POLICY STATEMENT

The University of North Dakota (UND) will investigate any report of a missing UND student residing on-campus (residence halls, University Place and University Apartments) and take appropriate action to ensure all notifications and actions comply with legal mandates. Investigation of such reports will be initiated immediately by the University of North Dakota Police Department (UPD) and local law enforcement. Procedures are governed by federal and state laws, local ordinance, and University policy, and are implemented by internal standard operating practices.

REASON FOR POLICY

UND is required to establish policy and procedures addressing missing students in accordance with Missing Student Notification Policy and Procedures 20 USC 1092 C (section 488 of the Higher Education Opportunity Act of 2008).

SCOPE OF POLICY

This policy applies to:

- President
- Vice Presidents
- Deans, Directors & Department Heads
- Area Managers & Supervisors
- Faculty
- Staff
- Students
- Others
- Parents & Guardians

WEB SITE REFERENCES

This policy:  http://UND.edu/finance-operations/_files/docs/6-19-missing-student-notification.pdf
Policy Office:  http://UND.edu/finance-operations/policy-office.cfm
Vice President for Finance & Operations:  http://UND.edu/finance-operations/
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RELATED INFORMATION

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</thead>
</table>

CONTACTS

Specific questions should be directed to the following:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Telephone</th>
<th>Office or Department E-Mail / Web Address</th>
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</thead>
<tbody>
<tr>
<td>Campus Security Authority (CSA):</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- UPD</td>
<td></td>
<td>(701) 777-3491</td>
<td></td>
</tr>
<tr>
<td>- Dean of Students</td>
<td></td>
<td>(701) 777-2664</td>
<td></td>
</tr>
<tr>
<td>- Housing:</td>
<td></td>
<td>(701) 777-4251</td>
<td></td>
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<tr>
<td>- Executive Director Housing and Dining</td>
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<tr>
<td>- Associate Director Operations</td>
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<tr>
<td>- Associate Director Residence Life</td>
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<td></td>
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<tr>
<td>- Assistant Director Administration</td>
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<td></td>
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<tr>
<td>- Assistant Director Residence Life</td>
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<tr>
<td>- Assistant Director Housing Judicial Services</td>
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<tr>
<td>- Assistant Director Apartment Communities</td>
<td></td>
<td></td>
<td><a href="http://UND.edu">http://UND.edu</a></td>
</tr>
<tr>
<td>- Assistant Residence Hall Director</td>
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<tr>
<td>- Residence Hall Director</td>
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<tr>
<td>- Residence Life Coordinator</td>
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<tr>
<td>- Resident Assistant</td>
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<tr>
<td>- Resident Manager</td>
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<tr>
<td>Report a Missing Student</td>
<td>Athletics:</td>
<td>(701) 777-2234</td>
<td></td>
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<tr>
<td>- Director of Athletics</td>
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<tr>
<td>- Deputy Director of Athletics</td>
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<tr>
<td>- Associate and Assistant Directors of Athletics</td>
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<tr>
<td>- Head Coaches and Assistant Head Coaches (baseball, basketball, cheer, cross country, dance, football, golf, hockey, soccer, softball, swimming and diving, tennis, track and field, volleyball)</td>
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<td></td>
<td></td>
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<tr>
<td>- Medical Providers</td>
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</table>
DEFINITIONS

**Campus Connection**
A portal providing a secure gateway to the applications offered to the University System community. Apply for admission to any of the institutions in the University System, register for classes, check grades, update personal information, or gain access to administrative functions in the student administrative database.

**Clery Act**
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

**CSA**
Campus security authority – A Clery-specific term that encompasses four groups of individuals and organizations associated with an institution: a campus police department or a campus security department of an institution; any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department; any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses; or an official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings, and a faculty advisor to a student organization. A CSA’s primary responsibility is to report allegations made in good faith to the reporting structure established by the institution.

**DOS**
Dean of Students

**Missing Student**
A student enrolled at either a full- or part-time status, who is perceived by the reporting person to be overdue in reaching home, campus, or another specific location, and there is an identifiable concern for the well-being of the student.

