

## Sweet Briar College Student Policy for Missing Persons

These procedures are in place in compliance with the Higher Education Opportunity Act: **Establish a mission student notification policy and procedures for those who reside on campus. Students should 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.**

The following information will be gathered from current students during Room Selection and through the Lifestyle Preference Form for new students:

*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.*

### Sweet Briar College ***Response Guidelines for Missing Persons***

A report is made or referred to CCL and/or Campus Safety. The person making the report will be advised that they need to file an official report with Campus Safety if the original report was not made with that office.

The Director of Residence Life (DRL) will notify Campus Safety of a possible missing person if Campus Safety was not the original reporter.

The DRL, or designee, will notify work in coordination with the Dean of CCL.

The DRL, or designee, will go to the student's room to look for the student.

The DRL, or designee, will also 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.

If Campus Safety officials determine that a student for whom a missing person report has been filed has been missing for more than 24 hours, then within the next 24 hours they must:

- Notify the individual identified by the student to be contacted in this circumstance;
- If the student is under 18 years old, notify a parent or guardian; and
- [In cases where the student is over 18 and has not identified a person to be contacted,] notify appropriate law enforcement officials.

After the report is made with Campus Safety and the identified person(s) have been contacted, the DRL will assist Campus Safety as needed. The DRL will communicate with the appropriate Resident Director (RD).

The Dean of CCL will be kept informed about the situation. The Dean of CCL will communicate updates to the President of the College and to members of Senior Staff.

Any additional follow up will be coordinated between the Dean of CCL, the DRL (and RD) and the Director of Campus Safety.