



MISSING RESIDENTIAL LIFE STUDENTS

The following policy pertains to missing residential students. A report of a missing student may come from a variety of sources, including; roommates, teaching faculty, family members, or parents and guardians. If you suspect a student is missing, make your initial report to the Department of Campus Security, Dean of Students Office, or a member of Residential Life Staff. Upon receipt of a report of a missing student, University officials, including the Dean of Students, Residential Life, and Campus Security, will begin an investigation to determine the location of the student.

PROCEDURE

This investigation will include contacting known associates, friends, student activity groups, parents or other family members, roommates, and faculty. These early investigative efforts should also include; a description of the student and last known apparel, the last known location, date/time seen and by whom, mental condition, physical condition (under the influence of drugs or alcohol) possible destination, and any unusual circumstances that precipitated the disappearance. Failing to locate and make contact with the student will result in the notification of the listed emergency contact on file with the University. The Jacksonville Sheriff's Office will be notified in all cases regardless of the age of a missing student. The listed emergency contact is considered the student's confidential contact person currently on file with the University.

STUDENT CONTACT INFORMATION AND NOTIFICATION OF POLICY PROCEDURES

Students may designate their emergency contact information on the housing application. It is the student's responsibility to keep this information current. This notification will occur in less than 24 hours if a student is not located or there has been no contact with him or her. If it is determined that the individual has been missing for more than 24 hours, notifications to both the listed emergency contacts and law enforcement will be made immediately. The Division of Student Life will make these notifications and reports. It should be noted that there is no time limitation with regards to the duration a person has been missing and the actual reporting of someone missing to authorities. Circumstances vary and may prompt immediate reporting (e.g., mental or physical condition, life-sustaining medications, and any other unusual circumstances).