Residential Life Missing Person Policy

Document Number: RESL-0001 **Date Published(sys):** 7/8/2021

General Description

Purpose:

In accordance with Federal Regulations (U.S. Department of Education Clery Act amendments 2008) and in the best interest of student safety, Trinity University has established a procedure for reporting missing students who reside on campus.

Scope:

This policy applies to all students living on campus (main campus and City Vista).

Policy Content

Main Campus & City Vista

Anyone (including students, employees, family members, employers, etc.) can, and must, report a missing resident to the Trinity University Police Department (210) 999-7070, immediately.

University officials are available to assist and support those reporting missing persons. While a 24-hour window of waiting time is standard, reports can be made anytime a concern arises.

The University will notify local law enforcement within 24 hours of the determination that a student is missing, unless local law enforcement was the entity that made the determination the student was missing.

If a student wishes to identify a different individual for notification, their contact information must be sent by e-mail to the Residential Life Office at reslife@trinity.edu.

If a student is under 18 years of age and not emancipated, the University must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying the additional contact person designated by the student. All information about whom the student has designated as the missing person contact is kept confidential will be accessible only to authorized campus officials and will not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

Revision Management

Revision History Log:

Revision #:	Date:	Recorded By:
v1.1	4/16/2020 11:17 AM	Stephanie Ackerman
v1.0	7/19/2019 9:21 AM	Katharine Martin

Vice President Approval:

Enter Vice President(s) that are responsible for approving this document

Name:	Title:
Sheryl Tynes	Vice President for Student Life