

## North Park University

### Missing Student Notification Policy and Procedure

North Park takes student safety very seriously. To this end, the following policy and procedures have been established to assist in locating North Park students living in North Park on-campus housing who, based on known information, North Park has determined to be missing. A student shall be deemed missing when he or she is absent from the University and/or has been reported missing by another individual without any known reason for more than 24 hours.

If a North Park University residential student is suspected of being missing from campus, immediately contact a Residence Life staff member in that student's residence hall. If the student resides off-campus, contact Campus Security (773-244-5600).

All reports of missing persons made to Residence Life or Campus Security staff will be followed up with an on-going investigation. If it is determined by Campus Security that a suspected missing student has been missing for 24 or more hours, then, within the next 24 hours, the University will:

- Notify the individual identified by the student as the missing person contact\*;
- If the student is under 18 years old, the University will notify a parent or guardian; and,
- Notify law enforcement authorities.
- At the University's discretion, in addition to a confidential contact, the University reserves the right to contact a parent and/or guardian

\*All resident students have the option to designate a confidential contact person on their On-Campus Emergency Information Form. This person will be contacted if the student is deemed missing. The confidential contact information will be accessible only to authorized campus officials and may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation. The confidential contact designation will remain in effect until changed or revoked by the student. At the University's discretion, in addition to a confidential contact, the University reserves the right to contact a parent and/or guardian.