

On-Campus Housing Missing Student Policy and Procedure

Alliant International University takes student safety very seriously. To this end, the following policy and procedure has been established to assist in locating Alliant International University students living on-campus housing who Alliant International University has determined to be missing.

- At the beginning of each academic year, Alliant International University will inform students residing in on-campus housing that Alliant International University will notify their emergency contact person (included resident student profile form) no later than 24 hours after the time the student is determined to be missing. This information will include the following:
 - If the student is under 18 years of age, and not an emancipated individual, Alliant International University is required to notify a custodial parent or guardian not later 24 hours after the time that the student is determined to be missing.
- Alliant International University will notify the appropriate law enforcement agency not later than 24 hours after the time that the student is determined to be missing.
- If Alliant International University Public Safety has been notified and makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to campus, Alliant International University will initiate the emergency contact procedures in accordance with the student's designation.
- If Alliant International University Public Safety, after investigating the official report, determines the student has been missing for more than 24 hours, Alliant International University will contact the individual identified by the student, the custodial parent or legal guardian if the student is under 18 and not emancipated, or local law enforcement if these do not apply.
- Upon notification from any entity that any student may be missing, Alliant International University may use any of the following resources to assist in locating the student. These resources may be used in any order and combination.
 - Through the Housing Office, the Resident Advisors may be asked to assist in physically locating the student by keying into the student's assigned room and talking with known associates.
 - Public Safety may search on campus public locations to find the student (library, cafeteria, etc.).
 - Public Safety may issue an ID picture to assist in identifying the missing student.
 - Director of Housing and Residence Life may try to contact known friends, family, or faculty members for last sighting or additional contact information.
 - Student Affairs or academic departments may be contacted to seek information on last sighting or other contact information.
 - Director of Housing and Residence Life may access meal card logs to determine last use of the card and track the card for future uses.
 - Public Safety may access vehicle registration information for vehicle location and distribution to authorities.
 - If there is any indication of foul play, the local police department will immediately be contacted for assistance.