



August 15, 2012

Dear St. Thomas University Student:

Federal law requires colleges and universities to establish a missing student notification policy. The policy states, among other things that students must be given the option to provide confidential emergency contact information in the event that he or she is reported as missing. If that occurs, St. Thomas University will use the information on the emergency contact form for the following purposes:

- Notify the missing student's identified emergency contact
- Notify a student's parent or guardian if the student is under 18
- Notify the appropriate law enforcement officials in the event no contact information is supplied.

Unless foul play is evident or strongly indicated, a student will be determined missing if he or she is unable to be located for 24 hours or more. Once a missing student report is filed, the college will begin an immediate investigation in an attempt to locate the student.

You will be asked to complete an Emergency Contact Form when you check-in to your residence hall. Completion of the form by you is voluntary and all information provided will be kept confidential.

I also request that you keep the Office of Student Affairs informed of any updates to your contact information while you are a St. Thomas University student. In the meantime, if you have any questions or concerns, do not hesitate to contact me.

Cordially,

James Hultine
Associate Dean of Students

Enclosure.



Missing Student Policy and Procedure

St. Thomas University takes student safety very seriously. To this end, the following policy and procedure has been developed in order to assist in locating student(s) living in College-owned, on-campus housing, which based on the facts and circumstances known to the College is determined to be missing. This policy is in compliance with Section 488 of the Higher Education Act of 2008.

Most missing person reports in the college environment result from a student changing their routine without informing their roommates and/or friends of the change. Anyone who believes a student to be missing should report their concern to Public Safety or Student Affairs / Residence Life. Every report made to the campus will be followed up with an immediate investigation once a student has been missing for 24 hours. Depending on the circumstances presented to University officials, parents of a missing student will be notified. In the event that parental notification is necessary, the Dean of Students will place the call.

At the beginning of each academic year, residential students will be asked to provide, on a voluntary basis, emergency contact information in the event they are reported missing while enrolled at St. Thomas University. This emergency information will be kept in the Division of Student Affairs and will be updated annually.

GENERAL PROCEDURE:

1. The University official receiving the report will collect and document the following information at the time of the report:

- a. The name and relationship of the person making the report.
- b. The date, time and location the missing student was last seen.
- c. The general routine or habits of the suspected missing student (e.g. –visiting friends who live off-campus, working a job away from campus) including any recent changes in behavior or demeanor.
- d. The missing student's cell phone number (if known by the reporter).

2. The University official receiving the report will contact the Student Affairs Administrator on Duty (AOD) and the Dean of Students in order to update them on the situation and to receive additional consultation. The Dean of Students will ascertain if/when other members of the University and the Director of Public Safety need to be contacted.

3. Upon notification from any entity that a student may be missing, the University may use any or all of the following resources to assist in locating the student.
 - a. Call the student's room,
 - b. Go to the student's residence hall room,
 - c. Talk to the student's RA, roommate, and floor mates to see if anyone can confirm the missing student's whereabouts and/or confirm the date, time, and location the student was last seen.
 - d. Secure a current student ID (from security) or other photo of the student from a friend.
 - e. Call and text the student's cell phone and call any other numbers on record.
 - f. Send the student an email.
 - g. Check all possible locations mentioned by the parties above including, but not limited to, library, residence hall lounges, student commons, fitness center, etc. The Office of Public Safety and the Office of Residence Life may be asked to assist in order to expedite the search process.
 - h. Contact or call any other on-campus or off-campus friends or contacts that are made known to the University. This could include checking a student's social networking sites such as MySpace, Facebook and Twitter.
 - i. Ascertain the student's car make, model and license plate number. A member of the Office of Public Safety will also check the University parking lots for the presence of the student's vehicle.

4. The Office of Information and Technology Staff may be asked to obtain email logs in order to determine the last log in and/or access of the University's network.

5. Once all information is collected and documented and the Dean of Students (or his/her designee) is consulted, University staff may contact the local police to report the information. (Note: If in the course of gathering information as described above, foul play is evident or strongly indicated, the police can be contacted immediately.) If it is necessary to contact the local or state authorities, police procedure and protocol will be followed by the University.



Office of Residence Life
Emergency Contact Information Form (ECIF)

Please check the appropriate box:

- Male Female Non-smoker Athlete _____
 Freshman Sophomore Junior Senior Graduate Law

Please print all of the information neatly.

Name (Last) _____ (First) _____ (Middle Initial) _____ Social Security # or Federal Identification # _____

Permanent Address (Street) _____ (City) _____ (State) or (County) _____ (Zip) _____

Home Telephone # _____ St. Thomas Telephone # _____ STU E-mail Address _____

Cell Phone # _____ Alternate Telephone # _____ Private E-mail Address _____

Emergency Contact Name & Relationship _____ Telephone _____ E-mail Address _____

In case of a Hurricane I will: go home hotel Community Shelter

For the following options please provide contact information: Stay with a friend local relative

Name: _____ Telephone: _____ E-mail: _____

Address: _____ City & State: _____ Zip: _____

Insurance Name/Policy Number _____

Medical Information: (Please list required medications and/or allergies)

Do you have any special needs?

Signature: _____ Date: _____

St. Thomas University will not be responsible for any information omitted from this document.