

COE COLLEGE MISSING PERSON POLICY

The Coe College Missing Person Policy is utilized when any department or community member receives a report of a missing student and/or when there is available information that indicates there is an urgent reason to be in contact with a student that is missing. Students who have not been located, seen, and/or trailed after 24 hours are concerned “missing”.

If a resident student has not been seen on campus for more than 24 hours and acquaintances do not know where the student may be, the Dean of Students should be notified immediately. Students under the age of 18 years, will have their parents notified if they are determined missing for more than 24 hours and law enforcement will be notified for any student missing for more than 24 hours. If a student has been seen in the company of a(n) individual(s) indicating that they may be in danger, the Campus Security Office (x8888) and/or the Cedar Rapids Police Department (911) should be notified.

Examples of a missing person include, but are not limited to:

- The caller provides information that indicates a student may harm themselves or others, or has a history of self-harm.
- The caller provides information that indicates that a student’s well-being/safety is at risk and the third party wants someone to check-in with the student and/or find the student.
- The student is known to Coe as high risk, potentially high risk, or has a history that seems related to the request for contact.
- The caller provides information that indicates that the student has not been seen by family, friends, roommates, etc. in a few days or uncomfortable time lapse that would cause the students’ network to be concerned.

Immediate response is required for a missing student and Coe College Campus Security must be involved at the onset and through the investigation of the missing student.

The person receiving the call/report should let the caller/reporter know that Coe College will do its best to make contact with the missing student. The person receiving the report should also ask the caller/reporter to provide their name and contact information and clarify with the caller/reporter if they would like the student to contact them once the student is found.

When responding to a missing person report, the following will take place:

1. In the case of an after-hours missing student report: The person receiving the call/report should contact the on-call staff, who will then contact the secondary on-call staff.
2. The on-call staff and secondary on-call staff will work together to begin active measures. Active measures can be implemented in any order, depending on the level of urgency; the time of day; and/or the message the student needs to receive. Active measures include, but are not limited to:
 - a. Contacting the student via phone, email and text;
 - b. Contacting Security (and CRPD);
 - c. Calling the original caller back to gather more information, if necessary;
 - d. Consulting the student’s social media pages (if possible);
 - e. Consulting with the student’s roommates/friends/network;
 - f. Consulting with the student’s academic professors, if necessary
 - g. Checking ID access (either through Admin. Assistant in Student Development, during business hours) or on-call staff after hours (refer to ID access on campus protocol)
 - h. The Dean of Students or secondary on-call will be responsible for outreach to family.

Student located:

1. Once the student is located, request that the student call the reporter (if this was originally requested). If the student refuses to do so with reasonable justification, the on-call staff or secondary on-call staff may contact the reporter to indicate that contact has been made with the student.
2. On-call staff will input all timelines an event in an incident report and log spreadsheet.
3. Ensure that roommates, and other community members are supported.

Student Not Located (URGENT LEVEL):

If active measures do not result in finding the student, the following will be done within a 24-hour timeframe:

1. Contact the student's emergency contact from Jenzabar/Residence immediately. In addition, the following areas may be notified:
 - a. Residence Life
 - b. Provost
 - c. Senior Administration (President, VP Enrollment)
2. If active measures fail to confirm the presence and safety of the student, the Dean of Students, Campus Security, and other designees will initiate a more formal inquiry into the location of the student. The on-call staff will also work with Campus Security and CRPD on initiating a more formal missing person's report with CRPD.
3. The Dean of Students or designee should document this in an incident report
4. The Dean of Students or designee should ensure that roommates and other community members are supported.