



# Missing Student Policy

Policy number: 800-BA-12  
Policy owner: Public Safety

Date of initial publication: Not available  
Date of latest revision: March 21, 2023

## SECTION I. PURPOSE

The purpose of this policy is to establish reporting requirements and notification procedures when a student is missing. This policy is developed in accordance with the Code of Federal Regulations 34 CFR 668.46 and contains the official notification procedures for the University of St. Thomas concerning missing students, including those who reside in on-campus housing.

## SECTION II. SCOPE AND APPLICABILITY

The reporting expectations and procedures set forth in this policy apply to all St. Thomas students, faculty and staff. Other expectations apply to employees in Public Safety, Residence Life and related departments.

## SECTION III. DEFINITIONS

When used in this policy, Missing means a person has not been seen or made an contact with another and the person's absence is contrary to their usual pattern of behavior and/or unusual circumstances may have caused the absence.

## SECTION IV. REPORTING MISSING STUDENTS

### A. Reporting a Missing Student Who Resides On Campus

An student, faculty or staff member shall immediately notify Public Safety if they have reason to believe that a student who resides in on-campus housing has been missing for 24 hours or has been missing for less than 24 hours under concerning circumstances, including but not limited to: the person's medical condition, the location where the person was last seen, weather, possibility that the person is a potential victim of foul play, or reasons to believe the person may be a danger to themselves or others.

### B. Reporting a Missing Student Who Resides Off Campus

An student, faculty or staff member who has concerns that a student who resides off campus may be missing are strongly encouraged to immediately notify Public Safety and/or local police.

### C. How to Make a Report

To report a missing person to St. Thomas, call the Public Safety emergency line: 651-962-5555.

A person making a report should try to provide as much information as possible about the missing student, including (if known) name, age, and address, date, time and location the missing person was last seen, medical condition, any physical or intellectual disabilities, any circumstances related to the person's absence and a physical description.

Missing



# Appendix A to Missing Student Policy Procedures

Date of initial publication: N/A  
Date of latest revision: March 21, 2023

## SECTION I. PROCEDURES AND COMMUNICATIONS

### A. Public Safety Response and Investigation

1. When a report of a missing student is made to Public Safety, Public Safety will take a report and commence a reasonable search based on available information. A reasonable search will include, at a minimum:
  - Gathering information from the person who made the report
  - Attempting to contact the missing student via phone, text and email
  - For on-campus students, performing a health and welfare check in the student's room

Depending on the circumstances, a reasonable search may also include, but is not limited to, camera review, area search and/or speaking with roommates and/or others. Public Safety may engage other University offices, as appropriate, with respect to this investigation.

2. If a resident student cannot be located, the Director of Public Safety, Dean of Students, and Director of Residence Life will coordinate to notify the local police department and confidential contacts within 24 hours. Police and confidential contacts may be contacted sooner if there are concerning circumstances related to the student's disappearance. If the missing student is under the age of 18, Public Safety will also contact the student's custodial parent or legal guardian no later than 24 hours after the student is determined to be missing.
3. If the student lives off campus, Public Safety may contact police based on the investigation and will also direct the reporting party to contact the police department where the person was last seen or went missing from. Public Safety may also contact the student's confidential contacts.
4. In responding to reports of a missing student case originating from campus, Public Safety will implement the incident command system. The first responding officer will obtain available information about the incident and determine the resources that will be needed. The officer will also notify the supervisor on-duty. The on-duty supervisor will then contact the manager on-duty and update information. The manager on-duty will contact the Director of Public Safety if the person is a student, or the person is missing from campus. The will then coordinate the response and investigation.

