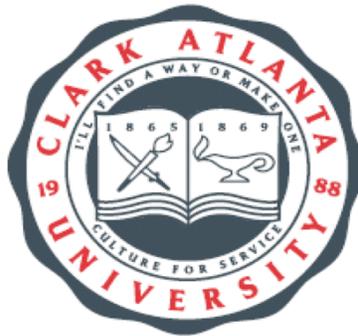


# CLARK ATLANTA UNIVERSITY

## Policy 10.04: Missing Residential/Commuter Student Notification



<b>CLARK ATLANTA UNIVERSITY</b>		
<b>POLICY and PROCEDURES</b>	<b>Subject:</b> Clery Act - Missing Residential Student Notification	
<b>Department:</b> Office of the President - University Department of Public Safety	<b>Review/Revise Date:</b> 9/8/2011 04/14/2016	<b>Issued By:</b> Department of Public Safety
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<b>Signature of Approver</b>	<b>Dr. Ronald A. Johnson</b>	

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## **1.0 Policy Statement**

Clark Atlanta University (University/CAU) coordinates and maximizes resources and information available from various campus offices in order to expedite the location of any residential student suspected or reported to be missing, consistent with the notification and reporting requirements of the federal Clery Act, as amended by the Higher Education Opportunity Act of 2008.

For the purposes of this policy, a campus resident student will be considered missing if a roommate, classmate, faculty member, staff member, friend, family member or any other campus person has not seen or heard from the person in a reasonable amount of time, usually 24 hours. A reasonable amount of time may vary with the time of day and information available regarding the missing person's daily schedule, habits, punctuality, and reliability. Additionally, a student will also be considered missing immediately, if his or her absence has occurred under circumstances that are suspicious or cause concerns for his or her safety, such as if a student has expressed suicidal thoughts or may be in a life threatening situation.

If a member of the University has reason to believe that a student residing in campus housing or affiliated housing has been missing, he or she should immediately contact CAU Department of Public Safety at 404-880-8911, within 24 hours. Calls to 911 will be forwarded to CAU Department of Public Safety. If the initial report that a person is missing is made to a department or office other than the CAU Department of Public Safety, the staff member receiving the report will ensure that the Department of Public Safety is contacted immediately. The CAU Department of Public Safety will generate a missing person report and initiate an investigation.

This policy and accompanying procedures are not intended to limit or prohibit law enforcement personnel from contacting anyone they may deem necessary as part of their missing person investigation.

## **2.1 Narrative Procedures**

The Clark Atlanta University's Department of Public Safety, Vice President Student Affairs, Dean of Students, the Office of Residence Life, University Counseling Center, Student Health Services, and University Relations will work together to effectively implement the procedures for locating a missing residential student.

## **2.2 Reporting a Missing Student Resident**

All missing person reports must be reported to the CAU Department of Public Safety. Missing person calls must be made to CAU Department of Public Safety at 404-880-8911. Calls to 911 will be forwarded to CAU Department of Public Safety. Upon receipt of a report of a missing person, the Department of Public Safety will conduct a thorough and timely investigation to determine the safety and current location of the person.

When a residential student is reported missing to Office of Residence Life staff, immediate attempts are made to locate the missing resident student. If the missing resident student is not found, Residence Life Office will immediately contact the Department of Public Safety. The University's Department of Public Safety will initiate an investigation. If the University's Department of Public Safety determines that the resident student is deemed missing, they will notify other appropriate law enforcement agencies and the resident student's confidential contact no less than 24 hours after the resident student has been reported missing.

### **2.3 Student Confidential Contact**

Upon entering into the housing contract, or at the time of the housing check in process, the residential student shall be given the opportunity to confidentially identify one or more “missing person contact”, whom the campus will attempt to contact immediately, and in no case later than 24 hours after the student is deemed missing. The confidential missing person contact may be a person other than the next of kin emergency contacts for general emergencies. The student, or guardian if the student is a minor, is responsible for ensuring that the all emergency notification contact information, including any distinct missing person contact, is up-to-date and accurate.

Students who wish to identify a confidential contact can do so by completing and submitting a Student Confidential Contact Form (Appendix A) through the Office of Residence Life, Division of Student Affairs. Upon entering into the housing contract, or as part of the housing check in process, the resident student or parent/guardian, if student is a minor, shall sign the Student Confidential Contact as to completion of the contact information and as to an acknowledgment of obtaining a copy of this policy. The Student Confidential Contact Form is different from a Student Insurance/Contact Information Sheet, which contains emergency contact and health insurance information maintained by the Office of Student Health Services.

The Office of Residence Life will collect and maintain the confidential missing person contact information, which may only be shared with others in furtherance of a missing person investigation. The information may be entered and stored electronically (Banner) in a manner that integrates the “missing person contact” with other campus records system(s), to facilitate mutual access by staff of Office of the Vice President of Student Affairs, Office of Residence Life, Dean of Students, and University Department of Public Safety.

### **2.4 Missing Student Notification and Investigation**

If the campus Department of Public Safety deems any residential student to be missing, University administration shall be notified as soon as possible under the circumstances. Also, if a residential student under 18 years of age and not emancipated is deemed missing, the University police chief or designee shall notify the confidential missing person contact and the custodial parent or guardian not later than 24 hours after the time that the student was deemed missing.

