

POLICY ON MISSING STUDENTS LIVING IN ON-CAMPUS STUDENT HOUSING

Date: 02/26/2013

Supersedes: *None*

I. PURPOSE

The purpose of this policy is to establish procedures for the investigation into and notification of any student living in on-campus student housing reported as missing for more than 24 hours or is missing where there are concerns for the protection of life or property regardless of the time frame.

II. POLICY

It is the policy of New York Medical College to comply with procedures set forth by 20 U.S.C. 1092(j) (section 488 of the Higher Education Opportunity Act of 2008) by instituting procedures in response to any report of a missing student living in on-campus student housing as provided herein. Anyone who has reason to believe that a NYMC resident student has been missing for more than 24 hours; or is missing where there are concerns for the protection of life or property regardless of the time frame, shall report the information immediately to the Campus Security department at 594-4226

III. SCOPE

This policy applies to all faculty, staff and students at the Valhalla Campus.

IV. PROCEDURE

- A. All students living in on-campus student housing are required to provide the Office of Student Housing and Residential Life with emergency contact information at the time they apply for on-campus housing.
- B. Upon receiving a missing student report, Campus Security will immediately notify the Office of Student Housing and Residential Life and they shall coordinate efforts to conduct an investigation to determine the following:
 - If the student is in their room but not responding.
 - If the student is not present, whether their personal belongings (clothing, toiletries, jewelry etc.) are present.
 - If there is any obvious indication or evidence in the room suggesting the location of the student.
 - If there is any indication of foul play, a suicide threat or threat of harm to others.
 - The last usage of the student's identification card for door or parking lot access.
 - If the student's movements are recorded by the closed circuit camera system located in student housing or at other common locations throughout campus.

Interviews may also be conducted with family members, roommates, known friends, staff, faculty or any other person who may have information regarding the location of the student.

- C. Campus Security will notify local law enforcement if it is unable to locate the student and determines that the student has been missing for more than 24 hours. However, nothing in this policy precludes security from calling the police sooner.
- D. Campus Security will immediately notify local law enforcement when a student is missing under suspicious circumstances or where there is evidence of foul play regardless of the time frame.

V. CONFIDENTIAL CONTACT REGISTRATION AND NOTIFICATIONS

- A. Students living in on-campus student housing may confidentially register with the Registrar's office, the names and contact information of the person or persons they wish to be contacted in the event they are reported missing. Only authorized campus officials and law enforcement officers in the furtherance of a missing person's investigation will be permitted to have access to this information. Local law enforcement agencies will be notified if a student is determined to be missing even if the student has not registered a contact person.
- B. Within 24 hours of the Security Department's official determination that the student is missing the Security Director or his designee or the student's Dean or his or her designee will:
 - Notify the person or persons that the student has designated through the confidential contact registration procedure described in this policy;
 - Notify the student's general emergency contact if no missing emergency contact has been registered; or
 - Notify both contacts.

VI. EFFECTIVE DATE

This policy shall be effective as of the date signed below.

VII. RESPONSIBILITY

Responsible Executive: Senior Vice President for Finance and Chief Financial Officer;
Dean of the School of Medicine;
Dean of the School of Health Sciences and Practice;
Dean of the Graduate School of Basic Medical Sciences

Responsible Officer: Director of Security; Director of Student Affairs; Registrar

Responsible Office: Campus Security Department; Office of Student Housing and Residential Life;
Office of the University Registrar

Any questions regarding the interpretation or application of this policy should be referred to the Office of the General Counsel.

Approved:



Edward C. Halperin, M.D., M.A.
Chancellor for Health Affairs and
Chief Executive Officer



Date: