



UNIVERSITY of  
DENVER

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POLICY MANUAL  
MISSING STUDENT NOTIFICATION

**Responsible Department:** Campus Safety  
**Recommended By:** SVC Business and Financial  
Affairs, Director of Campus Safety, Vice Chancellor  
for Student Affairs  
**Approved By:** Chancellor

**Policy Number**  
SAFE 7.10.011

**Effective Date**  
8/18/2022

## I. INTRODUCTION

- A. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, 20 U.S.C. § 1092(j) (“Clery Act”), is a federal law requiring institutions of higher education that maintain on-campus student housing to establish a missing student notification policy and related procedures.
- B. When a residential Student at the University of Denver is reported missing, the University will follow this Missing Student Notification Policy and related procedures.

## II. POLICY OVERVIEW

- A. As part of the Housing & Residential Education (“HRE”) housing contract process, Students must complete the Missing Student Notification form by providing the name of and contact information for an individual whom the University should contact in case the Student is reported missing.
- B. The University will: (1) limit access to the missing Student notification contact information to authorized University officials; and (2) only disclose the contact information to law enforcement personnel in furtherance of an investigation into a reported missing Student.
- C. If the University cannot reach the designated contact within a reasonable time frame, the University may contact the Student’s parent(s) or legal guardian(s) if they were not listed as the designated contact.

## III. PROCESS OVERVIEW

- A. Reports to Housing & Residential Education
  - 1. If a family member and/or friend informs HRE staff that they have not been able to make contact with a Student, the HRE staff member must

immediately notify HRE leadership. Under the guidance of that designated University official, an appropriate HRE staff member will attempt to make contact with the reported missing Student by phone, room check, social networks known to HRE staff members, and/or with assistance from the Student's roommate(s), friends, parent(s), and/or guardian(s). The HRE staff member will inform the designated University official of the results of HRE's attempts to contact the Student.

2. If HRE staff cannot contact and/or determine the location of the reported missing Student within two (2) hours during regular business hours or four (4) hours outside of regular business hours, HRE staff will notify the Department of Campus Safety ("Campus Safety") to begin their investigation and engage with law enforcement as appropriate.
3. HRE staff will update the person who reported the Student missing of the results of the attempts to contact and/or determine the location the reportedly missing Student.

#### **B. Reports to Campus Safety**

1. Members of the University community and other individuals who believe that a Student residing in University owned or operated housing is missing may contact Campus Safety's 24-hour dispatch center at (303) 871-2334 (1-2334). Once Campus Safety is notified of a potentially missing Student, Campus Safety will initiate an investigation to determine the Student's status. When University officials other than HRE staff are contacted regarding a missing Student, those officials must immediately notify Campus Safety.
2. To determine if a Student is missing, Campus Safety may, as applicable:
  - a. Attempt to contact the missing Student using phone and email contact information the Student has provided to the University;
  - b. Retrieve the Student's photo, check the Student's class schedule, and attempt to contact the Student in class;
  - c. Contact individuals on campus who may know the Student, such as their roommate(s), floor mates, other friends, acquaintances, professors, coaches, team members, club advisors, and fellow club members;
  - d. Determine where and when the Student used their DU ID to enter campus facilities;
  - e. Check the Student's social media accounts for recent activity;
  - f. If the Student has a University parking permit for a vehicle, attempt to locate the vehicle;
  - g. Contact individuals off-campus who may know where the Student is located, such as employers and associates, parents, guardians, other

- family members; and
  - h. Use other investigative measures Campus Safety deems appropriate.
3. Should Campus Safety's investigation determine that the Student is in fact missing and has been missing for twenty-four (24) hours, Campus Safety will notify:
- a. the Denver Police Department and other law enforcement agencies, as appropriate, unless the local law enforcement agency was the entity that made the determination that the student is missing; and
  - b. the Student's designated missing person emergency contact.
  - c. For Students who are reported missing and who are under the age of 18 and not emancipated, in addition to contacting the individual designated by the Student, University officials must contact a custodial parent or guardian to inform them that the Student may be missing.

#### IV. DEFINITIONS

- A. "Student" is defined in the [University's Honor Code](#) as any person(s) registered for or auditing classes at the University; enrolled in any University program; or on University Premises for any purpose related to the same regardless if the class, program, or other education activity is credit earning or part of a degree or non-degree program. A person is also considered a Student if they have completed the immediately preceding term and are enrolled for a subsequent term or program; if they are representing the University between terms or programs; or, if they are not officially enrolled for a particular term, they have a continuing relationship with the University.

Revision Effective Date	Purpose
8/18/2022	<i>Minor revisions to align Policy with practice</i>