

## **POLICY: MISSING STUDENTS**

As required by federal law, Yeshiva University (“YU”) has established the following policies and procedures to address situations when a student who resides in on-campus housing is determined to have been missing for 24 hours.

This policy applies only to students who reside in YU’s on-campus housing, which is defined as housing that is (1) owned or controlled by YU or located on property that is owned or controlled by YU, and (2) located within the reasonably contiguous geographic area that makes up a YU campus.

The policy does not apply to students residing in apartments or other residences not leased or licensed from YU.

### **A. Policies**

#### Definition of a Missing Student

A student is considered to be “missing” when a student who resides in on-campus housing has been absent from YU for more than 24 hours without any known reason.

#### Reporting Missing Students

All reports of missing students should be directed to YU’s Security Department, the Dean of Students, or the Housing Department, in each case for the campus in question.

Any reports made to the Dean of Students or the Housing Department will be referred immediately to YU’s Security Department for the campus in question.

#### Designation of a Contact Person

All undergraduate students who apply for student housing must designate on their application for housing a contact person whom YU will notify within 24 hours of the determination that the student is missing.

All graduate students are given the opportunity to designate such a contact person on their application for student housing.

The Housing Department for the applicable campus will keep information about a student’s designated contact person confidential. The information will be disclosed only to authorized campus officials and to law enforcement personnel, but only when it is necessary to further a missing persons investigation.

## Mandatory Notifications

Students under the age of 18 (who are not emancipated) should be aware that YU is legally required to notify a parent or guardian within 24 hours of the determination that the student is missing. In such cases, YU will notify both the parent/guardian and any additional contact person that has been designated by the student.

In addition, all students should be aware that YU will notify the New York City Police Department (“NYPD”) within 24 hours of a determination that any student is missing, regardless of that student’s age or whether that student has designated a contact person.

## **B. Procedures**

### Immediate Response

Once it has been determined that a student who resides in on-campus housing has been missing for 24 hours, YU will take the following immediate steps:

1. The Security Department personnel designated by the Chief of Security for the applicable campus will respond to the scene and interview the individual who reported the student missing and any other witnesses to obtain all pertinent facts, including an accurate description of the student, what he or she may be wearing, and the location and time where and when he or she was last seen.
2. The Security Department personnel responding to the scene as provided above will notify the Chief of Security for the applicable campus of all pertinent facts prior to initiating any additional action.
3. The applicable Chief of Security, or his or her designee, will:
  - Contact the applicable Director or Assistant Director of the Housing Department, or such other personnel as they may select, to determine if he or she is aware of the student having left campus for other reasons;
  - Contact the applicable Dean of Students, and such other personnel as they may select (which may include the applicable Finance Department, Office of the General Counsel and Dean’s Office).
  - Obtain copies of the student’s ID cards from the applicable Security Office and distribute copies to all guard posts at the applicable campus.
4. If the location where the student was last seen was a YU building, a search team will be formed to perform a thorough search of the building and the outside perimeter. The search team will then broaden its search to the rest of the campus buildings and grounds.
5. The Security Department for the applicable campus will notify supervisory personnel at other YU campuses about the missing student.

6. The Security Department for the applicable campus will contact the following appropriate local police precinct to inquire if the missing student has been the subject of any police action.
  - Wilf Campus
    - 34th Precinct – (212) 927-9711
  - Beren Campus
    - 17th Precinct – (212) 826-3211
    - Midtown South Precinct – (212) 239-9811
  - Ferkauf/Katz Campus (Bronx)
    - 49th Precinct – (718) 918-2000
  - Brookdale Center Campus
    - 6th Precinct – (212) 741-4811
7. The Security Department for the applicable campus will prepare an Incident Report.

#### Response Within 24 Hours

Within 24 hours of making the determination that a student who resides in on-campus housing is missing, YU will take the following steps:

1. The applicable Security Department, the Dean of Students, or the Housing Department will notify the student's designated contact person (if the student has designated one) that the student is missing.
2. If the student is under the age of 18 (and not emancipated), the applicable Security Department, the Dean of Students, or the Housing Department will notify the student's parent or guardian that the student is missing.
3. The applicable Security Department, the Dean of Students, or the Housing Department will notify the NYPD.

#### Cooperation with the New York City Police Department

Once the NYPD has been notified, YU will cooperate with the NYPD as follows:

- The applicable Security Department will advise the NYPD of all actions taken by the Security Department and other YU personnel up to that point.
- The applicable Security Department will provide the NYPD with an office near the applicable campus Security Office to be utilized as a police headquarters.

- The applicable Security Department will work with the NYPD to ascertain whether the NYPD Missing Persons Squad has any information about the student.
- The applicable Security Department will request that the Precinct Detective Squad be notified for appropriate response.
- The applicable Security Department will request that the NYPD Communications Division broadcast a description of the missing student to patrol units.
- The applicable Security Department will request that the NYPD enter the missing person into the Federal N.C.I.C. system at the conclusion of the NYPD investigation.

If the Security Department, the Dean of Students, or the Housing Department is properly notified that a missing student has been located, they may inform the student's parent or guardian (in the case of students under the age of 18 who are not emancipated) and/or the student's designated contact person (if any).