

## MISSING STUDENT NOTIFICATION POLICY

Suspected missing residential students should be promptly reported to the KSU Department of Public Safety and University Police. In addition to University Police, suspected missing residential students may be reported to certain University officials who are deemed Campus Security Authorities (CSA's) by Federal Law. These include the Dean of Students, Residence Life staff (such as RA's, Residence Directors, or Area Coordinators), athletic coaches, and advisors to student organizations, to include some faculty members. The CSA will promptly notify the University Police of the possible missing student. A student is determined to be missing when the University Police have verified that reported information is credible and circumstances warrant declaring the person is missing. Should the University Police investigate and determine that a residential student is a missing person, the director of Residence Life or designee will be immediately notified to verify the appropriate missing person contact information. Contact will then be made to the missing person's contact within 24 hours of the determination that the student is missing by the Dean of Students or his designee. The University Police will provide the director of Residence Life or designee timely and continuous notification of the status of the investigation until the case is closed. University Police will notify other local law enforcement agencies within 24 hours after determining the student is missing.

Students residing in campus housing will be informed annually that each student has the option to identify a person designated as a confidential missing person contact to be notified by Kennesaw State University no later than 24 hours after the time the student is determined to be missing by the officials authorized to make that determination, specifically the KSU police. The confidential contact may be a person designated by the student in addition to the declared emergency contact. Should the student not formally declare a separate missing person contact, the emergency contact on record will be notified. The Department of Residence Life advises students that their contact information will be registered confidentially, and that this information will be accessible only to authorized campus officials and law enforcement and that it may not be disclosed outside of a missing person investigation.

Notification of this policy will be made directly to all students residing in campus housing annually and be available in conjunction with the "Annual Security and Fire Safety Report" that provides information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Security Crime Statistics Act. All students attempting to register for campus housing will also be notified of this policy at the time of completing housing-related documents. During the online registration process, specific campus housing emergency-related contact information will be captured, and the student will have the opportunity to provide a separate missing

person contact online. All information submitted online during the housing registration process will remain on file and be considered accurate until the student voluntarily provides different information.

Students have the opportunity to submit revised missing person contact information at any time by notifying the KSU Department of Residence Life. Email sent to [reslife@kennesaw.edu](mailto:reslife@kennesaw.edu) is the preferred method of submission and must include the following: student's full legal name, KSU identification number, where the student resides in campus housing, the student's cell phone number (or best contact phone number), the name and relationship of the person(s) whom the student desires to be contacted, a home and cell phone number for that person(s), an email address for that person(s), and a home address for that person(s).

For persons under 18 years of age and not emancipated, the institution will still allow a separate person to be designated for missing person notification; however, a legal parent or guardian will also be notified within 24 hours of the determination that the student is missing.