

AUSTIN PEAY STATE UNIVERSITY MISSING STUDENT PROTOCOL STATEMENT

PURPOSE

The purpose of this protocol statement is to promote the safety and welfare of members of the Austin Peay State University community through compliance with the requirements of the Higher Education Opportunity Act of 2008. This protocol includes the official notification procedures for missing students who reside in on-campus housing or in fraternity/sorority residential facilities owned and/or controlled by Austin Peay State University. Individuals who wish to report a missing student should contact the Austin Peay State University Office of Public Safety and Campus Police.

OBJECTIVE

It is the objective of Austin Peay State University to provide all students, residing in on-campus housing, the option of identifying an individual(s) to be contacted by APSU in the event that the student is determined to be missing for a period of more than 24 hours. Access to information regarding a student's confidential contact will only be provided to authorized campus officials and law enforcement personnel. If a student fails to register a contact person, local law enforcement will be notified that the student is missing. If a student reported missing is less than 18 years of age and not emancipated, the parent or legal guardian of that student will be notified

DEFINITIONS

Missing Student: For purposes of this protocol statement, a student residing in on-campus housing is determined to be missing when the Austin Peay State University Office of Public Safety and Campus Police or other law enforcement agency determines that the student has been missing for more than 24 hours, without any known reason, that the reported information is credible, and that circumstances warrant declaring the person missing.

On-Campus Housing: A residence hall or other residential facility for students that is located on Austin Peay State University campus.

Campus: For purposes of this statement, "campus" is defined as:

- Any building or property owned or controlled by Austin Peay State University within the same reasonably contiguous geographic area and used by APSU in direct support of, or in a manner related to APSU's educational purposes including residence halls.

RESPONSIBILITIES

If a member of the Austin Peay State University community has reason to believe that a student residing in on-campus housing is missing, or receives a report that a student residing in on-campus housing is missing, he/she shall immediately contact Austin Peay State University Office of Public Safety and Campus Police

Unless there is evidence to the contrary, a student residing in on-campus housing will not necessarily be considered missing if the student provided information about his/her intended whereabouts to the Office of Residence Life/Dining Services or if the student is absent during recognized University holidays or breaks.

University personnel in the Office of Student Affairs will also be notified by the Office of Public Safety and Campus Police that a student has been reported as missing

PROCEDURES

The Austin Peay State University Office of Public Safety and Campus Police in cooperation with Student Affairs staff members will implement the following investigative procedures when a missing student report is received:

- Attempt to call the alleged missing person using the phone numbers supplied to the University.
- Talk with housing staff members to determine if the missing person has been seen.
- Have housing staff members check the assigned room and also have them talk with neighbors, friends, and roommates to see when the missing person was last seen.
- Check the card access system log to determine when the missing person last entered the housing facility.
- Contact University Dining Services to determine when the missing person last used their meal plan.
- Check the missing person's email account to determine the last time it was used.
- Contact the missing person's faculty members to determine class attendance.
- Consult with the Counseling Center staff and Health Center staff to see if the missing person has been seen at either location.
- Have Housing staff key into the room for health and safety purposes.
- If the missing student is determined to be under the age 18, APSU Public Safety and Campus Police will contact the student's parent(s) or legal guardian within 24 hours.
- If the missing student is over the age of 18 and registered a confidential contact person that person will be contacted within 24 hours by APSU Public Safety and Campus Police.
- When the missing student is located verification information shall be secured to include a description of the health of the student, and intention of returning to campus and/or classes. In addition, the student shall be encouraged to contact the confidential contact person.

NOTE: Every effort will be made to balance the right to privacy with the issue of compliance to Federal regulations and the interest of public safety.

Nothing in this protocol is intended to preclude Austin Peay State University from determining that a student is missing before the student residing in on-campus housing has been missing for a full 24 hours or initiating notification procedures as soon as it determines that the student residing in on-campus housing is missing.

CONTACT INFORMATION

Austin Peay State University Office of Public Safety and Campus Police

(931) 221-7786

Office of Student Affairs

(931) 221-7341

Office of Housing/Residence Life, and Dining Services

(931) 221-7444