**UPD**
University of North Dakota Police Department
PRINCIPLES

OVERVIEW – UND will investigate any report of a missing UND student residing on-campus (residence halls, University Place and University apartments) and take appropriate action to ensure all notifications and actions comply with legal mandates. Investigation of such reports will be initiated immediately by the UPD and local law enforcement. Procedures are governed by federal and state laws, local ordinance, and University policy, and are implemented by internal standard operating practices.

UND is required to establish policy and procedures addressing missing students in accordance with Missing Student Notification Policy and Procedures 20 USC 1092 C (section 488 of the Higher Education Opportunity Act of 2008).

PROCEDURES

Registering Information

All students are encouraged to provide emergency contact information in the Campus Connection system.

In addition to providing a general emergency contact, students residing in on-campus residence halls, University Place, and apartment housing have the option to identify an individual whom UND will contact in the event the student is determined to be missing for more than 24 hours. Residence hall and University Place students identify a contact by entering and updating information under Emergency Contacts within the MyHousing login in Campus Connection. Apartment students complete the Missing Person’s Contact Information Card provided during apartment housing check-in. This contact information is kept confidential and will only be used by authorized campus officials in a missing student investigation.

For a person under the age of 18 (who is not emancipated), and for purposes of missing student notification, the person(s) to be contacted must be a custodial parent or guardian.

Reporting a Missing Student

Any concerned person should notify a campus security authority (CSA) of a belief that a student is missing for 24 hours. CSAs include, but are not limited to, Housing staff members such as a residence hall director, assistant residence hall director, residence life coordinator, resident assistant or resident manager. The phone number for Housing is (701) 777-4251. Alternative CSAs include officers of UPD or staff members at the Dean of Students (DOS) Office. The missing student report must be referred immediately to UPD.

A student enrolled at the University at either a full- or part-time status, who is perceived by the reporting person to be overdue in reaching home, campus, or another specific location, and there is an identifiable concern for the well-being of the student, may be reported as a missing student.

Any University employee receiving a complaint of a missing student must notify UPD and provide further information related to the reported missing student.

Investigation

UPD will investigate the report of a missing student utilizing established police investigative procedures and appropriate UND resources as necessary. UPD will notify the Grand Forks Police Department or the appropriate law enforcement agency within 24 hours that the student is determined to be missing.

Contacting Family Members

Individuals identified by the student, and/or the parent(s) if the student is under 18 years of age, will be contacted by UPD, Housing or the DOS Office within 24 hours of the initial report to the CSA/UPD.
In situations in which the student has failed to designate a contact for missing student notification, UPD will use University records and resources to continue its investigation. Family members, not including those formally identified by the student, may be contacted during the course of the investigation to resolve a report of a missing student.

**Methods of Contacting a Reported Missing Student**

CSAs may work in cooperation and share records and information as appropriate to assess the status of a student reported as missing. Methods of attempting to locate a reported missing student include, but are not limited to, the following:

- Checking phone numbers and email addresses provided as well as social networking sites;
- Surveying the student’s room or apartment, including contacting those with whom the student may live;
- Contacting friends, family members, known associates, faculty and other campus community members;
- Contacting extra jurisdictional law enforcement for assistance; and
- Assessing student’s use of campus resources, such as ID card access or computer network systems.

**Resolution of Missing Student Status**

Missing student contacts will be advised of the resolution of a student’s missing status. These contacts will further be advised of law enforcement options in cases where the student is not contacted through measures in this protocol. Contact notification will be made by a CSA in Housing, the DOS Office, or UPD.

