

Missing Student Notification Policy and Procedure

Pace University defines a missing student as a student who resides in University owned or operated housing facilities who has been missing for longer than 24 hours. If a member of the Pace University community has reason to believe that a student who resides in on-campus housing is missing, he or she should **immediately** notify a member of the Safety and Security Department, Housing and Resident Life, and the Dean for Students Office.

<u>New York Campus</u>	<u>Pleasantville Campus</u>	<u>Elisabeth Haub School of Law White Plains Campus</u>
<i>Safety and Security</i> (212) 346-1800	<i>Safety and Security</i> (914) 773-3400 or 3700	<i>Safety and Security</i> (914) 422-4300
<i>Dean of Students</i> (212) 346-1306	<i>Dean of Students</i> (914) 773-3351	<i>Dean of Students</i> (914) 422-4146
<i>Office of Residential Life</i> (212) 346-1295	<i>Office of Residential Life</i> (914) 597-8777	<i>Office of Residential Life</i> (914) 422-4136

Pace University Safety and Security Department will prepare a report and begin an investigation. In situations where the Safety and Security Department receives a report of a student missing less than 24 hours, it may, in coordination with Residential Life and Dean of Students, conduct a brief investigation of the missing student report.

Within 24 hours of the Safety and Security Department receiving a missing resident student report, unless the student is located through the brief investigation, the Safety and Security Department, in coordination with Residential Life and the Dean for Students, will initiate steps to locate the person by making contact with the person's designated confidential contact or custodial parent or guardian (if under 18 years of age and not emancipated). Additionally, Safety and Security will contact local law enforcement agencies as soon as practicable but in no case more than twenty four hours after a determination was made that a student who resides in housing owned or operated by the University is missing (unless local law enforcement made the determination that the student was missing); provided that such reporting requirement shall take into consideration applicable Federal Law, including, but not limited to, the Federal Campus Sexual Assault Victims' Bill of Rights under Title 20 U.S. Code Section 1092(F) which gives the victim of a Sexual Offense the right on whether or not to report such offense to local law enforcement agencies. The Safety and Security Department will support the investigation by local law enforcement as needed.

Students living in Pace University housing facilities may register the name/contact information of the person/s they wish to be contacted in the event that the student is missing, with such contacts to be contacted not later than 24 hours after the determination that the student is missing. Only authorized campus officials and law enforcement officers in the furtherance of a missing person's investigation will be permitted access to this information.

Pleasantville Campus: Housing/Residential Life, (914) 597-8778.

NYC Campus: Housing/Residential Life, (212) 346-1295.

Elisabeth Haub School of Law White Plains Campus: Housing/Residential Life, (914) 422-4107.

Further Information Regarding Response to Reports of Certain Incidents

When the Safety and Security Department receives a report that a criminal offense may have occurred at or on any Pace campus or University controlled off-campus facility, Pace Security staff will immediately respond to the scene to investigate and promptly report such offenses to local law enforcement agencies as soon as practicable but in no case more than twenty-four hours after a report of a violent felony or that a student who resides in housing owned or operated by the University is missing; provided that such reporting requirement shall take into consideration applicable Federal Law, including, but not limited to, the Federal Campus Sexual Assault Victims' Bill of Rights under Title 20 U.S. Code Section 1092(F) which gives the victim of a Sexual Offense the right on whether or not to report such offense to local law enforcement agencies. In such situations, the Safety and Security Department's primary concerns are:

1. The well-being of the victim and to ensure that prompt medical treatment is administered, if necessary.
2. The immediate notification to the appropriate local law enforcement agency and the University Executive Director of Safety and Security.
3. Identification and apprehension (if possible) of responsible person(s).
4. Statements from victim(s) and eyewitness(es) regarding basic facts relating to the criminal offense, a physical description of the suspect and exact location of the crime.
5. The preservation of evidence and the safeguarding of the crime scene.

On site Security Officer(s) at the scene are responsible for these preliminary investigation steps until the arrival of the Pace Security supervisory personnel and law enforcement personnel who will then conduct a thorough investigation.

Pace Safety and Security staff may not compel the victim to file a police report or pursue remedies within the Criminal Justice system. The victim will be apprised of all the options available and that reasonable assistance and support will be provided. Failure of the victim to file a police report will not preclude the continuation of the investigation by the Pace Security staff and the law enforcement agency. When appropriate, Pace Safety and Security will disseminate Security Alerts regarding crimes and or other emergency situations that present an immediate threat to the health and safety of students and employees.