



# University *of* Lynchburg

## Office of Campus Safety and Security

### Missing Person Policy

## Missing Person Policy

The University of Lynchburg's Missing Person Policy establishes procedures that the University implements in response to a report of a missing student who resides on campus. Reports of a possible missing residential student must be made immediately to Campus Safety and Security. To avoid jurisdictional conflicts, reports regarding a student residing off campus who is believed to be missing should be directed to their respective local law enforcement agency (i.e. Lynchburg Police Department).

Typically, a friend or family member becomes concerned that a student living on campus might be missing when the student has not made contact in person or via phone or email in a time period normal for that student. When Campus Safety and Security receives a report of a possible missing residential student, campus safety officers gather essential information about the residential student from the reporting person and from the student's acquaintances (e.g., description, clothes last worn, where the student might be, who the student might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photograph, class schedule, etc.). With such information, campus safety officers are often able to locate the student in a relatively short period of time.

If a residential student is determined to be missing, or if it is immediately apparent that the student is indeed a missing person (e.g., witnessed abduction), Campus Safety and Security will contact the appropriate local law enforcement agency within 24 hours to report the student as a missing person, and the local law enforcement agency will take charge of the investigation. Also, if the student identified an emergency contact person via [my.lynchburg.edu](http://my.lynchburg.edu), Campus Safety and Security will contact that individual. Additionally, if the student is under age 18 and not emancipated, the University is required by law to contact the student's custodial parent or legal guardian.

In addition to identifying an emergency contact person via [my.lynchburg.edu](http://my.lynchburg.edu), each student living on campus has the option to identify confidentially an individual to be contacted within 24 hours after the time that the student is determined to be missing by Campus Safety and Security in accordance with the University's Missing Person Policy. Information about a student's confidential contact person is accessible only by Campus Safety and Security and by law enforcement in the course of the investigation. If a student

is determined to be missing, the confidential contact person will be notified by Campus Safety and Security or law enforcement officers.

To identify a general emergency contact and a missing person confidential contact, a student should:

- Access <https://myhive.lynchburg.edu/>
- Click on your username banner (top of the toolbar)
- Select "emergency information"
- Select "Add New Contact"
  - Simply designate the person as an emergency contact and/or a missing person contact by checking the appropriate box. Both the general emergency contact and the missing person contact designations remain in effect until changed by the student.