



POLICIES OF COLORADO STATE UNIVERSITY PUEBLO
UNIVERSITY POLICY

<p>Policy Title:</p> <p>Missing Student Notification Procedures</p>	<p>Policy ID #: 10.11.00</p> <p>Category: 10. Campus Safety</p> <p>Policy Owner: Vice President for Operations/Chief Financial Officer</p>
<p><input checked="" type="checkbox"/> Draft <input type="checkbox"/> Final</p>	<p>Effective Date:</p>
<p><input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Revision of Existing Policy</p>	<p>Contact(s): Office of Campus Safety and Emergency Management Lower Level, CSU Pueblo Administration Building 719.549.2373</p> <p>Residence Life and Housing Office Walking Stick Apartments- Clubhouse (Building 4000) 719.549.2602 csup_housing@csupueblo.edu</p>

POLICY PURPOSE:

This policy outlines the official notification procedures of Colorado State University Pueblo to be followed when a student who resides in University Housing is reported missing, in accordance with the requirements of the Higher Education Opportunity Act of 2008. The HEOA mandates that CSU Pueblo:

- Develop a policy for reporting students missing from campus residential facilities for more than 24 hours.
- Provide a way for each student to name a confidential emergency contact to be notified if the student is determined to be missing.
- Establish procedures for notifying the designated emergency contact if the student is over age 18 or the student’s parents if the student is under 18.

- Advise students that local law enforcement will be contacted if they are missing for more than 24 hours.
- Publish missing student policies and procedures in their annual security report as mandated by the Clery Act.

The purpose of this policy is to promote the safety and welfare of members of the CSU Pueblo community through compliance with the requirements of the HEOA.

POLICY APPLIES TO (Persons affected by):

This policy concerns students residing in University Housing at CSU Pueblo. All members of the university community should know and follow this policy.

DEFINITIONS:

Missing Student: For the purposes of this policy, a student may be considered “missing” if their absence from campus is contrary to the student’s usual pattern of behavior, and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the person may be a victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life threatening situation, has been with persons who may endanger the student's welfare, or is overdue to return to campus and is unheard from after giving a specific return time to friends or family.

University Housing: A residence hall or Walking Stick apartment that is maintained as a residential facility for students on CSU Pueblo campus property.

POLICY STATEMENT:

Reporting a Missing Student:

If anyone has reason to believe that any CSU Pueblo student who resides in University Housing is missing for 24 hours, they should report it to the Pueblo County Sheriff’s Office at CSU Pueblo at (719) 549-2373. A report may also be made to any of the following:

- The Vice President of Student Affairs Office at (719) 549-2586
- The Professional Staff on-call at (719) 549-2601
- The [Residence Life and Housing main office](#)

Upon receiving a report of a Missing Student, the above office or individual must immediately notify the Pueblo County Sheriff’s Office and the CSU Pueblo Office of Campus Security and Emergency Management at the University by calling (719) 549-2373. If the situation is urgent, a report may also be made by calling **911**.

If you believe a student is missing, it is important not to touch any physical evidence that may be relevant to the investigation; instead, report the matter to an official as soon as possible.

Notification to Students in University Housing

Residence Life and Housing shall notify all unemancipated students under the age of 18 who reside in University Housing that, in the event that they are determined to be missing, the student's custodial parent or guardian must be notified within 24 hours, in addition to notification of the confidential contact person designated by the student.

The notification shall also state that if a person of any age residing in university housing is determined to be missing for more than 24 hours the institution will initiate the following official notification procedures.

Student's Designation of Confidential Contact Person

CSU Pueblo's department of [Residence Life and Housing](#) shall notify all students who reside in University Housing that they may designate a confidential contact person to be notified no later than 24 hours after the student is determined to be missing. The confidential contact information provided by the student will be accessible only to authorized campus personnel, including law enforcement officials, in connection with a missing person investigation. If the student does not register a confidential contact person, then the student's designated emergency contact person or people shall be contacted. Designation of a confidential contact person is done by completing the confidential contact form that students are provided when they first move into the residence halls.

Official Notification Procedures when a Student is Determined to be Missing:

When a determination is made that a student is missing, the Office of Campus Safety and Emergency Management will take the following steps:

1. Notify the confidential contact person identified by the missing student within 24 hours after such determination that the student is missing.
2. If the missing student is an unemancipated minor under the age of 18, the student's parent or guardian as identified in CSU Pueblo records shall also be notified within 24 hours from the time the student is determined missing.
3. If law enforcement authorities have not already been notified, notify the Pueblo County Sheriff's Office and other law enforcement agencies as appropriate.

Investigation Procedures when a Student is Reported Missing:

When a student is reported missing, the Pueblo County Sheriff's Office, together with OCSEM, will initiate an investigation to determine the validity of the report and determine if the student is missing. Such investigation may include (but is not limited to) any or all of the following steps:

1. Contacting the student via e-mail or phone
2. Conducting a welfare check into the student's room

3. Contacting the student's designated confidential contact person(s) or designated emergency contact person(s)
4. Contacting others who may know the student (parents, guardians, roommates, and friends)
5. Contacting employers and associates, if known
6. Contacting the student's professors to ascertain the student's recent attendance in class
7. Attempting to locate the student's vehicle
8. Searching campus locations to find the student and using the student's ID picture for assistance in obtaining pertinent information
9. Contacting roommates, floor mates, known friends, family, faculty members or advisors to seek information on last sighting or additional contact information
10. Checking the student's social media sites
11. Any other investigative measures as determined by
12. Consult with Student Affairs officials for assistance in determining whether a student is missing, who is the appropriate party to initiate contact with the student's emergency or designated confidential contact person, and any other actions that may be appropriate regarding the missing student.

RELATED LAWS, POLICIES & PROCEDURES:

- Higher Education Opportunity Act of 2008, P.L. 110-315, 20 U.S. Code § 1092(j) and implementing regulations, 34 C.F.R. Part 668.46(h)
- CSU Pueblo Policy, Campus Safety (Clery Act)

RESOURCES

- *National Center for Missing and Exploited Children*

APPROVED:

COLORADO STATE UNIVERSITY PUEBLO

By: _____
Armando Valdez, President

Date: _____