

Bryn Athyn College Missing Student Policy

Justification

A missing student policy is established to promote the safety and welfare of members of the College community. This policy is created in accordance with the requirements of the Higher Education Opportunity Act of 2008 (“HEOA”), and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the “Clery Act”). Because student safety is our highest priority, and in the spirit of the PROTECT Act of 2003 and “Suzanne’s Law”, Bryn Athyn College does not observe a minimum waiting period before law enforcement is contacted during the investigation of a missing student report.

Scope

This policy applies to any Bryn Athyn College student who resides in college-owned housing. The procedures established in this policy may also be applied to other members of the College community, in the event that they are reported missing.

Definitions

In the context of this policy, the following definitions apply:

- **Missing:** A student who is absent from his/her campus residence and the duration or circumstances of this absence are cause for concern.
- **Juvenile:** A student who is less than 18 years of age and not legally emancipated.
- **Confidential Emergency Contact:** An individual designated by a student to be notified in the event that the student is the subject of a missing person investigation.

Designating a Confidential Emergency Contact

Any student may designate a confidential emergency contact by contacting the Security and Safety Department. This opportunity will be extended to all Bryn Athyn College students when they receive their student ID/ building access cards at the beginning of the academic year, or upon enrollment. Security will email all students early in each term, reminding them that they may register or change their confidential emergency contact information at any time.

Information regarding a student’s confidential emergency contact is registered with the Security department and maintained in a computer program with extremely limited access. Such information will be released only to an authorized Bryn Athyn College official and/or to the Bryn Athyn Police, in furtherance of a missing person investigation.

Investigative Procedures

Anyone who believes that a resident Bryn Athyn College student is missing should immediately contact Security at 267-502-2424.

Security will obtain the following information from the reporting person:

- The reporting person’s name, address, phone number, and relationship to the missing student.

- The missing student's name, campus address, phone number, date of birth, and description.
- Why the student is believed to be missing.
- When, where, and with whom the student was last seen.
- Information regarding friends/relatives with whom the student might be.
- Information regarding places the student might be.

The Chief or Deputy Chief of Security and Safety should be notified immediately.

Security will complete the following investigative procedures:

- Contact the Residence Life Staff most familiar with the missing student (RA, Housing Director, Director of Residence Life)
- Complete the Missing Student Report and the Missing Student Risk Assessment.
- Investigate the information collected regarding the student's likely whereabouts.
- If the investigation does not reveal the student's whereabouts, immediately contact Bryn Athyn Police.

Notification Procedures

Notification regarding a missing student will be completed by an authorized Bryn Athyn College official, including but not limited to, the Chief of Security and Safety, the Director of Residence Life, or the Dean of Students.

In all cases, the Bryn Athyn Police will be notified.

For a missing **juvenile**:

- His/her parent(s)/legal guardian will be contacted.
- If the missing juvenile has registered a confidential emergency contact, that individual may be contacted.

For a missing **adult** or **legally emancipated minor**:

- If the missing student has registered a confidential emergency contact:
 - That individual will be contacted.
 - His/her parent(s)/legal guardian/ spouse may be contacted.
- If the missing student has not registered a confidential emergency contact:
 - His/her parent(s)/legal guardian/spouse will be contacted.

Verification Procedures

Verification that a missing student has been located will be completed by the Security and Safety Department or an authorized Bryn Athyn College official.

Verification that a missing student has been located will consist of, but is not limited to:

- Personal contact with the student.

- Telephone contact with the student, including a reasonable explanation of his/her whereabouts and circumstances, and a method of re-contacting him/her.
- Parental verification.
- Law enforcement verification.

The status of a missing student will be reported back to:

- The individual who made the initial report.
- The parents(s)/legal guardian/spouse/confidential emergency contact person, as appropriate.
- Law enforcement.