



## UNIVERSITY HOUSING POLICY

<b>SUBJECT:</b>	University Housing	<b>TITLE:</b>	Missing Student Notification	
<b>CATEGORY: Check One</b>	<b>Board of Trustees</b> <input type="checkbox"/>	<b>Presidential</b> <input type="checkbox"/>	<b>Functional</b> <input checked="" type="checkbox"/>	<b>School/Unit</b> <input type="checkbox"/>
<b>Responsible Executive:</b>	Senior Vice President for Administration		<b>Responsible Office:</b>	Facilities Planning, Management, and Construction
<b>CODING:</b>	70-01-10-10:00	<b>ADOPTED:</b>		<b>AMENDED:</b>

**LAST REVIEWED:** 05/11/10

**I. PURPOSE**

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, and this policy sets forth requirements and responsibilities of the University, its employees, and its students when a student, who resides in an on-campus residential facility, is determined to be missing for 24 hours or more.

**II. ACCOUNTABILITY**

The Senior Vice President for Administration is responsible for ensuring compliance with this policy. The Executive Director of Facilities Planning, Management, and Construction (FPMC), in conjunction with the Director of Public Safety, shall implement this policy.

**III. APPLICABILITY**

The policy applies to students currently residing at 180 West Market Street, also known as University Housing.

**IV. DEFINITION**

For the purposes of this policy, a missing student is defined as an enrolled UMDNJ student, whose permanent or temporary residence is 180 West Market Street (Newark) as evidenced through a housing contract, and who, after an appropriate investigation, has been deemed missing by a law enforcement agency for at least a 24-hour period.

**V. REFERENCES**

Higher Education Opportunity Act of 2008	P.L. 110-315
Student Assistance General Provisions	34 C.F.R. Part 668
Annual Security Report Policy	00-01-10-87:00
Family Educational Rights and Privacy Act (FERPA) Policy	00-01-25-05:00

## VI. POLICY

### A. Requirements:

1. 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, and fellow students, who receives information that a student may be missing is obligated to report this information to Public Safety or an appropriate outside law enforcement agency. If an outside agency has been notified before UMDNJ Public Safety, even though an investigation has already commenced, in order for this policy to be enacted, UMDNJ must be notified of such an investigation and the student must be determined to be missing, by the law enforcement authority, for at least 24 hours.
2. Students who reside in 180 West Market Street (a.k.a., University Housing) have the option to provide the name of a confidential contact person. This confidential contact person would be notified in the event a student has been missing for at least 24 hours. 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 Department of Public Safety 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 missing for 24 hours or more.
  - c. Report and/or verify to the Executive Director of Facilities Planning, Management, and Construction that the student has been determined to be missing.
  - d. Notify within 24 hours of a student determined to be missing, that student's confidential contact person.
  - e. Notify within 24 hours of a student determined to be missing the Dean(s) of the UMDNJ school/unit in which the student is enrolled or otherwise affiliated.
  - f. Notify immediately all law enforcement agencies involved in the investigation, the Executive Director of Facilities Planning, Management, and Construction, 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 Executive Director of Facilities Planning, Management, and Construction (or designee) is responsible for:
  - a. At the start of each academic year, the Executive Director of Facilities Planning, Management, and Construction will verify that contact forms have been received and completed by each resident and the forms are being stored confidentially.

- b. 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.
  - c. 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.
  - d. Upon notification that a student has been determined to be missing, the Executive Director will immediately provide Public Safety the student's confidential contact name.
  - e. The Executive Director of Facilities Planning, Management, and Construction will verify that a thorough review of this policy is conducted annually with employees of the Housing Management Office at 180 West Market Street.
3. All UMDNJ employees and students are responsible to:
    - a. Report to the Department of Public Safety that a student may be missing, and provide as much information as possible to substantiate the claim, such as if the resident's room has been checked, provide the resident's class schedule, locating the resident's vehicle, calling the resident's cell phone, and contacting the resident's friends and/or roommate. All UMDNJ 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.

By Direction of the President:

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Senior Vice President for Administration