

Missing Student Notification Policy

Purpose:

Chapman University has adopted the following policy and protocols regarding the investigation of and response to reports that a student's whereabouts are unknown.

How to Report:

Chapman University takes student safety very seriously. To this end, individuals having reason to believe that a student has been missing should immediately notify the Chapman University Department of Public Safety at 714-997-6763.

These reports may also be made to Residence Life and First Year Experience in the Davis Community Center or the Dean of Students Office in Argyros Forum 101. If the missing person report is made to staff or organizations other than Chapman University Department of Public Safety, the entity must contact Public Safety immediately.

A student residing in on-campus housing is determined to be missing when the Chapman University Department of Public Safety or other law enforcement agency determines that:

- The student has been missing for more than 24 hours without any known reason,
- The reported information is credible, and
- The circumstances warrant officially declaring the student to be missing.

Unless there is evidence to the contrary, a student residing in on-campus housing will not necessarily be considered missing if the student provided information about their intended whereabouts to the Residence Life and First Year Experience or if the student is absent during recognized University holidays or breaks.

A student may be considered to be missing if his or her absence is contrary to their usual pattern of behavior and/or if unusual circumstances may have caused the absence. Such circumstances may include, but not be limited to, a report or suspicion that the missing student may be the victim of foul play, has expressed suicidal thoughts, is under the influence of alcohol or other drugs, is in danger, or has been with persons who may endanger the student's welfare.

Contact Procedures:

All enrolled students at Chapman University, regardless of their living circumstances, should designate a Confidential Contact.

A Confidential Contact is an individual(s) that the student prefers Chapman University officials contact in the event that the student is determined to be missing for a period of more than 24 hours. The information provided for the Confidential Contact is confidential and accessible only to authorized campus officials. The contact information may not be disclosed to any party except to law enforcement personnel in furtherance of an official missing person investigation. The University suggests that students notify their Confidential Contacts that they have been designated as such.

All enrolled students at Chapman University living on campus are required to designate a Confidential Contact during the housing application process. It is suggested that students living off campus also designate a Confidential Contact. Every student (resident and non-resident) has a student account on PeopleSoft where they may designate contact information for their selected Confidential Contact. Students should update their personal information at the beginning of each academic year. Students are solely responsible for the accuracy of the information provided and updating the information when needed.

In the event that the missing student is under the age of 18 and is not emancipated, the custodial parent or guardian on the student's file at the time that the underage student is determined to be missing will also be contacted within 24 hours in addition to the student's Confidential Contact. If at any time for any reason the custody or guardianship of the student changes during his or her time at the University, the student must update their records immediately

When a Report is Made:

When a report is received that a student's whereabouts are unknown, Chapman may employ such steps as are appropriate in determining the student's whereabouts; these steps may include some or all of the following:

- Check of the student's campus residence.
- Attempt to contact the student via phone or internet.
- Interview roommates or other students, as appropriate, to gather additional information about the student's location and recent activities.
- Access the student's class schedule and try to contact them in class.

- Investigate the students' ID card usage to determine which room the student last used their ID card to enter and when they last used their ID card to purchase food on campus.
- Should the above measures be unsuccessful in locating the student, the university shall deem the student as "missing" and within 24 hours notify appropriate law enforcement agencies and the student's Confidential Contact.

When Public Safety 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 the campus, the Department of Public Safety will initiate the emergency contact procedures in accordance with the student's Confidential Contact designation and will also notify local law enforcement that has jurisdiction in the area the student went missing. This will be done within 24 hours, regardless of whether or not the student had a Confidential Contact, is above the age of 18 or is an emancipated minor.

Additionally, Public Safety may release a photo of the missing student as a tool to assist in locating the individual and may seek information and/or assistance from a variety of campus resources during the course of the investigation.