

Policy Number: 107.8

Policy: Missing Students

Effective Date: 09/01/2014

Revision Date: 09/01/2014

Approved by: Scott Forshee, Chief of Police

POLICY:

The wellbeing of all the campus community is of utmost importance to the Montana State University Billings Police Department. It is the policy of the University Police Department to investigate any report of a missing student who resides on-campus at MSU Billings. This policy, with its accompanying procedures, establishes a framework for cooperation among members of the MSUB community departments of MSU Billings aimed at locating and assisting students who are reported missing.

A student reported absent from the University for more than 24 hours, whose whereabouts is unknown shall be deemed missing. All reports of missing students shall be directed to the University Police Department. The University Police Department will investigate the report and determine whether the student is missing in accordance with this policy.

Depending on the age of the person reported missing, emergency contact information may be on file with Residence Life & Housing. Students over the age of 18 may opt-out of providing contact information. Only authorized campus officials and law enforcement officers in furtherance of a missing student investigation may have access to confidential emergency contact information. In the event a student is determined missing after a period of 24 hours, University Police will establish investigative procedures in collaboration with Residence Life & Housing and the Dean of Students. Upon determining a student is missing, University Police will begin the investigation process and may coordinate efforts with outside law enforcement agencies.

Reports of Missing Students may be made at the University Police office in the lower level of the Parking Garage off Poly Drive, or by telephone at (406) 657-2147.