



ESSEX COUNTY COLLEGE POLICE DEPARTMENT

303 University Avenue, Newark, NJ 07102-1798

HQ: (973) 877-3312 Fax: (973) 877-4421



Anthony Cromartie
Chief of Police

Ronald Parm
Deputy Chief of Police

MISSING STUDENT NOTIFICATION POLICY

Purpose of this Policy:

Essex County College is committed to creating, securing and providing a safe and secure environment for our faculty, staff, students and visitors. In order to support this commitment, the "Missing Student Notification Policy" sets forth the rules and procedures to be followed in the event an Essex County College student is reported to be missing.

Scope of this Policy:

This policy applies to all Essex County College faculty, staff, students and visitors.

Policy Statement:

If there is a reason to believe that a student is, or has been, missing, then the person realizing the student is missing **must** contact: The Essex County College Department of Public Safety, (973)877-3312, the Dean of Student Affairs, (973) 877-3070 or the Associate Dean of Student Life, (973) 877-3209. Keep in mind, the Department of Public Safety is a 24 hours a day, seven (7) days a week operation. All members of the Essex County College community are encouraged to file a report when they suspect a student is missing.

The Essex County College Police Department will lead the investigation of each missing student report and make a determination as to whether the student is missing in accordance with this policy.

Procedures:

Any report of a missing student, from whatever source, must immediately be directed to the Essex County College Department of Public Safety in person or by phone, (973) 877-3312.

Continued From Page 1:

When a Student is reported missing, the Essex County College Police Department shall:

- Upon being notified that someone is, or may be, missing, the Essex County College Police Department will give its full attention/consideration/resources to the case;
- Initiate an investigation to determine the validity of the missing person report;
- Inform the President's Office and the Office of Student Affairs (or designee);
- Make a determination as to the status of the missing student;
- Notify the local police department or other appropriate law enforcement agencies within twenty four (24) hours after the college receives a report that a student is missing;
- If the missing student is under the age of eighteen (18), and not emancipated, the student's custodial parent or guardian as contained in the college's records will be notified within twenty-four (24) hours of the determination that the student is, in fact, missing;
- Inform the other surrounding universities/schools that the student is missing.
- If the missing student has identified a "confidential contact person" during his/her registration process, or anytime thereafter, that person will be notified.