

The City University of New York
Missing Persons Procedures

I. Introduction

The purpose of The City University of New York Procedures on Missing Persons (“CUNY Missing Persons Procedures”) is to establish official notification procedures for missing students who reside in on-campus housing and to ensure that a student who resides in on-campus housing is informed of his or her options and rights under section 485(j) of the Higher Education Act.¹

II. Definition of Missing Person

For the purposes of these Procedures, a student is deemed a “missing person” when the student is a current on-campus housing resident and he or she has been unreachable for more than 24 hours without any known reason.

III. Definition of On-Campus Housing

For the purposes of these Procedures, “on-campus housing” is defined as student housing in residence halls operated by CUNY or operated by a private management company on behalf of CUNY.

IV. Designation of Emergency Contact

Each CUNY student who resides in on-campus housing must identify a contact individual (“emergency contact”) who will be contacted no later than 24 hours from the time the student is determined missing. A student may designate his or her emergency contact on the application for residence in on-campus housing. The student’s designated emergency contact information will be kept confidential and will be retained by the campus Residence Life Office and the Department of Public Safety. The emergency contact information will be used only when the student is determined to be a missing person or in other emergency situations.

Students who are under the age of 18 and who are not emancipated must designate an emergency contact. However, in the event that such a student is determined to be a missing person, the Campus must, in addition to providing notice to the emergency contact, also notify the student’s custodial parent or legal guardian, if the parent or guardian is not listed as the emergency contact, no later than 24 hours after the student is determined missing.

A student’s designation of an emergency contact will remain in effect until changed or revoked by the student.

¹ Higher Education Opportunity Act § 485(j), Pub. L. No. 110-315 (2008).

V. Notification

A. Generally

Any individual on campus who has information that a student who is an on-campus housing resident may be missing must notify the campus Department of Public Safety as quickly as possible. After receipt of such notification, the Department of Public Safety must contact appropriate campus staff (e.g. the Campus Director of Residence Life) to aid in the search for the student.

If, after investigation, the campus Department of Public Safety determines that the student is missing, it must, after consultation with the campus Office of Student Services/Affairs, designate a campus official to contact the missing student's emergency contact. This contact must be initiated no later than 24 hours after the time the student is determined missing.

B. Missing Persons Under the Age of 18

If the student who is determined to be a missing person is under 18 and not emancipated, the designated campus official must, in addition to contacting the emergency contact, immediately contact the missing student's parent or legal guardian, if the parent or guardian is not listed as the emergency contact.

C. Missing Persons Without a Reachable Designated Emergency Contact

If the missing student's emergency contact is not reasonably reachable, the designated campus official must inform the New York City Police Department that the student is missing. Such notification must be done no later than 24 hours after the time the student is determined missing.