Philander Smith College takes student safety very seriously. To this end, the following policy has been established to assist in locating Philander Smith students living in College on-campus housing who, based on the facts and circumstances known to Philander Smith has been determined to be missing.

All reports of missing students shall be directed to the Department of Campus Safety & Security which shall investigate each report and make a determination whether the student is missing in accordance to policy. At the beginning of the academic year, Philander Smith will inform students residing in on-campus housing that the College will notify either a parent or individual selected by the student not later than 24 hours after the time the student is determined to be missing. The Dean of Students shall have the responsibility of making provisions of this policy and procedure set forth below available to students.

Procedure:

Any report of a missing student, from whatever source should immediately be directed to the Department of Campus Safety & Security.

- Students have the opportunity of identifying an individual to be contacted by Philander Smith and must register this confidential contact information through the Residence Life Office.
- If the student is under 18 years of age, Philander Smith (Dean of Students) is required to notify a custodial parent or guardian as contained in the records of the College of the missing student not later than 24 hours after the determination by Campus Safety that the student is missing.
- Philander Smith Campus Safety will notify the Little Rock Police Department not later than 24 hours after the time that the student is determined to be missing.
- If the Philander Smith Campus Safety personnel have been notified and make the determination that a student who is the subject of a missing person report has been missing for more than 24 hours without returning to the campus, Philander Smith will initiate the emergency contact procedures in accordance with the student’s designation.

Notification

Philander Smith will follow the notification procedure for a missing student who resides in on-campus housing.

- Once Philander Smith receives a missing student report the following offices will be notified.
• Campus Safety & Security Department
• Dean of Students Office
• Residence Life Director
• Vice President of Student Affairs/Enrollment Management

Any official missing person report from whatever source shall be referred immediately to the Department of Campus Safety.

Student Contact Information:

• Students shall ensure that there is up-to-date emergency contact information on file at the Records Office and with the Residence Life Office.

Resources

• Residence Life may be asked to assist in physically locating the student by entering the student’s assigned room and talking with associates.
• Campus Safety may search on campus public locations to find the student (library, cafeteria, etc.)
• Campus Safety may issue an ID picture to assist in identifying the missing student.
• The Dean’s Office may try to contact known friends, family, or faculty members for the last sighting or other contact information.
• Campus Safety may access vehicle registration information for distribution to the authorities.
• CIS may be asked to look up email logs for the last login and use of the College’s email system.

Distribution:

• Notification of this policy to the community sent via email.
• Posting of this policy on the Philander Smith Campus Safety and Residence Life web pages.
• Notification of this policy distributed to all students living in on-campus housing.