



## Missing Person(s) Policy and Procedure

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### **1.0 PURPOSE**

To establish procedures for the University's response to reports of missing persons, as required by the Higher Education Opportunity Act of 2008. This policy applies to the Wheeling Jesuit University Community (students, faculty, and staff).

### **2.0 POLICY**

If the University is notified or has reason to believe a person is "missing" and may be endangered, an investigation into the whereabouts of a person will ensue. The Director of Public Safety in conjunction with the Vice President of Student Services and the Vice President of Human Resources and Compliance will make the official determination of whether a person is "missing". Anyone, student or employee, believing a person may be missing, will immediately contact the Office of Public Safety 304-243-2486.

### **3.0 PROCEDURE FOR DESIGNATION OF CONFIDENTIAL EMERGENCY CONTACT INFORMATION**

University administration reserves the right to notify the parent(s)/guardian of a student or family of an employee, if they are reported "missing". In the event a WJU community member is determined to be missing (in accordance with the procedures set forth below), designated confidential emergency contacts may be contacted by either the Vice President for Student Services or Vice President of Human Resources and Compliance. This information is maintained confidentially and will be available only to the Director of Public Safety, Vice President of Human Resources and Compliance and the Vice President of Student Services, or designee. An employee/student will be designated "missing" until located.

### **4.0 PROCEDURE FOR OFFICIAL NOTIFICATION FOR MISSING PERSONS**

1. Any concerned person with information that a student or employee may be missing, must notify the Office of Public Safety as soon as possible so that an official determination may be made as to whether or not the person is missing.
2. Upon receiving information a person may be missing, the Office of Public Safety will work in concert with the Office of Student Services and Office Human Resources and Compliance to gather all essential information about the missing person so a coordinated effort can be launched to determine the person's whereabouts.
3. If the above actions are unsuccessful in locating the person in a reasonable time, or it is apparent immediately that the person is missing (i.e. witnessed abduction), the person will be determined to be missing. At this time, the Director of Public Safety, on behalf of the University, will notify the Wheeling Police Department. If the "missing" person is a student, the Vice President of Student Services will notify the "missing" person's emergency contact. If the "missing" person is an employee, the Vice President of Human Resources and Compliance will notify the "missing" person's emergency contact.