

# DEPAUL UNIVERSITY

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## Missing Student Notification

**Category:** Presidential

**Responsible Department:** Public Safety

**Responsible Officer:** Vice President for Facility Operations

**Effective Date:** 12/20/2017

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### Policy Summary

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This policy establishes the circumstances under which DePaul University will notify local law enforcement, emergency contacts, and in some cases parents/guardians, if a student is missing for 24 hours.

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### Scope

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This policy affects the following groups of the University:

- Entire University Community

This policy affects all members of the University community.

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### Policy

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**Any member of the University community who believes that a student is a Missing Student should immediately contact DePaul Public Safety at (773) 325-7777. A "Missing Student" is a student who has been reported absent from the University for 24 hours or more without any known reason. Any other DePaul office that receives a report of a Missing Student (for example: the Dean of Students Office, Residential Education, College/School offices, etc.) must immediately refer that report to Public Safety.**

Public Safety will promptly investigate all reports of Missing Students to determine the validity of the report. If the report of a Missing Student is validated, the designated DePaul office will, within 24 hours of receiving the initial report:

1. Notify local law enforcement that the student is a Missing Student.
2. If the Missing Student has designated emergency contact(s), including an additional emergency contact specifically related to being a Missing Student, attempt to notify the Missing Student's emergency contact(s) that the student is a Missing Student. Students are responsible for updating all emergency contact information in Campus Connection. All

emergency contact information is only available to authorized DePaul personnel, and will only be released for approved purposes, such as to law enforcement in furtherance of a missing person investigation.

3. If the Missing Student is under 18 and is not emancipated, attempt to notify the student's parent/guardian that the student is a Missing Student.

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## **Procedures**

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Public Safety is responsible for communicating all validated reports of Missing Students to local law enforcement within 24 hours of receiving the initial report.

Public Safety will work with Student Affairs regarding all reports of Missing Students. Student Affairs is responsible for communicating with a Missing Student's emergency contact(s) (and if applicable, a Missing Student's parent/guardian) within 24 hours of receiving the initial report.

Students have the option to designate one or more emergency contacts in Campus Connection. This includes designating an additional emergency contact specifically related to being a Missing Student. If a student is a Missing Student, DePaul will notify those emergency contacts specifically designated as emergency contacts for Missing Student situations, and may notify other emergency contacts as well.

In order to make students aware of this policy, including the student's option to designate various emergency contacts in Campus Connection, this policy will be summarized in DePaul's Annual Safety & Security Information Report, in the Undergraduate Student Handbook, and in the Graduate Student Handbook.

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## **Divisional Collaborations**

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Student Affairs  
Office of the General Counsel  
Housing Services

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## **Contact Information**

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### **Facility Operations**

Vice President for Facility Operations  
[bjanis@depaul.edu](mailto:bjanis@depaul.edu)  
(312) 362-8762

### **Public Safety**

Director, Public Safety  
[bwachows@depaul.edu](mailto:bwachows@depaul.edu)  
(773) 325-7762

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## **Appendices**

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None.

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## **History/Revisions**

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Origination Date: 03/12/2010

Last Amended Date: 12/20/2017

Next Review Date: N/A