Public Safety and Institutional Assurance
Indiana University Police Department
Chapter 9 – Patrol Services
Sub-Chapter - 9.2 – Special Circumstances
9.2.5 Missing Student Notifications

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**Purpose**
To supplement the reporting and investigative procedures described in *G9.2.4 Missing Persons* and to establish notification guidelines when a student who lives in on-campus student housing is reported as a missing person.

**General Order**
When a student who lives in on-campus student housing is reported as a missing person, the Indiana University Police Department (IUPD) shall notify the student’s designated contact person in addition to local law enforcement agencies as appropriate. If the missing student is under the age of eighteen (18) and not emancipated, the IUPD shall also notify the student’s parent(s) or legal guardian(s). All these notifications must be completed within twenty-four (24) hours of the determination that the student is missing.

For the purposes of this general order, on-campus student housing is defined as any student housing facility that is owned or controlled by the university or is located on property that is owned or controlled by the university, and is within one mile of the geographic area that makes up the campus.

**Notify the parent(s) or guardian(s) of a student under the age of 18 and not emancipated (9.2.5 a)**
If the missing student is under the age of eighteen (18) and is not an emancipated person, the IUPD will notify the student’s parent(s) or legal guardian(s) in addition to the student’s designated contact as described below.

**Notify the student’s missing person or emergency contact (9.2.5 b)**
Students who reside on campuses that have on-campus student housing facilities may identify both an emergency contact and a designated contact who will be notified should they be determined missing.

- These contacts are registered with the campus departments who operate the student housing facilities, not IUPD.
- This contact information is registered confidentially and is only accessible to authorized campus officials.

If the missing person is a student who resides in on-campus housing, the IUPD will notify the student’s designated contact person(s) no more than twenty-four (24) hours after the student is determined to be missing.

- IUPD will contact the appropriate campus department to obtain both the student’s emergency and designated contact information.
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- If the student has registered multiple contacts, IUPD will contact all registered persons even if one of the contacts states the student is not missing, unless contact is made by IUPD directly with the student who was reported as missing.

- IUPD will document in the case report all attempts to contact the designated contact person(s) including if the contact was successful or unsuccessful.

**Notify the local law enforcement agency (9.2.5 c)**

The IUPD will notify the appropriate local law enforcement agencies of all confirmed missing students. At a minimum, the following local law enforcement agencies will be notified:

- Any local law enforcement agency near the location where the missing student was last seen, and

- Any local law enforcement agency requested by the reporting party, provided IUPD considers the request to be reasonable.

**Related Information**

- Indiana University Police Department
  - G9.2.4 Missing Persons
- Indiana University
  - UA-16 Clery Act Compliance
- US Department of Education

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Benjamin Hunter (10/24/2021)
Superintendent for Public Safety