

Current Policy: <https://www.ramapo.edu/policies/policy/missing-student/>

Revised:

Section:	600
Policy Number:	634
Policy Name:	Missing Student
Approval Authority:	President's Senior Leadership Team
Responsible Executive:	Vice President with Oversight of Public Safety
Responsible Unit:	Public Safety
Date Adopted:	September 27, 2010
Date Revised:	September 2013, January 2014, (April 2024)

Policy

Public Safety has the authority and responsibility to investigate reports of missing students. All reports of a missing student will be referred to the Department of Public Safety. In all cases, institutional procedures for locating the student will commence immediately. Due diligence will be performed to ensure the student has not been seen by others on campus or off campus. Emergency contact information is requested of each student and will be maintained in our student system(s). The Department of Public Safety may contact confidential or emergency contacts identified by students, local authorities, legal guardians or domestic partners in the course of an investigation as necessary.

Reason for Policy

To maintain compliance with the Missing Student Notification Policy and Procedures 20 USC 1092 C; (Section 488 of the Higher Education Opportunity Act of 2008), to minimize delays and confusion during an initial investigation of a missing student, and to ensure that the resources of the campus, law enforcement, family and friends of the missing are effectively deployed.

To Whom Does the Policy Apply

All students

Supplemental Resources

- Procedure 634: Missing Student
- [Missing Student Notification Policy and Procedures 20 USC 1092 C; \(Section 488 of the Higher Education Opportunity Act of 2008\)](#)

Contact

Director of Public Safety

Procedure 634: Missing Student

Last Revised: (April 2024)

I. Report Intake

Reports of a missing student can be taken by Residence Life staff, Public Safety Officers, or other members of the Campus. All reports of missing students shall be directed immediately to the Department of Public Safety, which will conduct an investigation in accordance with the policy and procedure. A student is determined to be missing when the Department of Public Safety has verified that reported information is credible and circumstances warrant declaring the person missing.

II. Contacts

Confidential contact. Residential students in campus housing will be informed annually that each student has the option to register a *confidential contact person* to be notified by the Ramapo College of New Jersey, Department of Public Safety no later than 24 hours, if they are determined to be missing. This confidential contact person will be contacted to notify and confirm the student's whereabouts. Only authorized College officials and law enforcement working on a missing person investigation will have access to the *confidential contact* information. The *confidential contact person* can be the same or different from the student's emergency contact person.

Emergency contact. All students are required to register an *emergency contact person*. In cases of a health and safety emergency, a College official may find it beneficial to notify an *emergency contact* in order to facilitate a plan which will support and protect the student and/or the community. Under the Family Education Rights and Privacy Act of 1974, this type of disclosure is permitted without the student's consent.

III. Notification

For all missing students, Ramapo College of New Jersey will notify the local law enforcement agency within 24 hours of the determination that the student is missing and all gathered information will be shared with them, unless the local law enforcement agency was the entity that made the determination that the student is missing. Ramapo College of New Jersey will notify any missing student's confidential contact(s), if provided, within 24 hours of the determination that the student is missing.

In the event that the missing student is under 18 years of age and not emancipated, Ramapo College of New Jersey will notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student.

The Public Safety Desk Officer notifies the Director of Public Safety of a reported missing person. If the missing person is a student and is reported missing during business hours, the Dean of Students will be notified and, during non-business hours, the On-Call Administrator (OCA) will be notified. The Dean of Students or the OCA advance proper notifications within the College of the missing student.