

ACADEMY POLICY MANUAL

Policy Title: Missing Student Policy

Policy Number: AF 08-002

Policy Administrator: Vice President for Administration and Finance

Policy Initiator: Chief of Police, Roseann Richard

Authority: Clery Act (2010), Higher Education Opportunity Act (2008)

Effective Date: December, 2011

Revised Date:

Approved: President William Eisenhardt

Approval Signature: /s

/s/

Purpose

The Academy shall develop policies and procedures regarding community members' notification of Academy Police when a student residing in campus housing is missing, and campus notification is required if Academy Police determine the student to be a "missing person". Academy Police will deem a campus residential student missing when he or she is absent from the Academy for more than 24 hours without any known reason, or sooner if evidence and/or circumstances warrant.

Scope

This policy applies to all students, faculty, and staff that have knowledge of a student missing.

Responsibilities

All campus community members shall report any incident of a missing student resident to Academy Police.

The Chief of Police or designee will work with Residential Life, Student Leadership, and other campus departments as relevant to make a determination as to whether a student is missing as defined by this policy. If determined missing, the Chief of Police or designee will notify local municipal law enforcement and the Dean of Students. The Dean of Students or designee will be responsible for notifying the student's emergency contact, parents, or legal guardian if under 18 years old.

Policy

The Academy shall develop policies and procedures related to missing on-campus student residents, including reporting and notification responsibilities once a student is determined to be missing.

In the event that a student is considered or reported missing, students, faculty, and staff who have knowledge of such shall report and/or forward the incident and any information immediately to the Academy Police Department.