

Missing Student Policy

If you believe that a student is missing, whether or not the individual resides on campus, contact any employee of the Department of Public Safety, Dean of Students, Residence Life staff or the Director of Public Safety. Once it is determined that reasonable cause for further action exists, all possible efforts will be made to locate the individual in order to ascertain their state of health and well-being.

In the case of an on-campus resident, each student has the option to register a confidential contact person to be notified in the case that the student is determined to be missing. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information. Regardless of the student preference in selecting a contact person, the Cedar Rapids Police Department or other appropriate law enforcement agency will be notified if the student is missing. As a matter of procedure in a missing person investigation, the Mount Mercy University Department of Public Safety will obtain identifying information on the missing student, and attempt to determine the student's whereabouts through contact with friends, roommates, associates, and/ or employers of the student. Whether or not the student has been attending their normal daily activities will be established. A welfare check of the student's room will be conducted in coordination with Residence Life personnel. All information will be shared with the appropriate law enforcement officials.

If the student reported missing is an off-campus resident, Mount Mercy University Department of Public Safety will contact the Cedar Rapids Police Department or the appropriate law enforcement agency and institute similar procedures as an on-campus resident. It is also the policy of Mount Mercy University that any student less than 18 years of age and not emancipated, will have their parent or guardian notified of their status as a missing person.

If the individual is located, campus officials will:

- Explain the concerns which led to the actions listed above
- Attempt to ascertain the student's welfare with regard to mental/emotional/physical health
- Work with the individual to arrange for any necessary resources
- Work with the individual to allay the concerns of the person(s) filing the initial report within the boundaries of FERPA
- Contact the Department of Public Safety and any appropriate law enforcement agency when the student is located