



UNIVERSITY OF LA VERNE

Missing Student Policy and Procedure University of La Verne

The Higher Education Opportunity Act (P.L. 110-315) requires the University to maintain a missing student notification policy and protocol for on campus residents. The University of La Verne takes student safety very seriously. To this end, the following policy and procedure has been established to assist in locating La Verne students living in University on-campus housing (owned or leased) who, based on the facts and circumstances known to the administration, the University has determined to be missing.

A student shall be determined missing when the student is absent from the University for more than 24 hours without any known reason, or whenever facts and circumstances taken in totality indicate the student is reasonably believed to be missing.

Any member of the campus community should report a missing student by filing a missing person report or an incident report with any of the following offices:

1. Campus Safety at (909) 448-4950
2. Dean of Student Affairs Office at (909) 448-4053
3. Housing and Residential Life Office at (909) 448-4052
4. On-line at [Incident Report Form](#)
5. La Verne Police Department at (909) 593-2531 (Emergencies call 911)

Notification to Students Living On-Campus

As part of the On-Campus Housing application process, the University of La Verne annually will inform students residing in on-campus housing that the University will notify either a parent or any other person(s) identified by the student as a contact person(s) for such notifications as soon as possible and no later than 24 hours after the time the student is determined to be missing. The notification will inform students of the following:

- The University of La Verne will notify local law enforcement as soon as possible and within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.
- Students have the option of identifying one or more contact person(s) whom the University of La Verne shall notify as soon as possible and within 24 hours of the determination that the student is missing.

- If a student is under 18 years of age and not emancipated, the University of La Verne must notify a custodial parent or guardian as soon as possible and within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person(s) designated by the student.
- The contact information provided by students will be registered confidentially. The information will be accessible only to authorized campus officials and may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.
- Students will have the option of providing the following information when they fill out the electronic application to live in on-campus housing every year: Contact's Name, Nature of Relationship to Contact, Contact's home address, Contact's Home Phone Number, Contact's Email Address, and Contact's Cell Phone Number.
- Students will be asked to acknowledge that they have reviewed the "Missing Student Policy and Procedure."

Missing Student Procedures:

- Any missing student reports must be referred immediately to the Office of Campus Safety.
- The Office of Campus Safety will contact the following offices for support and assistance in determining/investigating if a student is missing:
 - Dean of Student Affairs
 - Housing and Residential Life office
 - Registrar's Office
- Determination that a student is missing will be made by the Senior Director of Campus Safety (in collaboration with the Dean of Students), or their designees, after an investigation of the report.
- If it is determined that a student has been missing, as soon as possible and within 24 hours of that determination, the University will contact and notify:
 - a) The contact person(s) designated by the student for such notifications.
 - b) If the student is under 18 years of age and is not emancipated, the custodial parent or guardian and any other designated contact person(s).
 - c) The local law enforcement agency that has jurisdiction in the area.

As part of an investigation of a missing student report or effort in locating a student, the University will engage in the following actions and access the following resources in any order or combination:

- The student ID picture of the student will be accessed and used in efforts in locating the student.
- Student will be contacted by Campus Safety at known electronic contact information (i.e. email, phone number).

- In collaboration with the Housing and Residential Life office, Campus Safety will key-in and perform a “safety and wellness” check of the student’s assigned on-campus room.
- A notice will be placed on student’s assigned room door asking him/her to contact the Office of Campus Safety immediately.
- Campus Safety will do a search of public locations (i.e. library, student center, dining hall).
- A record of the student’s classes will be obtained from the Registrar’s Office. Campus Safety will visit the classes at their schedule time in an effort to locate the students or those familiar with the student.
- In collaboration with the Academic Advising office, faculty of classes in which the student is enrolled will be contacted for verification on last attended class and assistance in locating the student.
- In collaboration with IT, Housing and Residential Life, and the Dining Hall, electronic records for student (i.e. log-in to web portals, email usage, entry into buildings, accessing of dining hall) will be checked in order to help locate the student.
- In collaboration with Student Affairs departments and/or academic departments, known friends, family or associates of student may be contacted to seek information on last sighting or other contact information.
- Campus Safety may access vehicle registration information for vehicle location and distribution to authorities.
- If there is any indication of foul play, the local police department will immediately be contacted for assistance.