



Campus Safety
One Park Place
Elmira, New York 14901

Missing Person Policy

Please note: *Updates to these policies may be made as needed. It is the responsibility of the user to remain informed of policy or their changes.*

1. Purpose & Introduction

- 1.1 It is the policy of Elmira College to investigate any report of a missing student who is enrolled and attending classes. This policy, with its accompanying procedures, establishes a framework for cooperation among members of the College community aimed at locating and assisting students who are reported missing.
- 1.2 A student will be deemed missing when reported absent from the College (including trips and athletic events) without any known reason.
- 1.3 All reports of missing students must be directed to Elmira College's Office of Campus Safety at 607-735-1777. Campus Safety, in collaboration with various Student Life offices, will lead in investigating each report and make a determination whether the student is missing in accordance with this policy.

2. Confidentiality

- 2.1 All students have the option to identify a confidential contact person or persons who will be notified within 24 hours in the event that a determination is made by the College that the student is missing. This contact information may be added through an online form found here. Only those authorized by the Dean of Students and law enforcement officers in furtherance of a missing person investigation may have access to this information.

3. Responsibility

- 3.1. If a missing student is under 18 years of age, and not an emancipated individual, the institution will notify a custodial parent or guardian of the missing student not later than 24 hours after the determination that the student is missing.

- 3.2. Elmira College will contact local police and other law enforcement agencies no later than 24 hours after the institution receives a report that any student is missing.
- 3.3. Given the various housing options at Elmira College, there is no formal procedure or prescribed timelines for monitoring whether students are present in their assigned student housing. Student welfare and safety is paramount to Elmira College; however, the institution recognizes and makes known its limitations in obtaining accurate and timely information on the whereabouts of
- 3.4. The Office of Student Life shall have the responsibility to make the provisions of this policy and the procedures set forth below available to students.

4. Procedures

- 4.1 Any report of a missing student, from whatever source, must immediately be directed to the Office of Campus Safety.
- 4.2 When a student is reported missing the Office of Campus Safety will:
 1. Initiate an investigation to determine the validity of the missing person report;
 2. Inform the Office of Student Life;
 3. Make a determination as to the status of the missing student;
 4. Notify local police or other appropriate law enforcement agencies within 24 hours after the institution receives a report that the student is missing;
 5. If the student is missing from a trip sponsored by the institution, the Office of Campus Safety, in collaboration with the staff member on the trip, will contact local law enforcement.
- 4.3 Upon determining the student is missing the Office of Student Life will:
 1. Notify the person(s) identified by the missing student as the confidential contact within 24 hours of making the determination that the student is missing;
 2. if the missing student is under the age of 18, and not an emancipated individual, notify the student's custodial parent or guardian as contained in the institutions records within 24 hours of the determination that the student is missing;
 3. Inform Senior Officers as needed; and
 4. Initiate whatever other action is deemed appropriate under the circumstances to be in the best interest of the missing student.
- 4.4 The Office of Student Life shall initiate whatever action is deemed appropriate under the circumstances to be in the best interest of the missing student.
- 4.5 **Student Contact Information:** In addition to having the option to identify a "confidential contact person" as provided in this policy, all students are asked to submit emergency contact information and update it yearly. Students can do this

through an online link.

4.6 Student Notification of This Policy:

1. Included on the Student Life and Campus Safety webpages and on the student tab in MyEC Portal.
2. Discussed during mandatory housing meetings at the beginning of each semester.
3. Included in the Annual Campus Security and Fire Safety Report.