



Missing Student Notification Policy

This policy contains the official notification procedures for the University concerning missing students who reside in on-campus housing, in accordance with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092 (f)) (or the “Clery Act”, which previously was known as the Crime Awareness and Campus Security Act of 1990). The purpose of this policy is to promote the safety and welfare of students who reside in on-campus housing. This policy is mandatory and must be adhered to by all University faculty, staff, and students.

1. In the event that a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she shall **immediately** notify the Campus Safety at **630-829-6122**. Campus Safety will generate a missing person report and initiate an investigation. In addition, Campus Safety will report the missing person to appropriate Student Life staff on campus.
2. Any missing student report must be referred immediately to Campus Safety or to the local law enforcement agency that has jurisdiction in the area. The local law enforcement agency for Benedictine University is the Lisle Police Department. The Lisle Police Department is located at 5040 Lincoln Avenue, Lisle, Illinois 60532 and can be reached at 630-271-4200.
3. In addition to registering emergency contacts, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by the University in the event the student is determined to be missing for more than 24 hours. Students who wish to identify a confidential contact may do so by completing the [Missing Student Contact Information](#) form found on the Campus Safety website.
4. The contact information will be confidential, accessible only by authorized Student Life staff and Campus Safety, and may not be disclosed outside a missing person investigation.
5. If the missing student is under the age of 18 and is not an emancipated individual, staff will notify the student’s parent or legal guardian **immediately** after Campus Safety determines that the student has been missing for more than 24 hours.
6. After investigating the missing person report, should Campus Safety determine that the student is missing and has been missing for more than 24 hours (regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor), Campus Safety or a representative from Student Life will notify the Lisle Police Department. In addition, the student’s emergency contact will be notified no later than 24 hours after the student is determined to be missing, unless the Lisle Police Department was the entity that made the determination that the student was missing.
7. If a student has been determined missing for more than 24 hours, in addition to the above notifications, specific procedures to follow include:
 1. If the student has designated a confidential contact, notifying that person within 24 hours that the student is determined to be missing.
 2. If the student is under 18 years of age and is not emancipated, notifying the student’s custodial parent or guardian and any other designated contact person within 24 hours that the student is determined to be missing.
 3. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, informing the Lisle Police Department within 24 hours that the student is determined to be missing.