

Lock Haven University Missing Student Policy

Reporting a Missing Student

The term “missing student” is defined as any Lock Haven University student residing in an on-campus student housing facility who is reported missing from his or her residence. If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify Lock Haven University Public Safety at 570-484-2278 located at 32 Glen Road Room 125 Glennon Infirmary Building. Public Safety will generate a missing person report and initiate an investigation. Once information of a missing person is reported to the Public Safety Department, a complete and thorough investigation will be conducted in accordance with Pennsylvania law. Missing students may also be reported to a Campus Security Authority as outlined on page 10 of this report.

Missing Student Contact Procedures

In addition to registering a general emergency contact, student residing in on-campus housing have the option to identify confidentially an individual to be contacted by Public Safety in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Public Safety will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so through the Lock Haven University Housing. A student’s confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation. When a student who resides in an on-campus student housing facility is determined to have been missing for 24 hours, the University will follow the procedure below:

Notification Procedures:

- Any report of a missing residential student should immediately be directed to the Public Safety Department.
- When a residential student is reported missing, the Public Safety Department will:
- Contact the Associate Dean for Student and Residence Life. (or designee).
- Initiate an investigation to determine the validity of the missing person report.
- Make a determination as to the status of the missing person report.
- Make a determination as to the status of the missing student and initiate proper protocols based upon that determinations

The Associate Dean for Student and Residence Life (or Designee) will:

- Notify the missing student’s emergency contact within 24 hours of a determination by Public Safety that the student is missing.
- If the missing student is under the age of 18 (not emancipated), notify the student's custodial parent or guardian as contained in the records of the University within 24 hours of a determination by the Public Safety Department that the student is missing.
- Initiate additional action as deemed appropriate under the circumstances.

Resources:

Public Safety	711 or 570-484-2278
Associate Provost/Student Affairs	570-484-2022
Associate Dean for Student and Residence Life	570-484-2317
University Health Service	570-484-2276
Lock Haven City Police	911 or 570-893-5911