

V. UNIVERSITY POLICIES

MISSING PERSONS

All reports of missing persons are taken seriously and investigated fully until the person is located. Any on campus resident student who is deemed missing, regardless of length of time, should be reported immediately to the MSJ Police Department in person or by calling 513-244-4226 or from any campus phone. Anyone receiving a missing student report should immediately bring it to the attention of the MSJ Police Department. ADD: Students who reside off campus should contact their local police department having jurisdiction where the residence is located to report a missing person.

Resident students may name a confidential contact person or persons whom University officials, MSJ Police Department, or other law enforcement can notify if they are missing. Residents wishing to utilize this resource should do so by obtaining a missing person contact card at the Office of Student Affairs. REASON: The card cannot be a “confidential record” if it is a record maintained by the Police Department. This would be considered a “Public Record” based on Ohio Public Records Law and no “confidentiality can be promised. However, if it is a record maintained by the Office of Student Affairs, it is likely “confidential” because of FERPA guidelines. . Completed cards may be accessed only by authorized campus officials. Those officials may disclose the contact information only to law enforcement officials and only for the purpose of a missing student investigation.

In the event the student is under the age of 18 a custodial parent or guardian will be notified. Notifications to confidential contacts, custodial parents or guardians will occur within 24 hours. When appropriate, a missing person notice will be reported through Regional Crime Information Center (RCIC). Notification may also be made to law enforcement in the missing student’s home location. All reports of missing students who reside within campus housing will be investigated thoroughly by the MSJ Police Department. All procedures as outlined in sections 2901.30, 2901.40 and 2901.41 of the Ohio Revised Code will be followed.