**RESPONSIBILITIES**

<table>
<thead>
<tr>
<th>Any concerned person</th>
<th>▪ Notify a CSA (specifically the DOS, a supervisory employee in Housing or UPD) to report a missing student.</th>
</tr>
</thead>
</table>
| CSA                  | ▪ Determine if a student is a missing student.  
▪ Work in cooperation and share records and information as appropriate to assess the status of a student reported as missing.  
▪ Notify UPD immediately to report a missing student. | |
| DOS                  | ▪ Contact family members to resolve reports of missing students, when delegated.  
▪ Advise contacts of the resolution of a student’s missing status.  
▪ Advise contacts of law enforcement options in cases where the student is not contacted. |
| Housing              | ▪ Contact family members to resolve reports of missing students, when delegated.  
▪ Advise contacts of the resolution of a student’s missing status.  
▪ Advise contacts of law enforcement options in cases where the student is not contacted. |
| Students             | ▪ Provide emergency contact information in the Campus Connection system.  
▪ Provide a contact to be used in the case of a missing student through the Missing Person’s Contact Information Card provided upon check-in. |
| University Employees | ▪ Notify a CSA and provide further information related to the reported missing student upon receiving a complaint of a missing student. |
| UPD                  | ▪ Notify the Grand Forks Police Department or the appropriate law enforcement agency within 24 hours of the report of a missing student.  
▪ Investigate utilizing established police investigative procedures, to include University resources and records.  
▪ Contact family members to resolve reports of missing students.  
▪ Advise contacts of the resolution of a student’s missing status. |
Advise contacts of law enforcement options in cases where the student is not contacted.

APPENDICES

Appendix 1 – Residence Hall Information Card

REVISION RECORD

<table>
<thead>
<tr>
<th>Date</th>
<th>Action Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/04/2011</td>
<td>Interim Approval</td>
</tr>
<tr>
<td>02/07/2012</td>
<td>Policy Implementation</td>
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<tr>
<td>05/29/2013</td>
<td>Revision</td>
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<td>07/01/2013</td>
<td>Revision Approved</td>
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<tr>
<td>08/08/2014</td>
<td>Revision</td>
</tr>
<tr>
<td>08/14/2014</td>
<td>Revision Approved</td>
</tr>
<tr>
<td>07/01/2015</td>
<td>Revision</td>
</tr>
<tr>
<td>07/20/2015</td>
<td>Revision Approved</td>
</tr>
</tbody>
</table>

President Robert O. Kelley

- Migrated policy from DOS to Public Safety and assigned document an F&O policy number
- Expended list of CSAs in Contacts
- Clarified process for obtaining contact information to be used in the case of a missing student in Procedures: Registering Information
- Clarified process and timeline for reporting a missing student to UPD and local law enforcement in Procedures: Investigation
- Added titles to list of CSAs to whom crimes may be reported in Contacts
- Updated website links throughout document
- Clarified process used by UPD in Procedures: Contacting Family Members
- Expanded Policy Statement to include University policy and further indicated internal standard operating practices are used to implement these procedures
- Added faculty advisors to student organizations as CSAs and identified the primary responsibility for CSAs in Definitions
- Added/updated titles to list of CSAs to whom crimes may be reported in Contacts and Procedures: Reporting a Missing Student
- Update process for providing emergency contact information in Procedures: Registering Information
- Updated website links through document
UNIVERSITY OF NORTH DAKOTA

UNIVERSITY OF NORTH DAKOTA

RESIDENCE HALL INFORMATION CARD

PLEASE PRINT

Hall ___________________________ Room ___________________

Name (full name) ___________________________ Last First Middle

Home Address ___________________________

Number ___________________________
Street ___________________________

City ___________________________
State ___________________________
Zip ___________________________

Date of Birth ___________________________ College Class ___________________________

Major ___________________________

Parent or Guardian (full name) ___________________________

Address ___________________________

Parent Home Phone ___________________________ Parent Cell Phone ___________________________

Student Phone ___________________________

OPTIONAL: Please share medications or allergies that would help emergency personnel assist you if needed.

Medications: ___________________________

Allergies: ___________________________

In accordance with the Higher Education Opportunity Act 2008, each student has the option to identify a contact person whom UND shall notify if that student is determined missing by UND Police or local law enforcement. This contact information is kept confidential and will only be used by authorized campus officials in a missing student investigation.

Name of Contact*: ___________________________

Relationship: ___________________________

Address: ___________________________

Home Phone: ___________________________ Cell Phone: ___________________________ Other: ___________________________

*Parents/guardians of students under the age of 18 will be notified, as well as any other listed contact person.

Student Signature ___________________________ Date ___________________________