

# Christian Brothers University

## Missing Student Policy

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**Policy:** This policy, with its accompanying procedures, establishes a framework for cooperation among members of the University community aimed at locating and assisting students who are reported missing. A student shall be deemed missing when he or she is absent from the University for more than 24 hours without any known reason. All reports of missing students shall be directed to the Department of Campus Safety which shall investigate each report and make a determination whether the student is missing in accordance with this policy. All students shall have the opportunity to identify an individual to be contacted by the University in case a student is determined to be missing. If a missing student is under 18 years of age the Department of Campus Safety is required to notify the parent or guardian of the missing student not later than 24 hours after the determination by Campus Safety that the student is missing. The Department of Campus Safety will also notify the Memphis Police Department not later than 24 hours after it determines that the student is missing. The Dean of Students shall have the responsibility of making the provisions of this policy and the procedures set forth below available to students.

**Procedure:**

Any report of a missing student, from whatever source, should immediately be directed to the Department of Campus Safety.

When a student is reported missing, the Department of Campus Safety shall:

1. Initiate an investigation to determine the validity of the missing person report.
2. Contact the Dean of Students.
3. Make a determination as to the status of the missing student.
4. If the missing student is under the age of 18, notify the student's custodial parent or guardian as contained in the records of the University within 24 hours of the determination that the student is missing.
5. Notify Memphis Police Department within 24 hours after determining that the student is missing.

**Notification:**

1. The Director of Campus Safety notifies the Vice President of Student Life.
2. The V.P. for Student Life will brief the President of the University as well as the Executive Director of Communications and Marketing.
3. The V.P. for Student Life shall initiate whatever action she/ he deems appropriate under the circumstances in the best interest of the missing student.

**Student Contact Information:**

Students shall ensure that there is up- to- date emergency contact information on file at the Registrar's Office and with the Director of Residence Life (if living in campus housing).

**Distribution of this policy shall include:**

- 1. Notification of this policy to the community sent by email.**
- 2. Posting of this policy on the CBU Campus Safety's and Resident Life's web pages.**
- 3. The inclusion of this policy will be implemented into the student handbook.**

*Any incidents of missing persons shall be documented in the annual Campus Security Reports as well as the annual Clery Act and Tennessee Bureau of Investigation statics.*