Policy title	Category
Missing Person Policy	Administration Human Resources Marketing / Public Relations Public Safety/Risk Management Student Health Student Involvement Student Life Traditional Undergraduate
Owner Student Life	**Approved by** Student Life

Policy statement

In accordance with Section 485 of the Higher Education Act, 20 U.S.C. § 1092(j), Nebraska Wesleyan University has developed this investigation and notification policy regarding students who reside in on-campus housing and have been reported as missing.

This notification policy and procedures apply only to students who reside in campus housing (“resident students”). This includes residence halls or apartments that are owned or controlled by Nebraska Wesleyan University (NWU) and that are designated for student use. Although this policy does not apply to students who live in off-campus housing, university staff will assist local authorities in their investigation of an off-campus missing NWU student. However, if a member of the university community has reason to believe that any student is missing and makes a report, efforts will be made to locate the student to determine his or her state of health and well-being.

If a person has not been seen by a roommate, classmate, faculty member, family member or other campus staff in a reasonable amount of time, their absence may be cause for concern.

Initial concerns about a missing student should be referred immediately to, the Residential Education Coordinator (REC) on-call at 402-601-2114, the Vice President of Student Life at 402-465-2154, or Campus Security at 402-432-9238. Efforts to locate the student will be directed by local authorities with support from Student Life and Residential Education, as well as friends and family members of the missing student.

If a student resides on campus, the Residential Education Coordinator will conduct a welfare check into the student’s room with possible assistance from Campus Security. If the student resides off campus, the Vice President for Student Life, or designee, or Campus Security will work with local police to request a welfare check. University officials will also attempt to determine the student’s whereabouts through reviewing building access and contacting friends, roommates, faculty or on-campus employers of that student verifying class attendance, work schedules, organizational or academic meetings.

The University may use any or all of the additional steps to assist in locating the student:

- Conduct a welfare check in the student’s room;
- Talk to the student’s PA, 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;
- Secure a current student ID or other photo of the student from a friend;
- Call and text the student’s cell phone and call any other numbers on record;
- Send the student an email;
- Check all possible locations mentioned by the parties above including, but not limited to: library, residence hall lounges, classroom and recreational facilities, etc.;
- Contact or call any other on-campus or off-campus friends or contacts that are made known, which could include checking a student’s social networking sites such as Facebook and Twitter;

- Ascertain the student's car make, model and license plate number;
- If the student resides off campus, the Physical Plant security office will work with LPD to request a welfare check.

If located, verification of the student's state of health and intention of returning to a campus routine is made. When appropriate, a referral to Counseling Services will be made.

If not located, a formal investigation will begin**.**

A formal investigation will include any or all of the following steps:

- If the student has been missing for more than 24 hours past the University's initial attempt to contact, the VP of Student Life or designee will notify the emergency contact person identified by the missing student within 24 hours after such determination that the student is missing. Contextual factors may increase the immediacy of this process as determined by the Vice President for Student Life or designee.
- If a resident student has been missing for more than 24 hours and that resident student is unemancipated and under 18 years of age, then that student's custodial parent or legal guardian will also be notified within 24 hours.
    - If the student resides off campus, emergency contacts and family will be encouraged to report the situation to the appropriate law enforcement agency.
- A Timely Warning and/or an Emergency Notification will be sent to the campus community when a formal investigation is necessary.

Suzanne's Law requires law enforcement to notify the national Crime Information Center when someone between the ages of 18 and 21 is reported missing (Federal law as of 2003 and part of the national "Amber Alert.")

Students are encouraged to register an emergency contact in case they are determined missing. Students living on campus should register their emergency contact person with the Residential Education Office. Students residing off campus should inform the Registrar's Office of their emergency contact.

Last revised date
October 1, 2024