PURPOSE

The purpose of this policy is to provide the procedures for reporting, investigating and making emergency notifications regarding any resident student of the Graduate Theological Union who is believed to be missing. This policy is required under the Higher Education Re-authorization Act of 2008.

POLICY

School officials should be notified that a member of the GTU community is or is suspected of being missing. School officials, once notified, should notify the school’s safety officer and the local law enforcement agency.

General Provisions

Any member of the GTU community, including employees and students, who is concerned that a member of the school community is missing should contact the Dean of Students office (510-649-2400) as soon as it is determined that the individual is missing as defined below.

Definitions

Missing. A student is presumed to be missing when his/her absence is inconsistent with his/her established patterns of behavior and deviation cannot be readily explained. Before presuming that a person is missing, reasonable measures should be taken to determine whether or not the person is at their off-campus place of residence and whether or not anyone familiar with the person has seen or heard from the person recently or is aware of where they may be.

Provision #2

Policy Sections

5510.1 Emergency Contacts

Students have the option to identify an individual to be contacted by the school not later than 24 hours after the time that the student is determined missing in accordance with this policy. Students exercising this option should submit this information to the Office of the Dean of Students or the Registrar. Only officials of the school shall have access to this information and shall use it for official purposes only.

5510.2 Notification to School Officials

A member of the GTU community who suspects a school community member is missing should immediately notify the Office of the Dean of Students.
5510.3 School Investigation
Upon notification that a member of the school community may be missing, the Office of the Dean of Students shall conduct an investigation to determine facts regarding the report. If the investigator determines that the student may in fact be missing, the investigator will notify the school campus security officer and the City of Berkeley Police Department.

The City of Berkeley Police Department will make the determination that the student is missing.

5510.2 Notification to Emergency Contacts
If a local law enforcement agency 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 the campus, the school will attempt to contact the emergency contact in accordance with the student’s designation.

If the student is under 18 years of age and is not emancipated, the school will attempt to notify the student’s custodial parent or guardian and any other designated contact person.