

MISSING STUDENT POLICY

All individuals should notify either a residence life staff member or security staff member any time they believe a person to be missing by calling 641-673-2123/1084 or Security 641-673-1170.

Missing should be understood as not having been seen in a reasonable amount of time (a reasonable amount of time may vary with the time of day and information available regarding the missing person’s daily schedule, habits, punctuality, and reliability). Individuals will also be considered missing immediately if their absence has occurred under circumstances that are suspicious or cause concerns for their safety.

Within 24 hours from the time a student has been deemed missing (typically, not present for a 24-hour period of time), designated college staff will notify appropriate authorities and contacts. Designated staff includes the Residence life Co-Directors, Director of the PAC or Director of Security. Notification of the appropriate authorities and contacts refer to the Oskaloosa Police department and either the parent/guardian for students who are not emancipated or the missing person contact for students who are over the age of 18 or an emancipated minor. Missing person contact information will be obtained from the Registrar information students provided for this purpose. Missing Student Contact information will be considered confidential and will be accessible only to authorized campus officials and will not be disclosed except to law enforcement personnel in furtherance of a missing person investigation.

MISSING STUDENT POLICY

Federal law requires colleges to establish a missing student notification policy and related procedures for students who reside in on campus housing. William Penn University policy follows.

Policy Statement on Missing Students

Each student has the option to identify an individual to be contacted by William Penn University officials or law enforcement personnel no later than 24 hours after the time a student is determined missing (see below).

- Each student may register and update the identity of this individual, known as the Missing Student Confidential Contact, on their William Penn University Registrar personal data page.
- In the case of students who are under 18 years of age and not emancipated, William Penn University is required by federal law to notify a custodial parent or guardian no later than 24 hours after the time a student is determined missing.
- William Penn University officials will notify the appropriate law enforcement agency no later than 24 hours after the time a student is determined missing.
- If the Office of Security is notified of a potential missing student and makes a determination that the student has been missing for more than 24 hours and has not returned to campus, William Penn University will initiate the emergency contact procedures in accordance with the student’s designation. If the Security Officer has reason to believe the student is missing and endangered, the emergency contact process may be initiated prior to being missing for 24 hours.

Missing Student Confidential Contact

Students may identify their contact by completing the “Missing Student Confidential Contact” section of their William Penn University Registrar personal data sheet. The specific data entry statement follows:

Missing Student Confidential Contact Information

You have the option to designate an individual to be contacted in the event you are determined to be missing by a William Penn University officials or law enforcement personnel for a period of more than 24 hours.

* Note: If you are under 18 years of age and not emancipated, federal law requires that a custodial parent or guardian be contacted.

Procedure If You Believe a Student Is Missing

- Immediately notify a Residence Life staff member or a Campus Security officer. A report will be filed with the Office of Security and an investigation initiated.
- After investigating, the Office of Security will make a determination as to whether or not the student is missing and has been missing for more than 24 hours.
- If the student is determined to be missing for more than 24 hours, William Penn University officials will notify the Oskaloosa Police Department and the student’s confidential contact (if the student has provided a confidential contact). If the missing student is under 18 years of age and not emancipated, William Penn University officials will immediately notify a custodial parent or guardian.