

# Missing Student Policy

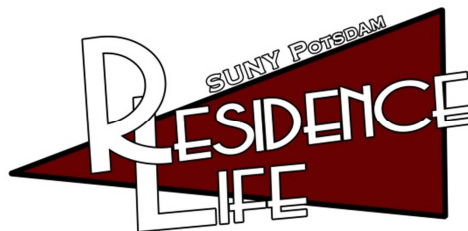
This policy contains the official notification procedures of SUNY Potsdam for missing students who reside in campus housing, in accordance with the requirements of the Higher Education Opportunity Act of 2008, Section 485 (j).

Upon check in, each residential student is asked to provide emergency contact information. Students will be asked to identify a person designated as a confidential contact to be notified by SUNY Potsdam after the time the student is determined to be missing for more than twenty-four (24) hours by College officials. The confidential contact may be a person designated by the student in addition to any declared emergency contact(s). Should the student not formally declare a separate missing person contact, the emergency contact on record will be notified. For persons under 18 years of age and not emancipated, the institution will still allow a separate person to be designated for missing person notification; however, a legal parent or guardian will also be notified, in compliance with the Higher Education Opportunity Act. Students may update this information or provide it after check-in by contacting the Office of Residence Life or University Police.

Any student or staff should notify the college at the time a student is presumed to be missing. Missing students may be reported to either University Police or any Residence Life staff member. Upon notification of a potentially missing student, the College will begin an investigation of the situation. Upon determination that a student is actually missing for more than 24 hours, the student's emergency contact will be notified. In the case that the missing person is under 18 years old and not emancipated, the custodial parent(s) or legal guardian will be notified.

A student is determined to be missing when University Police has verified that reported information is credible and circumstances warrant declaring the person missing. Should University Police determine that a residential student is a missing person, the Director of Residence Life or designee will be immediately notified to verify the appropriate missing person's contact information. Contact will then be made within twenty-four (24) hours by the Dean of Students or designee. University Police will provide the Director of Residence Life and Dean of Students timely and continuous notification of the status of the investigation until the case is closed.

In the event a student residing in a college owned and operated facility is determined to be missing, and has not previously identified a missing persons contact, SUNY Potsdam will notify the individual identified in the student's Campus account (Banner) as the emergency contact.



## **IMPORTANT NOTICE TO ALL RESIDENTS:**

In accordance with the college's policy for missing persons, you have the right to register a specific emergency contact in the event that you should ever be declared a missing person. This information is collected at check-in by Residence Live and can be updated at anytime by coming to the University Police Office in Van Housen Hall Extension.

### **Please include:**

- **your name**
- **Potsdam P#**
- **where you live**
- **your cell phone #**
- **the name and relationship of who you desire to be contacted**
- **a home and cell phone # for that person(s)**
- **an email address for that person(s)**
- **a home address for that person(s)**

If you choose not to register a specific/separate contact for missing persons reporting, should you become missing your regular emergency contact on file with the College and/or housing will be notified.

For persons under 18 years of age and not emancipated, in addition to your desired contact person, a legal parent or guardian will be contacted should you become a missing person.

**If you have any questions or desire more information, please contact Residence Life at [reslife@potdam.edu](mailto:reslife@potdam.edu) or (315) 267-2350.**

All emergency contact information submitted is kept confidential and only shared with appropriate emergency response and law enforcement personnel in the event that such information should be needed.

If you suspect a person is missing, please notify a Residence Life staff member or University Police (315) 267-2222 immediately.

