

Missing Persons Policy

The Higher Education Opportunity Act (Public Law 110-315) requires that all institutions that provide on campus student housing must establish a missing student notification policy and procedures.

Belmont Abbey College and its Campus Police Department takes student safety very seriously. The following policy and procedure has been established to assist in locating Belmont Abbey College students who live in on campus housing, who, based on the facts and circumstances known to Belmont Abbey College Campus Police have been determined to be missing.

Dean of Students Information to Resident Students

At the beginning of each academic year, Belmont Abbey College's Dean of Students will inform all students residing in on campus housing that the Dean of Students will notify either a parent or an individual selected by the student not later than 24 hours after the time that the student is deemed to be missing. The information provided to the resident students will include the following:

- Resident students have the option of identifying an individual to be contacted by the Dean of Students not later than 24 hours after the time that the student has been determined to be missing. Students can register this confidential contact information through the Dean of Students Office. If no alternate number is provided, the emergency contact information listed on the student's college application will be utilized.
- If the resident student is under 18 years of age, and not an emancipated individual, the Dean of Students is required to notify a custodial parent or guardian not later than 24 hours after the time that the student is determined to be missing.
- The College's Police Department, in accordance with established mutual aid agreements, will notify the appropriate local and/or State law enforcement agencies not later than 24 hours after the time that the student is determined to be missing.
- If the Campus Police Department and/or the local law enforcement agencies have been notified and makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to campus, the Dean of Students will initiate the emergency contact procedure in accordance with the student's designation.

Department of Campus Police and Public Safety

The Campus Police Department, upon notification of a missing student, will conduct a thorough investigation and obtain all necessary information. The person's description, clothes, who they may be with or where they may be, vehicle description and the physical and mental well being of the individual along with any additional pertinent information

will be obtained. The Campus Police Department will conduct a quick, but thorough search of campus buildings and parking lots using the student's class schedule. The Department of Public Safety will also check college identification card logs to determine the last time the ID card was used as well as any surveillance video. The Department may also request assistance from Resident Assistants or others in a search of campus. The Campus Police Department may issue an ID card photograph to assist in the identification of the missing student. After a search has been conducted with negative results, the Campus Police Department will notify appropriate local and state law enforcement of the situation.

Notification Procedure

Belmont Abbey College will implement the following notification procedure for a missing student who resides in on campus housing:

- Any reports of missing students are to be referred immediately to the Belmont Abbey Campus Police Department and after investigating the report it is determined that the student has been missing for more than 24 hours, the Dean of Students will contact the individual identified by the student or the custodial parent or legal guardian if the student is under the age of 18 and not emancipated.
- The Dean of Students and/or Campus Police will notify the Chief of Campus Police and the VP of Student Life of any missing student.

Campus Communications

In all cases of a missing student, Belmont Abbey College's Department of Public/Media Relations will provide information to the media that is designed to obtain public assistance in the search for any missing student. The Belmont Abbey Police Department and local/state law enforcement agencies will consult with Belmont Abbey College Public Relations. Any media requests to the College will be directed to the Department of Public/Media Relations.