



College of Southern Idaho Missing Student Notification Policy

The College of Southern Idaho takes student safety very seriously. To this end, the following policy and procedures have been established concerning students who live in CSI-owned on-campus housing who, based on the facts and circumstances known at the time to CSI officials, are presumed and/or determined to be missing.

Most missing person reports in the college environment result from students changing their regular routines without informing roommates and/or friends or family members of the change. For purposes of this policy, a student will be presumed missing, if a roommate, classmate, faculty member, friend, family member or other campus person has not seen or heard from the student in a reasonable amount of time. In general a reasonable amount of time is 24 hours or more but may vary with the time of day and information available regarding the missing student's daily schedule, habits, and reliability. Students will also be considered missing immediately, if their absence has occurred under circumstances that are suspicious or cause concerns for their safety.

Anyone who believes that a student who lives in on-campus housing is missing should report his/her concern immediately to Campus Security. Missing student reports can be made to the Security Supervisor or any Security Officer.

At the beginning of each semester, Residence Hall staff will inform students residing in on-campus housing that an official from CSI will notify the appropriate law enforcement agency in addition to the individual(s) identified by the student on the Missing Student Emergency Notification form and the parent/guardian (if the student is under 18 years of age and not emancipated) within 24 hours of the determination that the student is 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 CSI. The contact information will be registered confidentially, and the information will be accessible only to authorized campus officials, and it may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation. This emergency information will be gathered and/or updated each semester by the Housing Coordinator.

CSI will follow the following general notification procedures for a missing student who resides in on-campus housing:

- i. Any and all official missing person report(s) relating to students residing in on-campus housing shall be referred immediately to **Campus Security**.
 - o The official receiving the report will try to collect and document the following information:
 - The name and relationship of the person making the report.
 - The date, time and location the missing student was last seen.
 - Description, clothes last worn, where student might be, who the student might be with, vehicle description, information about the physical and mental well being of the student, an up-to-date photograph, class schedule.
 - The general routine or habits of the suspected missing student (e.g. friends who live off-campus, working off-campus) including any recent changes in behavior or demeanor.
 - The missing student's cell phone number (if known by the reporter).
- ii. Every missing student report will be followed up with an investigation to determine the validity of the missing person report.
- iii. Once CSI receives a missing student report, the following officials/offices may have a need to know and be informed:
 - President's Office
 - Executive Vice President and Chief Academic Officer
 - Vice President of Student Services
 - Vice President of Administration
 - Dean of Students
 - Housing Coordinator
- iv. If Campus Security, after investigating the official report, makes the initial determination that the student subject of a missing person report is missing:
 - a. Campus Security will notify the appropriate law enforcement agency within 24 hours of the determination by Campus Security that the student is missing.
 - b. The Dean of Students or his designee will notify the individual(s) identified by the student within 24 hours of the determination by Campus Security that the student is missing.
 - c. If the student is under 18 years of age and not an emancipated individual, the Dean of Students or his designee will also notify a custodial parent or guardian in addition to the individual(s) identified by

the student within 24 hours of the determination by Campus Security that the student is missing.

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

- Contact the student via e-mail or phone.
- The Housing Coordinator 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 last sighting or additional contact information.
- Check the student's social networking sites (e.g. Facebook, MySpace, Twitter, etc.).
- 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 CSI's systems (e.g. e-mail, network, Blackboard, etc.).
- If there is any indication of foul play or an immediate safety/security concern, the appropriate law enforcement agency will be notified immediately.

Student notification of this policy:

- Included on the CSI website
 - Discussed during beginning of term mandatory Residence Hall meetings
 - Included in the annual Campus Security Report
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