



## RUTGERS POLICY

**Section:** 30.3.3

**Section Title:** Police

**Policy Name:** Missing Student Notification

**Formerly Book:** 70-01-10-10:00, Former Policy 30.1.6

**Approval Authority:** Senior Vice President for Administration

**Responsible Executive:** Senior Vice President for Administration

**Responsible Office:** Division of Administration and Public Safety

**Originally Issued:** 5/11/2010

**Revisions:** 7/1/2013; 10/10/2013 (Updated title), 3/24/2014 (Changed Policy Number and Section Title name)

**Errors or changes? Contact:** [apspolicies@aps.rutgers.edu](mailto:apspolicies@aps.rutgers.edu)

1. **Policy Statement**

The purpose of this policy is to implement the requirements of the Missing Students Notification section of the Higher Education Opportunity Act of 2008 (HEOA). The University places great emphasis on student safety. The purpose of this policy is to set forth the requirements and responsibilities of the University, its employees and students when a student, who resides in an on-campus residential facility, is determined to be missing.

2. **Reason for Policy**

To ensure compliance with all the "Twenty-four Hour Rule" as codified at section 34 CFR 668.46(b)(14) of the Higher Education Opportunity Act of 2008 (HEOA) and define appropriate and reasonable responsibilities for University Members.

3. **Who Should Read This Policy**

All members of the Rutgers University community.

4. **Related Documents**

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|----|--|--------------------|
| a. | Higher Education Opportunity Act of 2008 | P.L. 110-315       |
| b. | Student Assistance General Provisions    | 34 C.F.R. Part 668 |

5. **Contacts**

Division of Administration and Public Safety

- a. <http://aps.rutgers.edu>
- b. [apspolicies@aps.rutgers.edu](mailto:apspolicies@aps.rutgers.edu)

## 6. The Policy

### 30.1.6 Missing Student Notification

#### A. Requirements:

An appropriate law enforcement investigation of the missing student begins when the student is reported missing. Any person including teachers, supervisors, administrators, University Housing management (including professional and student residence life staff), and fellow students, who receives information that a student may be missing is obligated to report this information to the University Police Department.

1. All students who reside within residence halls owned or controlled by Rutgers, The State University shall, on an annual basis, be provided with an option to designate the name of a confidential contact person. This confidential contact person would be notified in the event a determination is made that a student has been missing for at least 24 hours. If any students move into university owned or controlled housing mid-year, the university must give them the option to name a contact person as well.
2. This contact name is afforded the highest level of confidentiality; although technically part of the student record, the confidential contact name is afforded higher protection than what is provided by FERPA. It is not necessarily the same contact that the student provides for general emergencies, although it may be.

#### B. Responsibilities:

1. The Police Department is responsible to:
  - a. Provide a statement of policy on missing student notification procedures in the University's annual security report.
  - b. Conduct, coordinate, and/or collaborate on an appropriate law enforcement investigation to determine if a student has been reported missing.
  - c. Report and/or verify to the Vice President for Administration and Public Safety that the student has been determined to be missing.
  - d. Within 24 hours of a student determined to be missing, notify the student's designated confidential contact person.
  - e. Within 24 hours of a student determined to be missing, notify the Dean(s) of the University school/unit in which the student is enrolled or otherwise affiliated and the Director of Residence Life.
  - f. Immediately notify all law enforcement agencies involved in the investigation, and the Dean(s) of the school or unit with which the student is affiliated, should the student be located and determined not missing.
2. The chief Student Affairs officer on each campus is responsible:
  - a. At the start of each academic year, the chief Student Affairs officer shall, on an annual basis, advise every student who lives in on-campus student housing, regardless of age, that he or she may register one or more individuals to be a contact strictly for missing persons purposes.

- b. If any students move into on-campus housing mid-year, the chief Student Affairs officer will be responsible for advising the student of their option to register a confidential contact as discussed under subsection A of this section.
  - c. Notifying students who provide confidential contact persons that this information is only accessible by authorized University officials, as well as law enforcement officers conducting a missing student investigation.
  - d. Advising students who are under 18 years of age and not emancipated, that a custodial parent or guardian will be notified within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student.
  - e. Upon notification that a student has been determined to be missing, cause immediate notification to the University Police Department, including the student's confidential contact name.
  - f. Ensuring that a thorough review of this policy is conducted annually with employees of residential facilities owned or controlled by Rutgers, The State University of New Jersey.
3. All University employees and students are responsible to:
- a. Report to the University Police Department that a student may be missing.
  - b. All University employees and students are obligated to immediately contact Public Safety with this information regardless of any presumptions or assumptions that someone else may already have contacted Public Safety or an outside law enforcement agency.
  - c. No University department may implement or otherwise create any rules which require that a student believed to be missing for any period of time prior to notifying the Police Department.
  - d. Employees are prohibited from taking actions to investigate the report, with the exception of reasonably innocuous actions to determine whether the student is missing; for example: calling a student cell phone.