

Missing University Resident Policy

Background

Cincinnati Christian University maintains campus residence hall facilities and is required by law to establish a policy for missing student notification.

Policy (Full policy may be found within the CCU Student Handbook)

Proactive measures

1. Each student living in any on-campus or university-owned housing facility has the right to register a confidential emergency contact person to be notified in the event that the student is determined to be missing.

A. Each student shall be provided a written notice of the availability of confidential emergency contact registration.

- Said notice will be communicated via written form prior to new student orientation and may be registered at any time thereafter.
- These registrations shall be maintained by both CCU's Safety and Security Office, as well as the Student Services Office.
- Registration information will include the emergency contact's full name and phone number.
- If a student wishes to change his/her confidential emergency contact registration, the student must make written notice to the CCU Student Services Office.

B. The process for access to registration information on all confidential emergency contact persons is restricted to designated employees of the university. The information on an emergency contact is confidential and shall be accessed only by authorized personnel and released to relevant law enforcement agencies only in furtherance of the missing person investigation.

C. Procedures for reporting possible missing students shall be posted within the student handbook at the following web site: www.ccuniversity.edu

Reporting missing residents

1. When a resident of CCU housing is believed to be missing, concerned persons should notify any of the following resources:

- A. CCU Safety and Security (HSPS), 513-244-84347 or the call the HSPS Tipline at 513-580-TIPS; and
- B. The residence hall coordinator where the missing person lives; or
- C. The Director of Student Services, 513-244-8420

2. Any university employee of the units listed above who receives a report of a missing resident shall immediately contact the Cincinnati Police Department (CPD) at 513-263-8300; notify the other units listed above; and document the incident.

Parental/Confidential Emergency Contact Person notification

In the event that a student is reported to be missing, that student's designated confidential emergency contact person will be contacted by the university Safety and Security Office within 24 hours. If the student is an unemancipated student under age 18, that student's parent(s)/guardian also will be contacted within 24 hours.