

Missing Student Protocol **Notification Policy and Plan**

This Notification Policy and Plan shall apply whenever a University official designated in this Policy receives a report that a student who resides in University provided housing facilities has been missing for longer than 24 hours.

Anyone who has reason to believe that a Pace resident student is missing for more than 24 hours should report the information to any staff member of Housing and Resident Life, the Dean for Students Office or the Pace Safety and Security Department. Those officials have been designated by the University to receive such reports. If any other University officer or faculty member is advised that a resident student has been missing for more than 24 hours, they are urged to immediately forward the information to the Safety and Security Department.

The Safety and Security Department may conduct a brief investigation² of the missing student report in coordination with Residential Housing and Student Affairs personnel. Within 24 hours following one of the designated University officials receiving a missing resident student report, unless the student is located through the brief investigation, the Pace Safety and Security Department in coordination with Residential Housing and the Dean for Students, will:

²Pace University Security and Police Coordination Plan for Investigation of Criminal Offenses (Including Violent Felony Offenses) and Missing Students Reports

- Make contact with the person or persons that the student has designated through the confidential contact registration procedure described in this policy;
- Contact the student's custodial parent or guardian if the student is under 18 years of age and is not emancipated; and
- Contact local law enforcement agencies as soon as practicable but in no case more than twenty-four hours after a report that a student who resides in housing owned or operated by the University is missing; provided that such reporting requirement shall take into consideration applicable Federal Law, including, but not limited to, the Federal Campus Sexual Assault Victims' Bill of Rights under Title 20 U.S. Code Section 1092(F) which gives the victim of a Sexual Offense the right on whether or not to report such offense to local law enforcement agencies.

Students living in a Pace University housing facilities may confidentially register with Alerie Tirsch or Patrick Roger Gordon, the names and contact information of the person or persons they wish to be contacted in the event they are reported missing for a period longer than 24 hours. Only authorized campus officials and law enforcement officers in the furtherance of a missing person's investigation will be permitted to have access to this information.

All resident students are advised that even if they have not registered a contact person, local law enforcement agencies will be notified if they are reported missing, subject to the University's consideration of applicable Federal Law, as noted above.

Phone Contact Information:

Safety and Security

- New York - (212) 346-1800
- White Plains - (914) 422-4300
- Pleasantville - (914) 773-3400

Housing and Residential Life

- New York - (212) 346-1295
- Pleasantville – (914) 597-8777

Dean for Students

- New York - (212) 346-1306
- White Plains - (914) 422-4146
- Pleasantville - (914) 773-3351

Local Law Enforcement Agencies

- White Plains PD – (914) 422-6111
- Mt. Pleasant PD – (914) 769-1941
- NYPD 1st Pct – (212) 334-0611

Emergency dial 911 in any location.