

WASHINGTON ADVENTIST UNIVERSITY DEPARTMENT OF PUBLIC SAFETY OCCUPATIONAL HEALTH & SAFETY	APPLICABILITY: ALL UNIVERSITY AREAS		
	ISSUE DATE 9-4-2020	PAGE NUMBER	REVIEW
	TITLE: Missing Person Policy and Procedure		

Purpose of Policy:

Washington Adventist University (WAU) strives to provide a safe campus environment for students. The purpose of this policy is to establish protocols for WAU’s response to reports of missing students. This policy applies to students who reside in on-campus student housing facilities. In accordance with the Higher Education Opportunity Act of 2008, students will be notified annually of this policy and the procedures for designating missing person contact information.

Background and Scope:

Definition of a “Missing Person”

For purposes of this policy, a student may be considered to be a “missing person” if the student’s absence is contrary to his or her usual behavior patterns, plans, or routines, and there is reason to believe that unusual circumstances may have caused the absence. Such circumstances may include, but are not limited to, a report or suspicion that the missing person may be the 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 return time to friends or family. For purposes of this policy, the determination that a student is a “missing person” shall be made by the Dean of housing or the Security Department.

Procedures:

Students residing in on-campus student housing facilities will be given the opportunity each academic year to designate an individual or individuals to be contacted by the College within 24 hours after the time that the student is determined to be missing in accordance with this policy. This missing person contact can be anyone. This option is provided to students residing in on-campus student housing facilities even if a student has already registered an individual as a general emergency contact. The student also has the option to identify the same individual(s) for both their general emergency contact and missing person contact. A designation of a missing person contact will remain in effect until changed or revoked by the student.

If a report is made to the Dean of Men or Women or the Residential Assistant (RA), the Dean/RA will immediately report the missing person to the Department of Public Safety or the local law enforcement agency (Takoma Park Police 301-270-1100).

Procedures for Designation of Emergency Contact Information

For Students age 18 and above and emancipated minors

- During enrollment, students may designate an individual or individuals to contact no more than 24 hours after the time he or she is determined to be missing by the WAU Public Safety Department or the local law enforcement agency.
- The designation will remain in effect until changed or revoked by the student.
- Such contact information will remain confidential, accessible only by authorized campus officials, and will only be disclosed to law enforcement personnel in the event of a missing person investigation.
- The institution will also notify the local law enforcement agency within 24 hours of the determination that the student is missing unless the local law enforcement agency was the entity that made the determination that the student is missing.

For students under the age of 18 (and not emancipated)

- During enrollment, students may designate an individual or individuals to contact no more than 24 hours after the time he or she is determined to be missing by the WAU Public Safety Department or the local law enforcement agency.
- The designation will remain in effect until changed or revoked by the student.
- Such contact information will remain confidential, accessible only by authorized campus officials, and will only be disclosed to law enforcement personnel in the event of a missing person investigation.
- The college will notify a custodial parent or guardian, in addition to any additional designated contact person, no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.
- The institution will also notify the local law enforcement agency within 24 hours of the determination that the student is missing unless the local law enforcement agency was the entity that made the determination that the student is missing.

Missing Person living in On-Campus Student Housing Facility

Department of Public Safety personnel must immediately investigate and/or report missing persons who live in on-campus housing to the appropriate local authorities once it is determined that he or she has been missing for 24 hours. Additionally, Department Public Safety personnel will:

- If a student has designated a contact person, notify that contact person within 24 hours that the student is missing;
- If the student is under 18 years of age and is not emancipated, notify the student's custodial parent or guardian and any other designated contact person within 24 hours that the student is missing; and
- Regardless of whether the student has identified a contact person, is

above the age of 18, or is an emancipated minor, the Director of Public Safety will inform the local law enforcement agency that has jurisdiction in the area within 24 hours that the student is missing.

Departments to report missing students:

Department of Public Safety	Tel. (301) 891-4019
Office of Student Life	Tel. (301) 891-4525
Dean of Housing (Men)	Tel. (301) 891-4046
Dean of Housing (Women)	Tel. (301) 891-4177
Takoma Park Police Department	Tel. (301) 270-1100

The Missing Persons Policy is posted on the Department of Public Safety's website:

<https://www.wau.edu/security>

Copies of the report may also be obtained, in person or by phone, from the Washington Adventist University Department Public Safety (DPS), General Services Building #6 Office G-47600 Flower Ave, Takoma Park, MD 20912, Tel. (301) 891-4019.