicated the status of their missing family member.
- Communication to campus community will be sent upon approval of Senior Editor of the Office of Communications and the President of The University of Hartford.

RELATED DOCUMENTS, FORMS, AND TOOLS

UHTXT: <http://www.hartford.edu/e2/>

MISSING PERSON: http://www.naicu.edu/docLib/20081016_HEA101-missingperson.pdf

PUBLIC SAFETY POLICY: http://publicsafety.hartford.edu/crime_stats.pdf

FBI: <http://www.fbi.gov/newhaven/>

TIPLINE: <http://www.ct.gov/dps/cwp/view.asp?a=2152&q=379164>

HIGHER EDUCATION ACT: http://www.nacua.org/documents/HR4137_080908.pdf