

WOFFORD COLLEGE  
Missing Student Notification Policy

The following policies and procedures concerning when a student residing in on-campus housing is determined to be missing have been established by Wofford College in compliance with 20 U.S.C. § 1092 and 34 C.F.R. § 668.46.

Most missing person reports in the college environment result from students changing their routines without informing roommates and/or friends of the change. For purposes of this policy, a student will be considered missing, if a roommate, classmate, faculty member, staff member, friend, family member or other campus person has not seen or heard from the person in a reasonable amount of time. In general a reasonable amount of time is 24 hours or more but may vary with the time of day and information available regarding the missing person's daily schedule, habits, and reliability. Individuals will also be considered missing immediately if their absence has occurred under circumstances that are suspicious or cause concerns for their safety, such as if a student has expressed suicidal thoughts or may be in a life threatening situation.

**Designation of emergency contact information**

Students age 18 and above and emancipated minors (Emancipated minors are those students under the age of 18 who have been legally granted adult status.) All students (including those students 18 and above and emancipated minors) will be given an opportunity to designate an individual to be contacted by the college after the time that the student is determined to be missing. The name of this contact person will be confidential and may be different than the designated emergency contact. This contact information will be accessible only to authorized campus officials, and it may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation. The designation will remain in effect until changed or revoked by the student.

If a student under the age of 18 and not emancipated is determined to be missing, the college is required by Federal Law to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing, in addition to notifying any additional contact person designated by the student.

Students designate their emergency contact in BannerWeb under Personal Information. To change the contact, students log into myWofford, and then click *View Emergency Contacts*. Then click *Update Emergency Contacts* and change/add/remove what it listed.

## Missing Student Procedure

a. Any individual at Wofford who has information that a residential student may be a missing person must notify the Wofford College Campus Safety Department immediately at 864/597-4911. All missing student reports shall be referred immediately to Wofford College Campus Safety Department.

b. Campus Safety will begin an immediate investigation and gather all essential information about the missing student from the reporting person, from the student's acquaintances and from college personnel and official college information sources. Such information will include, but not be limited to, the following:

- A physical description of the missing person, including the clothes that were last worn
- Student's cell phone number (if known)
- Where the student might be, who the student might be with, vehicle description
- Information about the physical and emotional wellbeing of the student
- A class schedule, when last attended class
- Last time the student used his/her ID card

c. Appropriate campus staff, including the President's Office, the Dean of Students Office, the Residence Life Office, and the Student Wellness Center and others deemed appropriate by the Dean, will be notified to aid in the search and location of the student. Contact with the student will be attempted using the following means:

- Calling the student's cell phone
- E-mailing the student
- Texting the student
- Entering into the student's residence hall room
- Talking to roommates, hall mates, and other friends

d. A person shall be determined to be missing if:

- search efforts are unsuccessful in locating the student in a reasonable amount of time; OR
- it is apparent immediately that the student is a missing person (e.g. witnessed abduction); OR
- it has been determined that the student has been missing for more than 24 hours.

e. No later than 24 hours after determining that a student is missing, the Dean of Students or his/her designee will notify the confidential contact previously identified by the student (for students 18 and over) or the custodial parent/guardian and any other designated contact person (for students under the age of 18) and advise that the student is believed to be missing.

f. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, Campus Safety will notify other local law enforcement agencies to report the student as a missing person within 24 hours after determining the student to be missing.