

Missing Person Policy and Contact Form

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Approving University Official: Dean of Students

Responsible Office: Campus Life and Student Affairs

Effective Date: August 1, 2009

Next review date: July 1, 2023

I. Policy Statement

This policy is a requirement of the Higher Education Authorization Act. The HEOA mandates institutions:

- Develop a policy for reporting students missing from campus residential facilities for more than 24 hours.
- Provide a way for each student to name a confidential emergency contact to be notified if the student is determined to be missing.
- Establish procedures for notifying the designated emergency contact if the student is over age 18 or the student's parents if the student is under 18.
- Advise students that local law enforcement will be contacted if they are missing for more than 24 hours.
- Publish missing student policies and procedures in their annual security report.

II. Purpose

Each student living in on-campus student housing has the option to register a confidential contact person to be notified in the case that the student is determined to be missing, and that authorized campus officials and law enforcement officers may have access to this information. Please complete [this form](#) advising the University the proper individual(s) whom you would like to be notified in the event you are reported missing. Shall no form be completed, the university will utilize the default emergency contact information on file.

III. Audience

All residents.

IV. Procedures

If a Drew student is suspected missing, immediately contact the Department of Campus Security at 973-408-3379. Students can also contact the following for additional follow-up and reporting:

- Michelle Brisson, EdD, and Dean of Students, 973-408-3469
- Stephanie Pelham, Associate Dean of Student Engagement, 973-408-3961
- Richard Wall, Director of Campus Security, 973-408-3379.

All reports of missing persons made to Campus Security are followed up with an on-going investigation, per standard operating procedures. If it is determined 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 the university will:

- Notify the individual identified by the student as the missing person contact; Students can designate an emergency contact person by completing an Emergency Contact Registration form; If the student is under 18 years old and not emancipated, the university will notify a parent or guardian, as required by law; and
- The university will notify appropriate law enforcement officials, even if the student has not registered a contact person.

V. Related Information

Emergency Contact Registration Form:

<https://docs.google.com/a/drew.edu/forms/d/e/1FAIpQLSdvUxzGmPiJ-N2CIC0uLuHQIJ-8a1ZbsYkS6vAEa-ndgd0Gcw/viewform>

VI. Contacts

The Office of Campus Life & Student Affairs can address questions regarding this Policy: stuaff@drew.edu; (973) 408-3390; and

The Department of Campus Security, security@drew.edu; (973) 408-3379.

VII. History

This policy was revised on August 27, 2022 with a policy origination date of August 1, 2009.