

MISSING RESIDENTIAL STUDENT NOTIFICATION POLICY

In compliance with the Higher Education Authorization Act and consistent with Thaddeus Stevens College of Technology's commitment to student safety, the purpose of this policy is to provide the procedures for reporting, investigating and making emergency notifications regarding any resident students who is believed missing.

A student is presumed to be missing when his/her absence is inconsistent with his/her established patterns of behavior and the deviation cannot be readily explained. Before presuming that a person is missing, reasonable measures should be taken to determine whether or not the person is at their off-campus place of residence and whether or not anyone familiar with the person has seen or heard from the person recently or is aware where they may be.

This policy establishes notification procedures in the event that a residential student is defined as missing. Specific requirements are outlined as follows: At the beginning of each academic year, Thaddeus Stevens College of Technology will inform students residing in on-campus housing that Thaddeus Stevens College of Technology will notify either a parent or an individual selected by the student within 24-hours after the time the student is determined to be missing. Residential students are responsible for ensuring that the contact information is current and accurate. The information will include the following:

Students have the option of identifying an individual to be contacted by the college no later than 24 hours after the time the student has been determined to be missing. Students can register this confidential contact information through the Office of Student Services. The Office of Student Affairs will maintain the registry of the student's confidential contacts. If the student is under 18 years of age, and not an emancipated individual, Thaddeus Stevens College of Technology is required to notify a custodial parent or guardian no later than 24 hours after the time that the student is determined to be missing. Thaddeus Stevens College of Technology will notify the appropriate law enforcement agency no later than 24 hours after the time that the student is determined to be missing. If Security or the law enforcement personnel has been notified and makes a determination that a student who is subject to a missing person report has been missing for more than 24 hours and has not returned to campus, Thaddeus Stevens College of Technology will initiate the emergency contact procedures in accordance with the student's designation.

Thaddeus Stevens College of Technology will follow the following notification procedure for a missing student who resides in on-campus housing: Once the college receives a missing student report via security, Office of Student Services or other source, the following offices will be notified: Thaddeus Stevens College of Technology Security, President's Office, Vice President for Finance and Administration, Director of Student Services, Director of Residence Life.

Any official missing person report relating to this student will be referred immediately to security. If Thaddeus Stevens College of Technology Security, after investigating the official report, determines the student has been missing for more than 24 hours, the college will contact the individual identified by the student, the custodial parent or legal guardian if the student is under 18 and not emancipated, or local law enforcement if these do not apply. Upon notification from any source that a student may be missing, Thaddeus Stevens College of Technology may use any of the following resources to assist in locating the student. These resources may be used in any order any combination.

Through the Director of Residence Life, the Resident Hall Advisor or Security may be asked to assist in physically locating the student by keying into the student's assigned room and talking with known associates. Security may search on campus public locations to find the student (library, cafeteria, etc.) Security may issue an ID picture to assist in identifying the missing student. Security, Director of Student Affairs, Director of Residence Life, may try to contact known friends, family, or faculty members for last sighting or additional contact information. Security may access card access logs to determine last use of the card and track the card for future uses. Security may access vehicle registration information for vehicle location and distribution to authorities. OIT may be asked to look up email logs for last login and use of Thaddeus Stevens College of Technology email system.

If there is any indication of foul play, the PA State Police will immediately be contacted for assistance. If circumstances warrant, this policy and procedure may be implemented in less than 24 hours.

Student notification of this policy: Thaddeus Stevens College of Technology Website, Student Orientation, Included in the annual Campus Security Report, sent to students by university e-mail, Resident Hall meetings.