

<b>Volume F1:</b> Finance and Administration	<b>F1.99.6</b> <b>Missing Student</b>	<b>Responsible Office:</b> Finance and Administration
<b>Chapter 99:</b> General		<b>Responsible Officer:</b> Chief of University Police
<b>Effective Date:</b> 08/29/2022 <b>Date of Next Review:</b> 08/01/2027		

## POLICY STATEMENT

Student safety is a significant priority at Northeastern Illinois University. This policy sets forth the requirements and responsibilities of the University when a student who resides in an on-campus residential facility has been determined to be missing.

## PURPOSE OF THE POLICY

This policy complies with the federal requirements established by the Higher Education Opportunity Act of 2008 (HEOA) regarding missing students who reside in on-campus housing. HEOA requires NEIU to establish an effective Missing Student notification policy and procedures for students who reside in The Nest, the University's on-campus housing.

## WHO IS AFFECTED BY THIS POLICY

This policy affects all members of the University community.

## DEFINITIONS

**Student:** any person enrolled in any class or program at NEIU.

**Missing Student:** a student is defined as missing once the NEIU Police Department or a local law enforcement agency is notified and initiate a formal missing person investigation.

**Emancipated Minor:** a mature minor who has demonstrated the ability and capacity to manage their own affairs and to live wholly or partially independent of their parents or guardian, who may obtain the legal status of an emancipated person with power to enter into valid legal contracts.

**Endangered Missing Student:** a missing student who is in danger of self-harm, is a victim of a witnessed abduction, is under the influence of alcohol or narcotics, has a concerning mental or physical disability, is a senior citizen or minor, is a victim of crime or foul play, or is believed to be unable to return safely without assistance.

**The Nest:** the University's on-campus residential housing on the Main Campus.

## REGULATIONS

[Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act](#)  
[Higher Education Opportunity Act of 2008](#)  
[Family Educational Rights and Privacy Act \(FERPA\)](#)



## PROCEDURES

### **Students age 18 and above and Emancipated Minors**

Students will be given an opportunity during the annual registration process to designate an individual, through Banner, to be contacted by the University no more than 24 hours after the time that the student is determined to be missing, or sooner if the student is determined to be “endangered missing.” The designation will remain in effect until changed or revoked by the student.

### **Students under the age of 18**

If a student under the age of 18 is determined to be missing, the University is required to notify a custodial parent or guardian as soon as possible.

### **Jurisdiction and Agency leads for all Missing Students**

- If a student who resides in The Nest is determined to be missing, the NEIU Police Department will be the lead investigative agency.
- If a student who resides in The Nest is determined to be missing and the student was last seen on campus or any University property, NEIU Police Department will be the lead investigative agency.
- If the student who resides in The Nest is determined to be missing from outside the campus, the corresponding jurisdictional police department will be the lead investigative agency, and the University will notify the appropriate law enforcement agency as soon as the determination has been made that the student is in fact missing.

### **Notifications Procedures Regarding Missing Students**

Any individual on campus who has information that a resident student may be a missing person must notify the Northeastern Illinois University Police Department immediately.

The Northeastern Illinois University Police Department will gather and document all essential information about the missing resident student from the reporting person, from the student's acquaintances and from University personnel and official University information sources. Such information will include, but not be limited to, a physical description, cellular phone number, clothes last worn, where the student might be, or who the student might be with.

Contact with the missing student will be initiated using text messaging, cellular phone calls, and e-mail.

The University’s Emergency Management Team will be notified and be responsible for providing the following: information about the physical and emotional well-being of the student; an up-to-date photograph; a class schedule; when the student last attended class; last use of University email; and any other information deemed to be relevant to locating the missing student. The Nest staff and the On-Duty Resident Assistant will also be notified to aid in the search and location of the student.

The Chief of University Police or their designee will ensure the following University personnel are notified with any and all information regarding the missing student:

- University President
- Vice President of Finance and Administration
- Chief of Staff
- General Counsel
- Provost
- Vice President of Student Affairs/Dean of Students, Assistant Dean of Students
- Executive Director of Marketing and Communications



If search efforts are unsuccessful in locating the student in a reasonable amount of time or it is apparent immediately that the student is an Endangered Missing Person, the Dean of Students or Assistant Dean of Students will notify the emergency contact previously identified by the student (for students 18 and over) or the custodial parent/guardian (for students under the age of 18) and advise that the student is believed to be missing. The NEIU Police Department will contact the Chicago Police Department (or the appropriate local law enforcement agency) to assist with search efforts as the investigation warrants.

### Communications about Missing Students

The NEIU Police Department will be responsible for obtaining permission from the family or guardians of the Missing Student prior to public release or dissemination of information about the student. NEIU Police Department will coordinate with the Office of Marketing and Communications the official content to be released on all University social media accounts, and also for disseminating flyers on campus about the Missing Student.

In accordance with established University emergency guidelines procedures, the Executive Director of Marketing and Communications or their designee will be part of the University's administrative response team and is the designated spokesperson to handle media inquiries concerning a Missing Student.

The local law enforcement agency in charge of the investigation and the municipal public information officer (PIO) will be consulted by the Executive Director of Marketing and Communications prior to any information release from the University so as not to jeopardize any investigation.

Information provided to the media to elicit public assistance in the search for the Missing Student will be handled by the local law enforcement agency and with permission from the family.

## AUTHOR REFERENCE

[50 ILCS 722 / Missing Persons Identification Act](#)  
[750 ILCS 30/ Emancipation of Minors Act](#)

## HISTORY

Draft created March 2022  
Enacted August 29, 2022

## RELATED POLICIES AND OTHER INFORMATIONAL MATERIAL

[E2.1 Emergency Notification](#)

## CONTACT INFORMATION

Please direct questions or concerns about this policy to:

Contact	Phone	Email
Chief of University Police	(773) 442-4100	police@neiu.edu



## DISCLAIMER

The University reserves the right to modify or amend sections of this policy at any time at its sole discretion. This policy remains in effect until such time as the Responsible Officer calls for review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.