

UNIVERSITY OF NEW HAVEN
DEPARTMENT OF POLICE SERVICE
WEST HAVEN, CONNECTICUT 06516

ORDER NO.: G.O. 2010-09

DATE: July 15, 2010

INDEX AS:

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POLICY TITLE:

MISSING PERSON POLICY

MISSING STUDENT POLICY

RESPONSIBLE OFFICE:

Department of Safety & Transportation

RESPONSIBLE OFFICIAL:

Executive Director

DISTRIBUTION: ALL

AMENDED: NEW

A file photo of the missing student may be used to assist as needed in the investigation. Information Services will be asked to assist in checking email accounts and card key access records.

Information will be distributed to all on-duty personnel and a campus-wide search for the student will be conducted. The Dean of Students will be notified.

If the person reported missing is a resident student the Dean of Students will notify the Office Residential Life. Resident Assistants and Resident Directors will assist as instructed.

Once the reported missing student has been located appropriate notifications will be made by the

- a. If the Supervisor determines that the missing person has possibly been abducted, he/she shall use the following criteria to determine if the AMBER Alert Plan should be utilized: *(1.3.57c, 1.3.58d)*
- The abducted child must be under 18 years of age, unless there are special circumstances such as a mental or physical disability.
 - The child must be in danger of serious bodily harm or death.
 - There must be enough descriptive information to believe a broadcast will help.

Should the Supervisor believe that the AMBER Alert Plan should be activated, then he/she shall notify the Chief of Police or his/her designee and request investigative assistance from the West Haven Police Department.

- b. The supervisor and/or the investigating Officer shall use the following criteria to determine if a Everbridge emergency notification should be requested:

- Missing child, that has gone missing for the first time and who is under the age of 18
- Missing college student
- Missing elderly person with some debilitating disease such as Alzheimer's disease.

The supervisor and/or the investigating Officer may request that the Everbridge emergency notification system be activated through the UNHPD Chief and/or Assistant Chief. The investigating Officer should have the following information ready prior to making the alert request: *(1.3.57c, 1.3.58d)*

- Name of person missing
- Date of Birth
- Gender
- Nationality
- Height and Weight
- Hair and Eye color
- Clothing description
- Any scars or other physical characteristics
- Any medical/psychological conditions to be aware of
- Home address including zip code
- Location last seen with zip code if different than residence
- Police department phone number for the public to call to report information

- Case # assigned to the incident
- If there is any water or wooded area in the vicinity
- Have friends and family been contacted?
- Has the person gone missing before?
- Is there foul play, kidnapping or parental abduction suspected?
- If the missing is a child, is the agency aware of any sexual predators within 1 mile of the last seen address?

Once all of the above information is obtained and a search of the residence and the surrounding area has been completed, the primary officer will give out a broadcast over the radio with all of the pertinent information so that the support officers can continue searching the area.

After Everbridge emergency notification has been approved, the primary officer will complete the missing Person incident report, noting that the system has been activated, and submit it to WHPD dispatch to be entered into COLLECT / N.C.I.C.

As calls are received from the public with information about the missing person, the call-taker (sworn or civilian) will determine if the information is credible and if so they will relay the information to the patrol units using the radio.

If information is received through dispatch that the search area needs to be broadened, they will notify other agencies as needed.

Once the missing person is located, all necessary reports and cancellations will be completed.

Ronald M. Quagliani
Executive Director