**RWU Missing Student Notification Policy and Procedure for Students Residing in On-Campus Student Housing Facilities**

**Purpose**

This policy is enacted pursuant to 20 U.S.C. § 1092(j) and 34 C.F.R. § 668.46(h) and is intended to establish the missing student notification policy and procedure for Roger Williams University, including Roger Williams University School of Law (the “University”), students who reside in on-campus student housing facilities. On-campus student housing facilities shall include all residence halls on the Bristol campus, as well as Almeida Apartments and Baypoint Residence Hall.

**Policy**

Any student who resides in an on-campus residence hall may designate an individual(s) to be contacted by the University if the student is determined to be missing by the Department of Public Safety or local law enforcement. The contact information will be registered confidentially, accessible only to authorized University officials, and may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation or as otherwise provided by law. A student may designate and update the individual(s) to be contacted on the Emergency/Personal Contact Information section of Campus Portal.

**Procedure**

Most missing person reports in the university environment result from a student changing his or her routine without informing roommates and/or friends of the change. Anyone who believes that a student might be missing should immediately report his or her concern to the Department of Public Safety. The Department of Public Safety shall promptly investigate each report to determine whether the student is missing. A student shall be deemed missing when he or she is absent from the University for more than 24 hours without any known reason.

The University shall take the following steps when the Department of Public Safety or local law enforcement determine that a student is missing in accordance with this policy:

* The University will notify the contact person(s) designated by the student not later than 24 hours after the student is determined to be missing.
* If the student is under 18 years of age and not an emancipated individual, the University will notify the custodial parent or guardian of the student and the contact person(s) designated by the student (if different from the student’s custodial parent or guardian) not later than 24 hours after the student is determined to be missing.
* If the Department of Public Safety has determined that a student is missing, the University will notify local law enforcement not later than 24 hours after a student is determined to be missing.

**Students Living in Off-Campus Housing**

While this policy by law only applies to students residing in on-campus student housing facilities, anyone who believes that a student who resides in off-campus housing might be missing should immediately report his or her concern to the Department of Public Safety and/or law enforcement. If reported to the Department of Public Safety, the Department of Public Safety shall promptly notify law enforcement and provide any requested assistance to law enforcement in law enforcement’s investigation. Students should maintain current emergency contact information on file with the University to assist in such an event. Students may designate and update their emergency contact information on the Emergency/Personal Contact Information section of Campus Portal.