



# Pace University Missing Student Notification Policy and Plan<sup>1</sup>

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<sup>1</sup> This Notification Policy and Plan has been adopted in compliance with the Higher Education Opportunity Act of 2008.



## Notification Policy and Plan

This Notification Policy and Plan shall apply whenever a University official designated in this Policy receives a report that a student who resides in University provided housing facilities has been missing for longer than 24 hours.

Anyone who has reason to believe that a Pace resident student is missing for more than 24 hours should report the information to any staff member of Housing and Resident Life, the Dean for Students Office or the Pace Safety and Security Department. Those officials have been designated by the University to receive such reports. If any other University officer or faculty member is advised that a resident student has been missing for more than 24 hours, they are urged to immediately forward the information to the Safety and Security Department.

The Safety and Security Department may conduct a brief investigation<sup>2</sup> of the missing student report in coordination with Residential Housing and Student Affairs personnel. Within 24 hours following one of the designated University officials receiving a missing resident student report, unless the student is located through the brief investigation, the Pace Safety and Security Department in coordination with Residential Housing and the Dean for Students, will:

- Make contact with the person or persons that the student has designated through the confidential contact registration procedure described in this policy;
- Contact the student's custodial parent or guardian if the student is under 18 years of age and is not emancipated; and
- Contact local law enforcement agencies.

Students living in a Pace University housing facilities may confidentially register with Debbie Levesque or Patrick Roger Gordon, the names and contact information of the person or persons they wish to be contacted in the event they are reported missing for a period longer than 24 hours. Only authorized campus officials and law enforcement officers in the furtherance of a missing person's investigation will be permitted to have access to this information.

All resident students are advised that even if they have not registered a contact person, local law enforcement agencies will be notified if they are reported missing.

Phone Contact Information;

Safety and Security  
Housing and Residential Life  
Dean for Students  
Local Law Enforcement Agencies

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<sup>2</sup> The investigation procedures are outlined in the University's Campus Investigation and Police Coordination Plan.