



MONTCLAIR STATE UNIVERSITY

Montclair State University Missing Resident Student Notification Policy

In compliance with the Higher Education Reauthorization Act of 2008, the purpose of this policy is to provide the procedures for reporting, investigating and making emergency notifications of any resident student of Montclair State University believed to be missing.

A person is presumed missing when their absence is inconsistent with their established patterns of behavior and the deviation cannot be readily explained. Before presuming that a person is missing, reasonable measures should be taken to determine that the person is not at their off-campus place of residence and that no one familiar with the person has seen or heard from the person for an unusual period of time or is aware of where they may be.

Any member of the University community, including both employees and students, who is concerned that a member of the University community is missing should contact University Police, 973-655-5222, as soon as they have determined that the individual is missing as defined above.

Identifying an Emergency Contact Person

Resident Students: A resident student is any student residing in a University operated residential facility under a University housing agreement. All resident students are required to designate an emergency contact person through the University's computer based WESS system (Web Enrollment Services for Students) prior to check in at their residence hall. If a student moves to another University residence facility the student is required to verify the emergency notification information upon admittance to that hall.

Non-resident Students: All enrolled students at the University, regardless of living circumstances, are encouraged to designate an emergency contact person through the University's computer based WESS system (Web Enrollment Services for Students).

Every student (resident and non-resident) has their own WESS account and may enter or change, under personal information/addresses, a designated contact person at any time by updating their emergency contact information.

Reporting and Investigating Missing Persons

The Montclair State University Police Department will investigate, following established police protocol, all cases of missing persons that are brought to their attention. The University Police Department will serve as the lead investigating agency unless superseded by a Prosecutor's Office or State of New Jersey or Federal agency with appropriate jurisdiction.

Informing Designated Contact Person

The University Police Department will inform the listed contact person of a missing resident student within 24 hours of receiving a missing person report.