



University Policy

Missing Persons Policy

Introduction

Albany State University (ASU) is committed to creating and preserving a safe and secure environment for its campus constituents. In order to support this commitment, this Policy sets forth rules and procedures to be followed in the event a person who resides in an ASU campus housing facility, is participating in an ASU sponsored activity, and/or is an enrolled student is reported missing.

Purpose

The Clery Act requires institutions that maintain on campus housing facilities to establish policies and procedures to address reports of missing students. Since individuals other than those enrolled in classes at ASU may reside in the campus housing facility, the intent is to cover those persons as well.

Scope

This policy outlines the actions which will be taken when a person is reported missing and it is determined the he or she has been missing for 24 hours or greater.

Policy

Members of the University community should immediately report a missing person(s) to the Albany State University Policy Department (ASUPD) by calling 229-430-4711. Within the University, responsibility for investigation of a missing person report rests with the ASUPD. There is no waiting period for reporting a missing person. Responding officers will carefully record and investigate the factual circumstances surrounding the disappearance in accordance with Departmental directives. Particular care will be exercised in instances involving those who may be mentally or physically impaired or others who are insufficiently prepared to care for themselves.

Consistent with the Clery Act, ASU has established the following policy:

Any individual who believes that a currently enrolled ASU student is missing should immediately notify the ASUPD at 229-430-4711. Following receipt of this information, the Department will commence an investigation. Should the investigation result in the conclusion that the student is missing, and has been missing for 24 hours, the Department will notify other law enforcement agencies as appropriate as well as the student's emergency contact within a span of time not to exceed 24 hours from the time the student was determined to be missing. In addition to notifying University police, certain University officials who are deemed Campus Security Authorities (CSAs) by Federal law may be notified

when a student is believed to be missing. CSAs include, but are not limited to, the Dean of Students, athletic coaches, and advisors to student organizations, to as well as faculty members. The CSA will promptly notify the University police of the possible missing student. Should the University police investigate and determine that a student is a missing person, the Registrar, dean of students, director of Residence Life, chief of Police or their designee will be immediately notified to verify the appropriate missing person contact information. All students have the option to designate **an emergency contact** who will be notified by ASUPD if the student has been missing for 24 hours.

If the ASUPD, after investigation, determines that any person residing in one of ASU's residential facilities has been missing for 24 hours, the chief of Police or his/her designee will, within 24 hours after making such a determination, notify the missing person's designated contact that the individual is missing. If the missing person is under the age of 18 and is not emancipated, the chief of Police or his/her designee will also notify the student's parent or legal guardian within the 24-hour period after the ASUPD has determined that the person is missing in addition to the contact person designated by him or her.

Reports of missing ASU students who do not reside in on-campus housing will be referred by ASUPD to the police department having jurisdiction over the student's local residence, if known, or the student's permanent residence if a local residence cannot be determined. If a student is reported missing while participating in an ASU sponsored/sanctioned event including, but not limited to, global sites or sponsored travel, reporting individuals should contact the ASU Police Department as well as the police department having jurisdiction over the student's last known location.

All students may confidentially identify and register one or more individuals to be contacted if the student is determined to be missing. The contact person may be anyone including, but not limited to, the person the student has otherwise identified as an emergency contact. Students may register and update this contact information on Banner, the student records system each term they are enrolled. Only authorized university officials will have access to the contact information, and it will not be disclosed, except to law enforcement personnel to further a missing person investigation

Definition

Missing Person: For the purpose of this policy, the term "missing person" generally refers to any person who was residing in an ASU residential facility, participating in an ASU sponsored/sanctioned activity, and/or enrolled as an ASU student at the time he/she is believed to have gone missing.

Accountability

ASU Housing and Residence Life Department
ASU Police Department

Contacts

Director, Housing and Residence Life
Chief of Police, ASU Police Department

Last Updates

July 31, 2018