

Muskingum University Police Department

Missing Person Notification Information

I (print) _____, understand that I have the option to confidentially identify an individual to be contacted by the Muskingum University Police Department or the Student Life Office in the event I am determined to be missing for more than 24 hours. Only authorized campus officials and law enforcement officers may have access to this information.

Signature _____ Date _____

My Information

Date of Birth _____ ID # _____

Campus Address _____

Home Address _____

Home # _____ Cell # _____

Informant Information

Name _____

Relationship to Person _____

Address _____

Home # _____ Cell # _____

Work # _____

Missing Student Notification (as required by the Higher Education Opportunity Act)

Muskingum University has adopted the following Missing Student Notification policy, as required by the Higher Education Opportunity Act:

- .If a member of the university community has reason to believe that a Muskingum University student is missing, they should immediately notify the Muskingum University Police Department at 740-826-8155 (anytime) or the Student Life Office at 740-826-8080 (during normal business hours), whether the student resides on campus or not. All possible efforts will be made to locate the student to determine his or her state of health and wellbeing through the collaboration of the Muskingum University Police Department, the Student Life Office, and the Admissions Office.
- .Once the location of the residence of the missing student is established, the Muskingum University Police Department will secure authorization from the Student Life Office to conduct a welfare entry into the student's room, or collaborate with the police department with jurisdiction for assistance off-campus. The Student Life Office along with other university officials will attempt to determine the student's whereabouts through contact with friends, associates, and/ or employers of the student. All available resources will be contacted in an effort to determine if the student has been attending classes, labs, scheduled organizational, and/ or academic meetings. If located, verification of the student's state of health and intention of returning to the campus will be made. When and where appropriate, a referral will be made to the University Counselor or Wellness Center.
- .If the missing student is not located, notification to the family will be made within 24 hours of receiving the initial report to determine if they are aware of the student's whereabouts. If the student resides off campus, the family members will be encouraged to file a missing persons report with the local police department with jurisdiction. If the missing student is under the age of 18 and is not an emancipated individual, the Student Life Office or the Muskingum University Police Department will notify the parents or legal guardian immediately after the police department has determined that the student has been missing for more than 24 hours.
- .If the student resides on-campus, the Muskingum University Police Department will be notified immediately to start an investigation and retain status as the primary investigative unit. The department will follow the outlines published by the Ohio Attorney General's Office on missing persons. If the student resides off- campus, the Muskingum University Police Department will assist the police department with jurisdiction in any way possible. Upon closure of the missing person investigation, all parties previously notified will be contacted.
- .All students have the option to confidentially identify an individual to be contacted by the Muskingum University Police Department or the Student Life Office in the event they are determined to be missing for more than 24 hours. If a student has identified such an individual, the department will notify that individual no later than 24 hours after the student is determined to be missing. Students who wish to identify a confidential contact, to be notified in case they are missing, can do so through the department. The department will set up an ongoing data program for that purpose, and only authorized campus officials and law enforcement officers may have access to this information.