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|  | Missing Student Policy and Procedures | Responsible Administrative Unit Student Life |
| | Issued: July 26, 2012 Revised: | Policy Contact Chief of Police and Director of Public Safety: ghughes@mines.edu |

1.0 BACKGROUND AND PURPOSE

This policy outlines the official procedures and notification guidelines of the Colorado School of Mines for missing students who reside in campus owned residence halls, apartments, and houses in accordance with the missing person provision of the Higher Education Opportunity Act of 2008.

2.0 POLICY

It is the policy of the Colorado School of Mines to investigate any report of a missing student who resides on-campus. This policy, with its accompanying procedures, establishes a framework for cooperation among members of the Mines' community aimed at locating and assisting students who are reported missing.

3.0 PROCEDURES

3.1 Reporting and Investigating Missing Students

If a member of the college community has reason to believe that a student who resides in on-campus residential housing is missing, he or she should immediately notify Campus Public Safety ext. 3333 or **911**, the Student Life office ext. 3231, Department of Residence life ext. 3350, or any Residence Life staff member.

Upon receiving information that a student cannot be located and may be missing, Public Safety officers in conjunction with Student Life personnel will initiate an investigation which may include the following:

- Conduct a welfare check into the student's room.
- Call known contacts (parents, guardians, roommates, and friends).
- Contact employers and associates, if known.
- Contact the student's professors regarding recent attendance in class.
- Attempt to locate the student's vehicle, if applicable.

If the student cannot be located after reasonable efforts, Student Life personnel will then contact the student's emergency contacts no later than 24 hours after the student has been determined to be missing. If a confidential contact has been listed (see below), that person may be contacted. If the missing student is under the age of 18 and is not an emancipated individual, Student Life personnel will notify the student's parents or legal guardian.

Public Safety will complete a Missing Persons Report and enter the student's information into the Colorado Crime Information Center (CCIC) database as a reported missing person.

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3.2 Confidential Contact

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Mines in the event the student is determined to be missing for more than 24 hours. If a student has identified a confidential contact, Mines will notify that individual no later than 24 hours after the student is determined to be missing. Students who wish to identify a confidential contact can do so through the Department of Public Safety. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement as appropriate.