

Missing Person/Student

Policy and Procedures

Definition

Missing student means any student of Morrisville State College subject to the provisions of Section 355(17) of the New York State Education Law, who resides in a facility owned or operated by the Morrisville State College and who is reported to Morrisville State College as missing from his or her residence.

Response and Investigation

Missing student: When a report of a missing student is received by Morrisville State College or local police agencies (i.e., NYS Police, Madison County Sheriff's Department), the receiving department will conduct a preliminary investigation in order to verify the complaint relating to the reported missing student. If the student's absence is verified, the incident will be reported and shared between departments. Both departments will continue the investigation to locate the missing student. If, after further investigation the missing student is not located, both departments will determine the most efficient manner of continuing the investigation. In any event, information relating to any report of a missing student shall be shared by both parties no later than twelve (12) hours from the time of the initial report. If the missing student is located or returns to Morrisville State College at any time after the matter has been reported, each party shall notify the other immediately.

Procedures for Reporting a Missing Person/Student on Campus:

A Morrisville State College employee, student or other member of the college community receiving information regarding an alleged missing person/student should immediately report it to the University Police Department by doing one of the following:

- Call 684-6410
- Use emergency blue light phone

Procedures for reporting a missing person/student off campus, call either:

- 911
- NYS Police 315-363-4400, or
- Madison County Sheriff's Department 315-366-2311

In the event that a student under the age of 18 years old is reported missing, his/her parents or legal guardian will be notified. Efforts will be made to ensure confidentiality of missing person reports.