



Policy on Missing Persons and Missing Students

Russell Sage College seeks to assure the safety and security of its entire community. The following policies shall be followed in the event that a resident student is reported to be missing from an on campus student housing facility, and may be used in the event that any student or employee is believed to be missing from anywhere.

I. Definitions.

- A. “reported to be missing” means that any associate of a resident student is unable to locate that student and seeks the assistance of college officials to locate that student.
- B. “determined to be missing” means that after a preliminary investigation conducted by Public Safety, the Deans of Students and the Office of Residence Life, a resident’s whereabouts are unknown. Presence in the residence hall, attendance in class, attendance at work and interaction with friends and family should all be considered in making this determination.
- C. “Resident student” shall mean any student of Russell Sage College who resides in a facility owned or operated by Russell Sage College.
- D. “On campus housing facility” shall mean any student housing facility that is owned or controlled by Russell Sage College, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus. It shall include:
 - 1. Undergraduate and graduate student housing;
 - 2. Single family houses that are used for student housing;
 - 3. Summer school student housing;
 - 4. Buildings owned by a third party that has a written agreement with the institution to provide student housing;
 - 5. Housing for officially and not officially recognized student groups that are owned or controlled by Russell Sage College, or are located on property that is owned or controlled by Russell Sage College.

II. Considerations:

- A. It is often difficult to determine where a person is missing from. Careful consideration must be given in determining if a person is missing from campus, from

a residence hall, from an off campus residence, from a permanent residence, or from a place of employment or recreation.

B. The disappearance of a person may occur under a variety of circumstances, including but not limited to, abduction (by family, by romantic interest, by stranger), intentional flight or concealment (runaway), withdrawal or separation from the institution or when a person becomes lost, disoriented and unable to “find their way”. Until proven otherwise, each case shall be treated as occurring under the most urgent circumstances.

C. Law enforcement agencies may have policies that do not provide for report taking when a person is first thought to be missing. Circumstances such as age, time and place last seen, mental health and personal circumstances may affect their decision to take a report.

D. College students frequently reside in communal situations. Roommates, suitemates and other residents may have privacy concerns and expectations that should be considered, when appropriate. However, the most important concern is the safety of the missing person.

E. The location from where a person is missing may be a crime scene. It should be treated as such until determined otherwise.

III. Designated contact person

- A. Russell Sage College shall provide every resident student, and may provide any student or employee, regardless of age, the opportunity to register one or more persons to be contacted in the event that person is determined to be missing.
1. A designated contact person is in addition to an emergency contact person, although both can be the same person.
 2. A designated contact person can be anyone.
 3. A student may identify multiple designated contact persons.
 4. The identity of a designated contact person shall remain confidential, but shall become available to the college officials identified in IV.A., and it may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.
 5. Information regarding the designated contact person is collected electronically through the Student Profile screen in Self-Service.

IV. When a student is reported missing:

- A. A student or employee who reasonably believes that a resident student may be missing from campus without an explanation should report that suspicion to:

1. UHA Public Safety at 518-244-3177.
2. The appropriate Dean of Students office.
 - a. Albany at 518-292-1753.
 - b. Troy at 518-244-2207.
3. The Director of Residence Life at 518-244-2008.

B. If Public Safety is not the original recipient of the report, the original recipient shall immediately notify Public Safety.

C. Upon receipt of such a report, the Offices listed in IV.A shall begin a collaborative preliminary investigation which addresses the following considerations:

1. Is the student missing from campus, their permanent home or some other location?
2. Is there a witness or physical evidence of an abduction or foul play?
3. Is the student mentally and emotionally stable?
4. Is the student experiencing academic, personal or financial problems?
5. Has the student disappeared before?
6. Is there a substance abuse issue?
7. Has the student been recently threatened or warned?
8. Have any similar incidents been reported in the area?

D. The preliminary investigation will also:

1. Check access systems for use by the student.
2. Check class attendance and with faculty.
3. Check with roommates, suitemates, floormates, teammates, co-workers, etc..
4. Check their place of employment.
5. Check with friends.
6. Check with family.
 - a. To be conducted by either the Dean of Students or the Vice President for Student Life.

V. When a student is determined to be missing:

A. If a resident student is determined to be missing, within 24 hours Russell Sage College shall notify:

1. Local law enforcement;

a. Once local law enforcement has been notified, interaction between Russell Sage College, the Police Department and University Heights Association Public Safety shall be governed by the Memorandum of Understanding currently in place among those entities.

2. Designated contact persons;

3. If the student is under 18 years of age and is not emancipated, the student's custodial parent or guardian.

B. Nothing shall preclude Russell Sage College from making the notifications described above prior to 24 hours of the determination that a resident student is missing, particularly if foul play, threat, danger or instability is suspected.

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