- All missing person reports must be reported to the CAU Department of Public Safety. Missing person calls must be made to CAU Department of Public Safety at 404-880-8911. Calls to 911 will be forwarded to CAU Public Safety Department. Upon receipt of a report of a missing person, the Department of Public Safety will conduct a thorough and timely investigation to determine the safety and current location of the person.
- CAU Department of Public Safety, working in conjunction with the Vice President for Student Affairs and Office of Residence Life, will investigate and gather all essential information about the student including but not limited to the student’s physical description, clothing, vehicle, cellular phone number, class schedule, housing information, acquaintances, time and location last seen, circumstances behind incident, etc. Investigation steps may include contacting area hospitals and jails, reviewing video of areas where the missing student would have

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been observed, checking with Office of Residence Life for information that they might have on file, checking with enrollment management (e.g., Registrar) for class schedule and/or suspensions, checking the University Banner database card access and parking systems for any additional information about the missing student.

- After investigating the missing person report, should Department of Public Safety determine the student is suspected of being missing, the Vice President for Student Affairs will make every reasonable effort to notify the student's designated missing person contact within 24 hours. If the student is under 18 years of age, the student's parent or legal guardian will be notified.
- After investigating the missing person report, should Department of Public Safety determine the student is missing for more than 24 hours, the University Chief of Police will notify the Atlanta Police Department and the Georgia Bureau of Investigations, within 24 hours, to help coordinate and ascertain assistance with the search. The Vice President for and Student Affairs will notify appropriate University administration, including the President's Office, the Dean of Students, Director of Residence Life, Director of University Counseling, Student Health Services, Director of University Relations, and others deemed appropriate by the Vice President for the purposes of aiding in the search and location of the student. The Director of University Relations will put out an area broadcast to assist in locating the missing person.
- After determining that the student is missing, the Vice President for Student Affairs and/or Chief of Police or designee shall notify the student's designated missing person contact no later than 24 hours. If the student is less than 18 years of age the parent or legal guardian will be notified and advised that the student is believed to be missing.

### 3.0 Entities Affected by this Policy

University community and parents/guardians of students in campus housing are impacted by this policy.

### 4.0 Definition of Key Terms

**Clery Act** – A federal law that requires institutions of higher education receiving federal financial aid to report specified crime statistics on college campuses and to provide other safety and crime information to members of the campus community. Each campus will be responsible for establishing appropriate procedures for complying with this law.

**Residential Student** - One who resides in campus housing, or under a housing contract, and is currently enrolled at the University.

**Missing Resident Student** - A residential student whose whereabouts are unknown to the Office of Residence Life, roommate or immediate family member and the circumstances of whose absence indicate that: (a) The student did not voluntarily leave the housing unit, residence hall or campus (excludes involuntary escort by law enforcement); or (b) The student voluntarily left the housing unit, residence hall or campus, but indicated an intent not to return. (For example, belongings are missing or student made comment indicating intent to harm self.)

(Form on Next Page)



## STUDENT CONFIDENTIAL CONTACT FORM

In compliance with the Higher Education Opportunity Act of 2008 (the HEOA), Clark Atlanta University (University) is providing students with the opportunity to identify a Confidential Contact Person. In addition to registering an emergency contact, students have the option to identify confidentially an individual to be contacted by the University in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, the University will notify that person no later than 24 hours after the student is determined to be missing. Students who wish to identify a confidential contact can do so by completing this form and submitting it to the Office of Residence Life, Student Affairs. Students can change the name and/or contact number(s) for their Confidential Contact by completing a new form and submitting it to the Office of the Residence Life, Student Affairs.

Completed forms should be submitted to:

Clark Atlanta University  
Office of Residence Life  
Division of Student Affairs 303 Kresge Hall  
223 James P. Brawley Drive, SW.  
Atlanta, GA 30314  
(404) 880-8074  
(404) 880-6081 (fax)

Date: \_\_\_\_\_ (Date Received by Office of Residence Life: \_\_\_\_\_)

Student's Name: \_\_\_\_\_

Please print clearly.

Student ID #: \_\_\_\_\_ Student's Date of Birth: / / \_\_\_\_\_

Confidential Contact Person: \_\_\_\_\_

(Please print clearly).

Confidential Contact Person Phone Number: ( ) \_\_\_\_\_

Confidential Contact Person Alternate Phone Number: ( ) \_\_\_\_\_

*I acknowledged that I have obtained a copy of Policy 10.04 - Missing Residential Student Notification*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Student or Parent-Legal Guardian for students under 18 years old)

*(This information will remain in effect until it is changed or revoked in writing)*

**Campus Contact Information**

**Ms. Tanya Walters**, Vice President for Student Affairs

Suite 250 Student Center

Phone: (404) 880-8787

Fax: (404) 880-6081

**Ms. Ernita Hemmitt**,

Suite 250 Student Center

Phone: (404) 880-8040

**Fax:** (404) 880-6081

Director of Residence Life

Phone: (404) 880-6280

Asst. Director of Residence Life

Phone: (404) 880-8074

**Ms. Susan Gibson**, University Registrar

102 Trevor Arnett Building

Phone: (404) 880-8097

**Chief Joe Little** Chief of Police Department of  
Public Safety

102 Tanner-Turner Building

Phone: (404) 880-8405