

MISSING DORM RESIDENT POLICY

Effective date: May 2012

Last update: April 13, 2016

Responsible officer: Thom Skinner, Vice President for Advancement

Policy owner: Vice President for Advancement

Policy contact: Ginny Hartman

POLICY STATEMENT

If a dorm resident assistant (R.A.) or dorm resident notices that a dorm resident has been missing for 24 hours, the dorm R.A.s should be consulted to see if the dorm resident missing previously notified an R.A. of the absence.

PROCEDURES

If the dorm resident missing did not previously notify an R.A. of the absence, the following procedures should be followed:

1. The dorm R.A. shall contact the Housing Director with the information of the missing person. If he cannot be reached, the Director of Student Life shall be contacted.
2. The dorm R.A. shall call Hatfield Police and notify them of the missing dorm resident.
3. The dorm R.A. shall let the Physical Plan Director know that the police have been notified.

At time of initial residency in the dorm, each dorm resident will be required by Student Advancement, which manages the dorm, to submit primary contact person(s) information to that office. The primary contact person(s) will be notified by Student Advancement within 24 hours of the Hatfield Police determining that the dorm resident is missing. This contact information will be kept confidential by the Housing Director.

Dorm residents must notify a resident assistant in advance of being gone from the dorm for 24 hours or more. The police will be contacted after 24 hours of a dorm resident's absence, if the dorm resident did not supply advance notice to an R.A. of the absence.

FORMS OR INSTRUCTIONS

Dorm residents provide the R.A. with a contact person's information.

DEFINITIONS

None

HISTORY

Amended date: April 13, 2016
Effective date: Prior to FY12