

**Title:** Missing Student Notification Policy  
**Code:** 5-350-260  
**Date:** 9-20-2010

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## **Introduction**

The purpose of this policy is to set forth the notification procedures that University administrators will follow in the event that a student residing in on-campus housing is reported missing. This policy is also designed to inform students on how to register a confidential contact and under what circumstances University administrators will contact a student's registered contact. This policy is included in Boston College's Annual Security and Fire Safety Report and will be distributed annually to all enrolled students and employees.

## **Policy**

Students residing in on-campus housing have the option through the BC Agora Portal to register an individual to be contacted by Boston College in the event the student is determined missing for more than 24 hours ("Confidential Contact"). The student's Confidential Contact will be maintained in confidence and only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.

Any member of the University community who has reason to believe a student residing in on-campus housing has been missing for more than 24 hours should immediately contact the Boston College Police Department. Upon notification, BCPD will initiate an investigation. If BCPD is unable to locate the student through its normal contact network and the student has been missing for more than 24 hours, BCPD will immediately notify the Senior Administrator on Call (AOC) who will notify the student's Confidential Contact within 24 hours of the official determination that the student is missing.

BCPD must notify other local law enforcement agencies once it is determined that the student is missing, regardless of whether or not the student has registered a Confidential Contact. If the missing student is under 18 years of age and not emancipated, the AOC will notify a custodial parent or guardian in addition to the student's Confidential Contact.