

BERKELEY COLLEGE MISSING RESIDENT STUDENTS POLICY & PROCEDURES

Purpose

This policy is intended to enhance the safety of students living in housing arranged through Berkeley College (“Resident Students”); comply with applicable legal and regulatory requirements; and provide important guidance to the College community by defining roles, responsibilities and procedures for handling missing student reports.

Scope

This policy sets forth the procedures to be followed if a Resident Student is suspected or reported to be missing. A Resident Student is considered missing when: (1) his or her whereabouts have not been determined for at least twenty-four (24) hours; (2) there is a reason to suspect that he or she is missing, such as unusual travel or behavior patterns, substance abuse, mental illness, and/or that the student is involved with persons who may place him or her in danger; and/or (3) Berkeley College receives a credible report that a Resident Student is missing or has been abducted. This policy applies to Resident Students, along with the faculty and staff responsible for responding to a missing student report.

I. REPORTING PROCEDURE

Any member of the Berkeley College community who has reason to believe that a Resident Student is missing must immediately contact:

- A. Office of Public Safety (973)-278-5400 ext. 1194 or ext. 1188;
- B. Office of Student Development and Campus Life (“SDCL”) (973)-278-5400 ext. 4211;
- C. Office of Residence Life (914)-694-1122 ext. 3354; and/or
- D. Campus Operating Officer
 - 1. White Plains (914)-694-1122 ext. 3101
 - 2. Newark (973)-642-3888 ext. 4511

Unless the associate who receives the missing student report is able to determine the Resident Student’s location at once, the associate must immediately alert and refer the report to the Office of Public Safety.

II. DESIGNATED CONTACT FORMS

- A. **Distribution.** Every Resident Student shall be given a designated contact form on move-in day. (*This designation is separate from the “emergency contact” provided at enrollment*). Resident Students are encouraged to designate a roommate, friend, significant other or any other person who is likely to know of the Resident Student’s whereabouts while he or she is living away from home. Designated contacts must be at least eighteen (18) years old and may be someone other than the person listed as the Resident Student’s “emergency contact.” Resident Students may change the designated contact at any time by contacting SDCL.

- B. Confidentiality.** SDCL and staff to whom the information is disclosed shall treat designated contact information as confidential. It shall be maintained separately from student records and shall not be disclosed to anyone except (a) designated SDCL staff; (b) the Office of Public Safety; (c) law enforcement in connection with a missing person investigation; (d) the President's Office, including the Office of the General Counsel; and (e) Berkeley College staff directly involved in such an investigation when disclosure is deemed necessary.

III. PRELIMINARY INQUIRY

Upon receiving information that a Resident Student may be missing, the Assistant Vice President of Public Safety, in conjunction with the Vice President for SDCL, shall promptly initiate a preliminary inquiry to determine whether to declare the Resident Student missing. All relevant circumstances shall be considered including, but not limited to, the following:

1. The Resident Student's absence is inconsistent with his or her usual travel or behavior patterns;
2. The Resident Student has problems with substance abuse, mental illness or other potentially harmful behaviors;
3. The Resident Student has been involved with persons who may place him or her in danger; and/or
4. Any other unusual or suspicious activity.

The preliminary inquiry may include, without limitation, the following steps:

1. Contacting the Resident Student at his or her dorm room or other housing;
2. Contacting the Resident Student by phone and email;
3. Contacting the Resident Student's designated contact. If the Resident Student does not list a designated contact, then the emergency contact furnished at the time of enrollment will be contacted;
4. Interviewing the Resident Student's roommates, friends, neighbors, parent(s) or guardian(s), associates, and/or faculty members;
5. Reviewing CCTV footage;
6. Reviewing the Resident Student's Berkeley ID card records; and/or
7. Monitoring social media activity.

Upon completion of the preliminary inquiry, a determination will be made if further action is needed and whether the Resident Student will be declared missing.

IV. EMERGENCY PROCEDURES

The Vice President for SDCL shall decide whether to declare a Resident Student missing. Once a Resident Student is declared missing, the following steps shall be taken immediately:

1. The Office of Public Safety shall notify law enforcement promptly. Such notice to law enforcement must be given no later than twenty-four (24) hours following the determination that a Resident Student is missing unless his or her location has been determined prior to the expiration of that period.
2. The Vice President for SDCL shall notify the Resident Student's designated contact (or emergency contact if a designated contact has not been furnished) if she has not already done so during the Preliminary Inquiry. If the Resident Student is under eighteen (18) years of age, The Vice President for SDCL shall also notify the Resident Student's parent or legal guardian, if she has not already done so during the Preliminary Inquiry.
3. The Vice President for SDCL shall promptly notify the Office of Public Safety, the Campus Operating Officer of the campus associated with the student's residence, the President's Office, the Office of the General Counsel, and the Assistant Vice President of Communications & External Relations that a Resident Student has been declared missing.

V. TRAINING AND AWARENESS

- A. **SDCL.** SDCL shall take appropriate steps each quarter to educate all students and Residence Hall staff concerning these procedures.
- B. **The Office of Public Safety.** The Office of Public Safety shall take appropriate steps to educate all security personnel concerning these procedures.