



**UNIVERSITY OF DENVER
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
10/1/2023

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 application process and through a communication to all students from the Office of the Registrar, the University informs students of the opportunity to provide 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 inform Student(s) through its Annual Security and Fire Safety Report and this Policy that the University will:
 - 1. register their missing Student notification contact information confidentially;
 - 2. limit access to such contact information to authorized University officials; and
 - 3. only disclose such contact information to law enforcement personnel in furtherance of an investigation into a reported missing Student.
- C.** If the Student is under 18 years of age and not emancipated, the University will notify a custodial parent or guardian of the Student within twenty-four (24) hours of the determination that the Student is missing, in addition to notifying any additional contact person designated by the Student on the Missing Student

Notification form.

- D. The University will notify the local law enforcement agency within twenty-four (24) hours of the determination that the Student is missing, unless the local law enforcement agency was the entity that made the determination that the Student is missing.
- E. If the University cannot reach the contact person designated by the Student on the Missing Student Notification form within a reasonable time frame, the University may contact the Student's parent(s) or guardian(s) if they were not listed as the designated contact.

IV. 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 the HRE Administrator on Call. Under the guidance of the HRE Administrator on Call, HRE staff members will (a) attempt to make contact with the Student by phone, room check, social networks known to HRE staff members, and/or with assistance from the Student's roommate(s), friend(s), parent(s), and/or guardian(s); and (b) inform the HRE Administrator on Call of the results of HRE's attempts to contact the Student.
2. The HRE Administrator on Call will inform the Department of Campus Safety ("Campus Safety") of the inquiry regarding the Student. In consultation with HRE, Campus Safety will begin their investigation to determine whether the Student is missing and engage with law enforcement as appropriate.

B. Reports to Campus Safety

1. Members of the University community and other individuals who are concerned because they have been unable to make contact with a Student residing in University owned or operated housing may contact Campus Safety's 24-hour dispatch center at (303) 871-2334 (1-2334). Once Campus Safety is notified, Campus Safety will initiate an investigation to determine whether the Student is missing. When University officials other than HRE staff are contacted under these circumstances, those officials must immediately notify Campus Safety so that Campus Safety may begin their investigation to determine whether the Student is missing.
2. To determine if a Student is missing, Campus Safety may, as applicable:

- a. Attempt to contact the 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 has been missing for twenty-four (24) hours, Campus Safety will notify the following individuals and entities within twenty-four (24) hours of making that determination:
- 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 contact person the Student designated on the Missing Student Notification form; for Students who are under the age of 18 and not emancipated, in addition to contacting the individual designated by the Student above, University officials must contact a custodial parent or guardian to inform them that the University has determined that the Student is missing.

V. DEFINITIONS

- A. **"Student"** is defined in the [University's Honor Code](#) as any person(s) registered for or auditing classes at the University; admitted to or 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. For the purpose of this Honor Code, 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 have been previously enrolled, but are on a leave of absence or otherwise have a continuing relationship with the University.

| Revision Effective Date | Purpose |
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| <i>8/18/2022</i> | <i>Minor revisions to align Policy with practice</i> |
| <i>10/1/2023</i> | <i>Minor revisions to more closely align Policy with Clery Act regulations</i> |