

Claremont School of Theology Missing Students Policy

The Higher Education Opportunity Act requires all higher education institutions that offer student housing to establish missing student policies and procedures.

Claremont School of Theology places a high priority on the safety of its students and its residents. Reports of suspicious activity, including possible missing students or residents, may be made to any CST employee, who will refer the matter to the appropriate CST office for investigation. The following information specifically applies to situations where a student may be missing.

Upon Arriving on Campus

Students and residents have the option of identifying to CST an individual to be contacted not later than 24 hours after the student or the resident is determined to be missing. Students and residents can register this information with the Campus Housing Office. In cases where students or residents are under 18 years of age and not emancipated, or where students or residents are under custodial care, CST will contact a custodial parent or guardian not less than 24 hours after the student or the resident is determined to be missing.

Reporting Possible Missing Students or Residents

Reports of possible missing students or residents may be made to any CST employee. All such reports will be immediately referred to the Vice President for Administration who will coordinate a quick, campus search that will include:

- Obtaining the latest physical description of the potentially missing student or resident;
- Acquiring a photograph of the missing student or resident from student records or other means for distribution in the search;
- Physically searching campus buildings and parking lots;
- Searching access records, and surveillance camera records, if any;
- Engaging other campus personnel, including students and resident assistants, in the search; and
- Engaging local law enforcement should the campus search be negative.

Missing Person Contact

If CST or local law enforcement determines that a student or a resident who is the subject of a missing person report has been missing for 24 hours and has not returned to campus, CST will initiate the missing person contact procedures according to the student's or the resident's instructions filed with the Campus Housing Office upon his or her arrival on campus.