

Policy

This policy, with its accompanying procedures, establishes a framework for cooperation among members of the University community aimed at locating and assisting currently enrolled students who are reported missing. A student shall be deemed missing when he or she is absent from the University and/or has been reported missing by another individual without any known reason. All reports of missing students shall be directed to Public Safety which shall investigate each report and immediately notify the Pocatello Police Department. All students shall have the opportunity to identify an individual to be contacted by the University in case a student is determined to be missing. If a missing student is under 18 years of age, Public Safety is required to notify the parent or guardian of the missing student not later than 24 hours after the determination by Public Safety that the student is missing. The Vice President for Student Affairs shall have the responsibility to make the provisions of this policy and the procedures set forth below available to students.

Procedure

Notification:

Anyone who suspects a student may be missing should notify Public Safety, the Housing Director or the office of Student Affairs immediately.

Any report of a missing student, should be directed to Public Safety.

When a student is reported missing Public Safety shall:

- Initiate an investigation to determine the validity of the missing person report.
- Notify the Pocatello Police Department within 24 hours after determining that the student is missing.
- Notify the Vice President for Student Affairs and the President.
- Make a determination as to the status of the missing student.
- Notify the individual identified by the missing student as the emergency contact within 24 hours of making the determination that the student is missing.
- If the missing student is under the age of 18, notify the student's custodial parent or guardian as contained in the records of the University within 24 hours of the determination that the student is missing.

The Vice President for Student Affairs shall initiate whatever action he or she deems appropriate under the circumstances in the best interest of the missing student.

The Office of Student Affairs may also contact the student's instructors if necessary or beneficial in the situation to the student and/or instructors.

Student Contact Information:

Students are given the opportunity to confidentially designate emergency contact information at registration. This information is part of the University registration and is protected under FERPA. This information is accessible by Public Safety.

Students are given the opportunity to confidentially designate emergency contact information at the time of housing registration. This information is accessible by Housing officials and Public Safety.

Students are given the opportunity to designate a person to notify in a missing person investigation. This information will not be disclosed outside of a missing person investigation.

Student Notification of This Policy:

Included on the ISU Housing website.

Discussed at beginning semester Housing meetings.

Included in the annual Campus Security Report.

Sent to students by University e-mail.

Included on the Public Safety website.

Included on the Vice President of Student Affairs website.

Included in the annual paper version of the Student Handbook.