

## **Missing Student Notification**

Elmhurst College has a specific procedure for responding to reports of missing resident students, in full compliance with applicable law and with the safety of our students firmly in mind.

Following is a summary of the key points of that procedure:

- Resident students have the option to provide Elmhurst College with confidential contact information, including name, address, home and cell phone numbers, and optionally an e-mail address, for a person to contact in case the student is determined to be missing for more than 24 hours. For resident students under the age of 18 who are not emancipated minors, Elmhurst College will contact the custodial parent or guardian of record for the student. If no confidential contact information is provided and the student is 18 or older, the matter will be reported to the Elmhurst Police Department.
- Resident students shall provide Elmhurst College with personal contact information, which shall include the student's cell phone number and e-mail address. This information shall only be used for contacting the student in an emergency situation. A missing person report is considered an emergency by the College.
- All members of the College community are encouraged to immediately notify Campus Security to make an official report of any missing resident student.
- If the College is unsuccessful in locating the student, the investigation will be turned over to the appropriate local law enforcement agency no later than 24 hours after the initial report, and sooner if there is any concern that the student may be in distress or the student is determined to be missing for more than 24 hours. At this time, the notified police agency becomes the authority in charge, and the Office of Campus Security will assist them in the investigation.
- The Dean of Students or designee will be responsible for communicating with the family of the missing person.

While this policy addresses resident students, Elmhurst College will assist law enforcement agencies with investigating reports of missing non-resident students. The applicable police agency maintains the responsibility for initiating that investigation.