



St. George's University

Missing Student Notification Policy

The purpose of this policy is to establish procedures for the St. George's University community regarding the reporting, investigation and required emergency notification when a student residing in on-campus housing is determined to be missing.

This policy applies to residential students. For purposes of this policy, a residential student is a currently enrolled student who resides in University-owned, on-campus housing under a housing contract.

Identifying a Contact Person

All SGU students applying for on-campus housing will have the option (at the time the student completes the University Housing Application) of identifying an individual to be contacted by SGU within 24 hours of a determination being made that the student is missing in accordance with this policy. This contact information is separate from the emergency contact information a student may have provided as part of the registration process and will be registered confidentially and will not be disclosed with the exception of staff designated to respond to missing person reports and law enforcement personnel in furtherance of a missing person investigation.

Procedure for Identifying a Missing Student

If a member of the University community has reason to believe a residential student is missing, he/she should immediately report this information to the Dean of Students Office (DOS), at [473 444-4483], the University Housing Office at [473 444-3991] or the SGU Department of Safety and Security (DPSS) during regular business hours (8am a.m.–5pm), Monday–Friday) at [473 444-3898]. After regular business hours and public holidays, DPSS should be contacted at Emergency #777.

Any missing student report received by the DOS or the Housing Office will be immediately referred to DPSS. If not already done, the Housing Office will also be notified. Appropriate campus staff and others deemed appropriate by the DOS will be notified to aid in the search and location of the student.

DPSS will immediately initiate a missing person investigation. Efforts to locate the student will be directed through a collaboration of the DOS, the Housing Office and DPSS. Initial staff investigations will include a thorough review of the student's recent activity on campus which may include, but not limited to questioning the student's roommates/suitemates and friends, calling the student's cell phone, emailing the student, visiting the student's room reviewing records of the student's recent lecture, lab, or small group attendance; and a review of the student's recent use of his/her clicker and access control card.

A student will be presumed to be missing when his/her absence of 24 hours or more is inconsistent with his/her established patterns of behavior and the deviation cannot be readily explained.

If DPSS determines that a student is missing; DPSS will take the following actions:

- If the student has designated a contact person, DPSS will notify that contact person within 24 hours of the determination that the student is missing.
- If the student is under 18 years of age and is not an emancipated minor, DPSS will notify the student's custodial parent or guardian and any other designated contact person within 24 hours of the determination that the student is missing.
- Regardless of whether the student has identified a contact person, if he/she is above the age of 18 or is an emancipated minor, DPSS will inform local law enforcement within 24 hours of the determination that the student is missing.
- DPSS may request the assistance of other law enforcement agencies as deemed necessary in the investigation.