

## Missing Student Notification Policy

**Policy Name:** Missing Student

**Approval Authority:** Cabinet

**Interpreting and Implementing Authority:** Dean of Students

**Effective:** August 1, 2019

**Last Revised:** August 1, 2019

**Next Review Date:** August, 2024

### Policy Statement

Wesleyan College follows the procedure outlined below whenever a student who resides in a campus residential facility and is reported to be missing for 24 hours. If the circumstances of the disappearance are such that a student's well-being is possibly in jeopardy, a missing person investigation can be commenced quicker than 24 hours. Students will be given the option to identify and provide contact information for a person to be notified in the event the student is officially reports as missing.

### Entities Affected by the Policy

Residential Students, Student Affairs, Campus Police

### Policy Details

The following information will be gathered from residential students during the check in process or during another designated time. This may be different from the normal emergency contact that a student may list. This information is kept in confidence and accessed only by authorized campus officials in the case of suspected missing person with the exception of law enforcement personnel in furtherance of a missing person investigation.

*In the event the College receives notification that I, \_\_\_\_\_, may be missing, please contact \_\_\_\_\_ (name) \_\_\_\_\_ (relationship) \_\_\_\_\_ (phone number). By providing this information I am granting permission for College officials to contact this (these) person(s) as needed.*

### Suspected Missing Person Reporting

Suspected missing persons can be reported to the following:

- Wesleyan College Campus Police – 478-960-7969
- Dean of Students – 478-757-5219
- Assistant Dean of Students for Equity and Inclusion – 478-757-4028
- Director of Residence Life – 478-757-5215
- Resident Advisor on Duty – 478-461-7787 or 478-461-7788

Anyone who receives information on a missing student must immediately report that information to Wesleyan College Campus Police, and Wesleyan College Campus Police will immediately notify the Dean of Students or Student Affairs staff member on call.

Immediate Response by Dean of Students, or designee:

- Upon receiving notification, The Dean of Students, or designee, will go to the student's room to look for the student.
- The Dean of Students, or designee, will attempt to contact the student via the student's cellular phone (if the number was provided to the College) and other electronic means if possible.
- The Dean of Students, or designee, will notify Wesleyan College Campus Police of the status

### **If Over 24 Hours or Student in Jeopardy**

If Wesleyan College Campus Police determines that the student has been missing for 24 hours, or the circumstances indicate a student is in jeopardy even under that time frame, then within the next 24 hours they must collaborate with the Dean of Students to:

1. Notify the individual identified by the student to be contacted in this circumstance
2. If a student is under 18 years old and is not emancipated, their parent or guardian and any other designated contact person will be notified
3. Notify the Macon-Bibb County Police department regardless of whether the student has identified a contact person, is above the age of 18 or is an emancipated minor

A reported missing individual will be considered missing until direct contact has been made with the Wesleyan College Campus Police or the Dean of Students.

### **Responsibilities**

Dean of Students and Campus Police

### **Interpreting and Implementing Authority**

Dean of Students