Missing Student

Policy EM009
Volume: 5, Enrollment Management and Student Success
Responsible Administrator: Vice President for Enrollment Management and Student Success
Responsible Office: Enrollment Management and Student Success
Issued: August 2008
Last Updated: September 2019

Policy Statement
Students residing in a facility owned or operated by the Fashion Institute of Technology ("FIT" or "the college") have the option to register a confidential contact person (as opposed to an emergency contact person) to be notified in case the student is determined to be missing from their residence. Access to confidential contact information is only available to authorized campus officials and law enforcement officers in furtherance of an investigation.

Reason for the Policy
Implemented in compliance with the Higher Education Opportunity Act of 2008, this contact information is part of the housing application that students fill out when they apply for on-campus housing.

Who is Responsible for this Policy
- Residential Life personnel
- Public Safety personnel
- Dean of Students or designee

Who is Affected by this Policy
- All members of the FIT community
- All FIT residence hall students

Definitions
- **Missing Student**: An FIT student who resides in a facility owned or operated by FIT is considered “missing” when they have not been seen by friends or associates for a reasonable amount of time, when there is no reasonable explanation for their absence, and when circumstances indicate the student’s unaccountable or involuntary disappearance. A reasonable amount of time is generally 24 hours or more, but may vary depending on the circumstances.
Principles

• **Missing Student Notifications**
  If a member of the FIT community or any other person has reason to believe or has received a report that a student who resides in on-campus housing is missing, they should immediately notify the Director of Public Safety at (212) 217-7777. Public Safety will generate a missing-person report and initiate an investigation into the Missing Student.

In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted in the event the student is determined to be missing. All residential students are given the opportunity to identify a confidential contact on their housing application. Students may, at any time, add or update a confidential contact by contacting the Office of Residential Life at (212) 217-3900 or residentiallife@fitnyc.edu. A student’s confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

After investigating a missing person report, should Public Safety determine that the Missing Student is missing, FIT will notify the student’s confidential contact, if the student has identified such an individual, no later than 24 hours after the student is determined to be missing. If the Missing Student is under the age of 18 and is not an emancipated individual, FIT will notify the student’s custodial parent or legal guardian no later than 24 hours after the student is determined to be missing, in addition to notifying the student’s confidential contact. Additionally, the college will notify law enforcement no later than 24 hours after a Missing Student is determined to be missing.

• **Other Missing Persons**
  If a member of the FIT community has reason to believe that any other member of the FIT community, including students who do not reside in on-campus housing, is missing, they should immediately notify the New York City Police Department (NYPD). Public Safety will, in appropriate circumstances, assist individuals in making a report to NYPD, but in all cases where the individual is not a residential student, NYPD will investigate the report.

Responsibilities

N/A

Procedures

• Public Safety will work with appropriate local law enforcement agencies according to procedures that outline the investigation of missing residential students and specifically the plan for coordination of the college with police in regards to such investigations.

• The protocol and procedures to be followed when a residential student is determined to be missing are listed in the college’s Emergency Management Plan.

• In addition, the Residential Life On-Call/Emergency Response Manual includes guidelines for Residential Life staff to implement this policy.
Violations
N/A

Related Policies
• Campus Safety and Security Policy

Related Documents
• Annual Security and Fire Safety Report
• Emergency Management Plan

Contacts
• Vice President for Enrollment Management and Student Success
  Office of Enrollment Management and Student Success
  (212) 217-3800

• Director of Public Safety
  Department of Public Safety
  (212) 217-4999