



COLLEGE POLICY REGARDING RESIDENCE HALL STUDENTS MISSING FOR MORE THAN 24 HOURS

Student safety is a major priority at Five Towns College. To this end, the following policy and procedures have been established for students residing in on-campus housing who, based on the facts and circumstances known at the time to College officials, are presumed and/or determined to be missing. On-campus housing is provided in the following locations: Harmony Hall, Melody Hall, Rhapsody Hall, and Symphony Hall.

It should be recognized that most missing person reports at American colleges are the result of students changing their regular routines without informing roommates, friends, and/or family members of the change.

For purposes of this policy, a student will be presumed to be “Missing” if a roommate, classmate, faculty member, friend, family member or member of the College community has not seen or heard from that student in a reasonable amount of time. In general, a reasonable amount of time is considered 24 hours or more but the length of time for which a Residence Hall student would be considered “Missing” will vary with the time of day, day of the week, and information available about the missing student's daily schedule, habits, and reliability. A student will be immediately considered missing if their absence has occurred under circumstances deemed suspicious or causing concerns for their safety.

Anyone who believes that a Residence Hall student is missing should report his/her concern immediately to the College's Public Safety Office (631-656-2196). Missing student reports can be made to the Public Safety Supervisor or any Public Safety Officer. In speaking to Public Safety, an individual reporting a missing student should be prepared to provide as much of the information in Section I below as possible.

At the beginning of each semester, Residence Hall staff will inform students residing in on-campus housing that a College official will notify the appropriate law enforcement agency and the parent/guardian (if the student is under 18 years of age and not emancipated) within 24 hours of a determination that the student is considered missing.

At the beginning of each academic year, students living in on-campus housing will be asked to provide, on a voluntary basis, confidential emergency contact information in the event they are reported missing while enrolled at the College. The contact information will be registered confidentially, and the information will be accessible only to authorized College officials. All contact information will remain confidential unless disclosure is required to law enforcement

personnel in furtherance of a missing person's investigation. Emergency contact information will be gathered and/or updated each semester by the Office of Residence Life.

General Notification Procedures

Five Towns College personnel will follow the following General Notification Procedures for a missing student who resides in on-campus housing:

- I. *Official Missing Student Reports, whether verbal or written, for students residing in on-campus housing will be immediately referred to the College's Public Safety Office.*
 - ◆ *The Public Safety officer receiving these reports will try to collect and document the following information:*
 1. The name and relationship of the person making the report.
 2. The date, time and location the missing student was last seen.
 3. Physical description of the missing student, the clothes last worn, where student might be, who the student might be with, the student's vehicle, information about the mental well-being of the student, an up-to-date photograph, and the current class schedule of the student.
 4. The general routine or habits of the missing student (e.g. friends who live off-campus, working off-campus) including any recent changes in behavior or demeanor.
 5. The missing student's cell phone number (if known).
- II. *Every Missing Student Report will be followed up with an investigation to determine the validity of the Report.*
- III. *Once the College receives a Missing Student Report, the following officials may have a need-to-know and therefore be informed about the missing student:*
 - ◆ The College President
 - ◆ The Provost
 - ◆ The Assistant Dean of Campus Life
 - ◆ Vice President of Finance and Administration
 - ◆ The Dean of Students
 - ◆ The Director of Residence Life
- IV. *If Public Safety, after investigating the official report, makes the initial determination that a student is missing:*
 - ◆ Public Safety will notify the appropriate law enforcement agency within 24 hours of the determination by Public Safety that the student is indeed missing.

- ◆ The Dean of Students or his/her designee will notify the emergency contacts of the missing student within 24 hours of the determination by Public Safety that the student is missing.
- ◆ If the student is under 18 years of age and not an emancipated individual, the Dean of Students or his/her designee will also notify a custodial parent or guardian in addition to the emergency contacts of the student within 24 hours of the determination by Public Safety that the student is missing.

Upon notification from any entity that a student who resides in on-campus housing may be missing, the College may use any or all the following resources to assist in locating the student:

- ◆ *Contact the student via e-mail or phone.*
- ◆ *The Director of Residence Life and staff may be asked to assist in physically locating the student by keying into the student's assigned room and talking with known associates.*
- ◆ *Security may search campus locations to find the student and utilize the student's ID picture for assistance in obtaining pertinent information.*
- ◆ *Contact roommates, floor mates, known friends, family, faculty members or advisors to seek information on the last sighting or for additional contact information.*
- ◆ *Check the student's social networking sites (e.g. Facebook, Instagram, Twitter).*
- ◆ *Security may access security camera and video recordings to determine last sightings of the missing student.*
- ◆ *Security may access vehicle registration or license information for vehicle location and distribution to authorities.*
- ◆ *Information Technology staff may be asked to look up logs for last login and use of the College's computer systems (e.g. email, network, Canvas, etc.).*
- ◆ *If there is any indication of foul play or an immediate safety/security concern, the appropriate law enforcement agency will be notified immediately.*

Students will be notified of the College's Missing Student Policy by all the following means:

- ◆ *The College's website-Public Safety webpage*
- ◆ *The start-of-semester mandatory Residence Hall meetings*
- ◆ *The Annual Security & Fire Safety Report*
- ◆ *The Student Handbook*
- ◆ *The Blackboard/Canvas site set up for each Residence Hall*
- ◆ *Flyers with the policy clearly stated*