Kettering University
Missing Student Policy and Procedures for
Thompson Hall Residents
August 18, 2011

Kettering University takes student safety very seriously. To facilitate our students’ safety, the “Missing Student Policy and Procedures for Thompson Hall Residents” will assist us in locating Kettering student[s] who reside in Thompson Hall and, based on facts and circumstances known to the University, who are determined to be missing. This policy and procedures are believed to comply with the Higher Education Act of 1965 as amended by Public Law 110-315 in August 2008 (20 USC 1092(j)).

Anyone who believes a resident student to be missing should report their concern to Campus Safety, Residence Life, or the Dean of Students’ office. Every report made to campus officials will be investigated. Depending upon the circumstances presented to University officials, parents of a missing student may be notified. In the event that parental notification is necessary, the Dean of Students, or designate, will place the call.

At the beginning of each academic term, we require all Kettering students to confirm or update the emergency contact information stored in Banner. This emergency information will only be used in case of an emergency, including the suspicion that a student is missing.

GENERAL PROCEDURE:

I. The Kettering official receiving the report will collect and document the following information:

A. The name and relationship of the person making the report.
B. The date, time, and location the missing student was last seen.
C. The general routine or habits of the suspected missing student, e.g., often visits friends who live off-campus, often returns home, any recent changes in behavior or demeanor, etc.
D. The missing student’s cell phone number, if known by the reporter.

II. The Kettering University official receiving the report will inform the Dean of Students and Campus Safety. The Dean of Students will determine if the Provost, the President and the Chief Public Relations Officer should be informed.
III. Upon notification from any person that a student may be missing, Kettering University officials may use any or all of the following resources to assist in locating the student.

A. Call the student’s room.

B. Check the student’s residence hall room.

C. Talk to the student’s RA, suite mate, and unit mates to see if anyone can confirm the missing student’s whereabouts and/or confirm the date, time, and location the student was last seen.

D. Secure a current student ID or other photo of the student.

E. Call and text the student’s cell phone and call any other telephone numbers on record.

F. Send the student an email.

G. Check all possible locations mentioned by the parties above including, but not limited to, library, residence hall lounges, Campus Center, etc.

H. Contact or call any other on-campus or off-campus friends or contacts that are made known. This could include checking a student’s social networking sites such as MySpace, Facebook, Twitter, etc.

I. Ascertain the student’s auto make, model, and license plate number. Campus Safety will check Kettering University parking lots for the presence of the student’s vehicle.

J. If the missing student is under the age of 18 years and not an emancipated individual, within 24 hours of the determination that the student is missing, the Dean of Students must notify the student’s custodial parent or guardian as identified in the University’s records. If the missing student is over the age of 18 years or an emancipated individual, within 24 hours of the determination that the student is missing, the Dean of Students must notify the individuals found in the emergency contact information that is stored in Banner. If the emergency contact information stored in Banner is absent or unusable, the appropriate law enforcement agency will be informed after the student has been missing for 24 hours.

IV. The Dean of Students may ask the Information Technology staff to provide electronic logs for the purpose of determining the last login, access, and use of the Kettering University IT network.
V. Kettering officials will report the information to the Flint Police Department within 24 hours of the determination that the student is missing. If, in the course of gathering the information described above, foul play is evident or strongly indicated, the Flint Police Department may be contacted immediately. If it is necessary to contact the Flint Police, the University will follow its procedures for managing this type of incident.

VI. Kettering officials will report the information to the Flint Police Department within 24 hours of the determination that the student is missing. If, in the course of gathering the information described above, foul play is evident or strongly indicated, the Flint Police Department may be contacted immediately. If it is necessary to contact the Flint Police, the University will follow their procedures for managing this type of incident.

VII. This policy and its procedures will be incorporated into the Campus Safety and Student Affairs websites, integrated into Resident Advisor training, included in the annual Campus Safety security report, and sent to all Thompson Hall residents via email, once per term.

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