

Missing Student Policy and Procedure

Wilson College takes student safety very seriously. To this end, the following policy and procedure has been developed in order to assist in locating Wilson student(s) living in college-owned, on-campus housing, who based on the facts and circumstances known to the College are determined to be missing. This policy is in compliance with Section 488 of the Higher Education Act of 2008.

Most missing person reports in the college environment result from a student changing her routine without informing her roommates and/or friends of the change. Anyone who believes a student to be missing should report their concern to Campus Safety or Student Development / Residence Life. Every report made to the campus will be followed up with an immediate investigation once a student has been missing for 24 hours. Depending on the circumstances presented to College officials, parents of a missing student will be notified. In the event that parental notification is necessary, the Dean of Students will place the call.

At the beginning of each academic year, residential students will be asked to provide, on a voluntary basis, emergency contact information in the event she is reported missing while enrolled at Wilson. This emergency information will be kept in the Office of Student Development and will be updated annually.

GENERAL PROCEDURE:

1. The Wilson official receiving the report will collect and document the following information at the time of the report:
 - a. The name and relationship of the person making the report.
 - b. The date, time and location the missing student was last seen.
 - c. The general routine or habits of the suspected missing student (e.g. –visiting friends who live off-campus, working a job away from campus) including any recent changes in behavior or demeanor.
 - d. The missing student's cell phone number (if known by the reporter).
2. The Wilson College official receiving the report will contact the Student Development Administrator on Duty (AOD) and the Dean of Students in order to update them on the situation and to receive additional consultation. The Dean of Students will ascertain if/when other members of the Cabinet and the Director of Communications need to be contacted.
3. Upon notification from any entity that a student may be missing, Wilson may use any or all of the following resources to assist in locating the student.
 - a. Call the student's room,

- b. Go to the student's residence hall room,
 - c. Talk to the student's RA, roommate, and floor mates to see if anyone can confirm the missing student's whereabouts and/or confirm the date, time, and location the student was last seen.
 - d. Secure a current student ID (from security) or other photo of the student from a friend.
 - e. Call and text the student's cell phone and call any other numbers on record.
 - f. Send the student an email.
 - g. Check all possible locations mentioned by the parties above including, but not limited to, library, residence hall lounges, student commons, fitness center, etc. The Office of Security and the Office of Residence Life may be asked to assist in order to expedite the search process.
 - h. Contact or call any other on-campus or off-campus friends or contacts that are made known. This could include checking a student's social networking sites such as MySpace, Facebook and Twitter.
 - i. Ascertain the student's car make, model and license plate number. A member of the Office of Security will also check Wilson College parking lots for the presence of the student's vehicle.
4. The Wilson Instructional Technology Staff may be asked to obtain email logs in order to determine the last log in and/or access of the Wilson network.
 5. Once all information is collected and documented and the Dean of Students (or her designee) is consulted, Wilson staff may contact the local police to report the information. (Note: If in the course of gathering information as described above, foul play is evident or strongly indicated, the police can be contacted immediately.) If it is necessary to contact the local or state authorities, police procedure and protocol will be followed by the College.
 6. If an adult participant of the Women with Children program is missing and that student's child(ren) is/are unattended, the administrator on duty will ask another WWC participant to stay with the child(ren) until the investigation can ascertain the status of the missing student. Once the student is located or the situation necessitates filing a missing person report (see steps above), the Dean of Students (or her designee) will contact Children and Youth Services of Franklin County. (*Note: Pennsylvania State law requires anyone who, in the course of their employment, occupation, profession, or practice of their profession come into contact with children to report to the Department of Public Welfare when they have reasonable cause to suspect that a child coming before them in their professional or official capacity is a victim of child abuse*)

August 2009

Dear Wilson Student,

Federal law requires colleges and universities to establish a missing student notification policy. The policy states, among other things, that students must be given the option to provide confidential emergency contact information in the event that she is reported as missing. If that occurs, Wilson College will use the information on the emergency contact form for the following purposes:

- Notify the missing student's identified emergency contact
- Notify a student's parent or guardian if the student is under 18
- Notify the appropriate law enforcement officials in the event no contact information is supplied.

Unless foul play is evident or strongly indicated, a student will be determined missing if she is unable to be located for 24 hours or more. Once a missing student report is filed, the college will begin an immediate investigation in an attempt to locate the student.

The Missing Student Emergency Contact Form is enclosed with this letter. Completion of the form is voluntary and all information provided will be kept confidential.

I ask that you complete and submit this form by August 24, 2009. Completed forms may be turned in to Lorie Helman in the Student Development Office or to your Resident Assistant.

I also request that you keep the Office of Student Development informed of any updates to your contact information while you are a Wilson College student. In the meantime, if you have any questions or concerns, do not hesitate to contact me.

Cordially,

C.F. Perkins
Vice President for Student Development
Dean of Students

Wilson College Missing Student Emergency Contact Form

Student's Name _____

Student's Cell Phone Number _____

I decline the option to provide emergency contact information.

I will provide emergency contact information. (Complete the information below)

In the event of an emergency, please contact the following individual(s):

Mother or Father (or either guardian)

Mother (or female guardian) only

Father (or male guardian) only

Other

Emergency Contact Information:

Contact Name _____

Contact Address _____

Contact Home Phone _____

Contact Cell Phone _____

Student Signature:
