Missing Student Policy and Procedure
University of La Verne

The Higher Education Opportunity Act (P.L. 110-315) requires the University to maintain a missing student notification policy and protocol for on campus residents. The University of La Verne takes student safety very seriously. To this end, the following policy and procedure has been established to assist in locating La Verne students living in University owned on-campus housing who, based on the facts and circumstances known to the administration, the University has determined to be missing.

A student shall be deemed missing when the student is absent from the University for more than 24 hours without any known reason. Any member of the campus community should report a missing student by filing a missing person report with any of the following offices:

1. Campus Safety (909) 593-3511, ext. 4950 or (909) 208-4903 or #6666 from “on-campus phones”
2. Student Housing and Residential Education (SHARE) office, (909) 593-3511, ext. 4052
3. Dean of Student Affairs Office, (909) 593-3511, ext. 4050

At the beginning of each academic year, the University of La Verne will inform students residing in on-campus housing that the University will notify either a parent or an individual selected by the student not later than 24 hours after the time the student is determined to be missing. This information will include the following:

- Students have the option of identifying an individual to be contacted by La Verne not later than 24 hours after the time the student has been determined to be missing. Students can register this confidential contact information through the Housing Office.
- If the student is under 18 years of age, and not an emancipated individual, the University of La Verne is required to notify a custodial parent or guardian not later than 24 hours after the time that the student is determined to be missing.
- The University La Verne will notify the appropriate law enforcement agency not later than 24 hours after the time that the student is determined to be missing.
- If the University of La Verne's Campus Security or law enforcement personnel has been notified and makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to campus, the University will initiate the emergency contact procedures in accordance with the student’s designation.

The University will follow the following notification procedure for a missing student who resides in on-campus housing:

- Once the University receives a missing student report via the Campus Safety office, Student Housing and Residential Education (SHARE) office or the Dean of Student Affairs Office, or other source, the following offices will be notified:
  - University of La Verne’s Campus Safety
  - Student Housing and Residential Education (SHARE)
  - Dean of Student Affairs

- Any official missing person report relating to this student shall be referred immediately to Campus Safety.
- If Campus Safety, after investigating the official report, determines the student has been missing for more than 24 hours, the University of La Verne will contact the individual identified by the student, the custodial parent or legal guardian if the student is under 18 and not emancipated, or local law enforcement if these do not apply.

Upon notification from any entity that any student may be missing, the University of La Verne may use any of the following resources to assist in locating the student. These resources may be used in any order and combination.

- Through the Student Housing and Residential Education (SHARE) Office, the Resident Assistant or other University administrator with key access may be asked to assist in physically locating the student by keying into the student’s assigned room and talking with known associates.
- Campus Security may search on campus public locations to find the student (library, cafeteria, etc.).
- Campus Safety may issue an ID picture to assist in identifying the missing student.
- Student Affairs departments or academic departments may be contacted to seek information on last sighting or other contact information.
- The Dean’s Office may try to contact known friends, family, or faculty members for last sighting or additional contact information.
• Campus Safety may access card access logs to determine last use of the card and track the card for future uses.
• Campus Safety may access vehicle registration information for vehicle location and distribution to authorities.
• The Office of Information Technology may be asked to look up email logs for last login and use of University of La Verne email system.
• If there is any indication of foul play, the local police department will immediately be contacted for assistance.

Contact Information:

**Residents 18 years and older:**
You may identify a confidential contact to be notified not later than 24 hours after the time that you are determined to be missing. You may register your confidential contact on this form, which you will complete during your check-in process, and can make changes to this form at the Student Housing and Residential Education (SHARE) Office in the Oaks – B bottom.

**Residents younger than 18 years old:**
The policy requires us to notify your custodial parent or guardian not later than 24 hours after the time you are determined to be missing. You must provide parental emergency contact information on this form, which you will complete during your check-in process, and can make changes to this form at the Student Housing and Residential Education (SHARE) Office in the Oaks – B bottom.