

**SPST Policy: CCP 19**

**Policy on Missing Student Notifications**

Adopted: 8/21/2015

Updated:

1. If a member of the Saint Paul School of Theology community has reason to believe that a student who resides in on-campus housing at Avila University or Oklahoma City University is missing, he or she should immediately notify the Associate Dean of Students at the Resurrection Campus or the Associate Dean of SPST at OCU who will immediately contact the appropriate law enforcement agencies to generate a missing person report and initiate an investigation.

2. In addition to the general emergency contact in (1) above, students who reside in on-campus housing have the option to identify to the Associate Dean of Students at the Resurrection campus or to the Associate Dean of SPST at OCU an individual to be contacted in the event the student is determined to be missing for more than 24 hours. When providing contact information it will be treated as confidential and used only for the purpose of making a missing student notification. If a student has identified such an individual, the Associate Dean will notify the designated person no later than 24 hours after the student is determined to be missing. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation. In the rare instance that a Saint Paul student is under 18 years of age and not emancipated, a legal guardian must also be notified within 24 hours.

3. After investigating a missing person report, if the appropriate law enforcement agency determines that the student has been missing for 24 hours, Saint Paul will notify the student's emergency contact no later than 24 hours after the student is determined to be missing.