MISSING RESIDENTIAL STUDENT POLICY AND PROTOCOL

Effective Date: September 17, 2013

I. Purpose

The purpose of this policy is to promote the safety and welfare of members of the University of Southern Maine (USM) community through compliance with the requirements of the Higher Education Opportunity Act of 2008 (the HEOA). This protocol includes the official notification procedures of USM for missing students who reside in on-campus housing, in accordance with the requirements of HEOA.

II. Policy

It is the policy of USM to provide students who are residing in on-campus housing the option of identifying an individual (confidential contact person) on their Residence Hall Application and Contract for housing & meals to be contacted (in addition to their emergency contact) by USM in the event that the student is determined to be missing for a period of more than 24 hours.

III. Definitions

A. Missing Student: For purposes of this policy, a student is determined to be missing when USM Public Safety (USM-PS) or other law enforcement agency determines that the student has been missing for more than 24 hours, without any known reason, that the reported information is credible, and that circumstances warrant declaring the person missing.

B. On-Campus Housing: A residence hall or other residential facility for students that is located on USM’s campus. (34 CFR §668.41(a))

C. Campus: For purposes of this policy, “campus” is defined as:

1. Any building or property owned or controlled by USM within the same reasonably contiguous geographic area and used by USM in direct support of, or in a manner related to, the USM’s educational purposes including residence halls; and

2. Any building or property that is within or reasonably contiguous to the area identified in paragraph 1 of this definition, that is owned by the University but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor). (34 CFR §668.46(a))

IV. Protocol: Missing Residential Students

A. If a member of the USM community has reason to believe that a student who resides in on-campus housing is missing, or receives a report of a missing student, he/she shall immediately contact their supervisor and/or University of Southern Maine Public Safety (USM-PS) at: (207) 780-5211.
B. USM-PS will then initiate its Missing Student Policy.
C. Nothing in this policy/protocol is intended to preclude USM from determining that a student is missing before the student has been missing for a full 24 hours or initiating notification procedures as soon as it determines that the student is missing.
D. A student who wishes to identify a confidential contact may do so through on their Residence Hall Application and Contract for housing & meals or any time at the Gorham Student Life Office in 100 Upton Hall. A student’s confidential contact information shall be accessible only by authorized campus officials, and will not be disclosed except to law enforcement in connection with a missing person investigation.
E. A missing student report must be referred immediately to USM-PS. If the student who is missing is under 18 years of age and not emancipated, USM must notify a custodial parent or guardian within 24 hours of determining that the student is missing, in addition to notifying the confidential contact person designated by the student. USM will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

V. Contact Information

A. USM Public Safety Department

(207) 780-5211 (non-emergency number)

www.usm.maine.edu/police

B. USM Student Records

(207) 780-5230

http://www.usm.maine.edu/reg

C. Gorham Student Life

(207) 780-5240

http://www.usm.maine.edu/reslife

VI. Related Information

A. Clery Act