

# Missing Student Notification Policy

Palmer College of Chiropractic (College) is concerned for the safety and well-being of its student and is committed to taking prompt, appropriate action when students are reported to be at risk. As such, the College has implemented policies and associated rules and procedures to ensure prompt, appropriate measures are taken with regard to reports of missing students.

## DEFINITIONS

For the purposes of this Missing Student Notification Policy (Policy), the following terms shall have the meanings specified below:

- > The term **“College”** refers to Palmer College of Chiropractic, including operations on the Davenport campus; Florida campus; and West campus.
- > The term **“College premises”** includes all land, buildings, facilities and other property in the possession of, owned, used or controlled by the College including adjacent streets, alleys, sidewalks and parking lots.
- > The term **“College official”** includes any person employed by the College performing assigned administrative or professional responsibilities.
- > The term **“missing student”** refers to a student whose location is unknown and unexplainable for a period of time and regarded by knowledgeable parties as highly unusual or suspicious in consideration of the student’s usual behavior patterns, plans or routines.
- > The term **“student”** includes all persons enrolled at the College, both full-time and part-time, pursuing undergraduate, graduate or professional studies. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the College are not considered “students” for the purpose of this Policy, only.

## ADMINISTRATIVE RULES

### EMERGENCY CONTACT DESIGNATION

It is the responsibility of each individual student to designate an individual or individuals to be contacted by the college in the event of an emergency during new student orientation. Designations may be made or updated at any time via the [College’s portal](#).

### *EXPIRATION OF EMERGENCY CONTACT DESIGNATION*

A designation will remain in effect until changed or revoked by the student.

## **Timeline for Notification**

The designated emergency contact will be notified no more than 24 hours after the time that the student is determined to be missing in accordance with procedures of this Policy.

## **QUALIFYING EMERGENCY**

If a student is determined to be missing, the situation qualifies as an emergency.

## **CONFIDENTIALITY**

The College shall comply with all pertinent statutes and regulations that protect the privacy of students except where disclosure is required by law or is necessary to facilitate legitimate College processes, including the investigation of missing students.

Confidential information regarding the reported missing student will be disclosed to other responsible College officials and investigating authorities only on a need-to-know basis.

## **REPORTING A MISSING STUDENT TO THE COLLEGE**

Employees and students who believe a student may be missing are to report such information to the appropriate [designated College officials](#) listed below in this Policy so the College may respond promptly and appropriately. Any person who files a report should be prepared to be interviewed by investigator(s).

Such reports shall include as much specific information as possible including, but not limited to acquaintances (e.g. description, clothes last worn, where the student might be, who the student might be with, vehicle description, cell phone records, class schedule, information about the student's physical and mental well-being, up-to-date photograph and other similar information).

### ***DESIGNATED COLLEGE OFFICIALS***

#### **Main Campus, Davenport, Ia.**

- > Michael Brown  
Director of Safety and Security  
1000 Brady Street  
Davenport, IA 52803  
(563) 884-5306  
[michael.brown@palmer.edu](mailto:michael.brown@palmer.edu)

### **Florida Campus, Port Orange, Fla.**

- > George Oliveira  
Director of Safety and Security  
4777 City Center Parkway  
Port Orange, FL 32129-4153  
(386) 763-2783  
[george.oliveira@palmer.edu](mailto:george.oliveira@palmer.edu)

### **West Campus, San Jose, Calif.**

- > Lonnie Contreras  
Director of Campus Administration  
90 E. Tasman Drive  
San Jose, CA 95134  
(408) 944-6011  
[lonnie.contreras@palmer.edu](mailto:lonnie.contreras@palmer.edu)

In the absence of designated College officials above, contact [Campus Security](#).

#### ***REFERRING REPORTS OF POSSIBLE MISSING STUDENTS***

Employees, students, administrators, other College officials or any other representatives of the College who are directly advised of; or become aware of a possible missing student are to immediately advise (without exception) one of the [designated College officials](#) named above.

#### ***SECURITY RESPONSE***

Upon receiving a report of a missing student, Campus Security personnel will conduct a thorough and timely investigation to determine the whereabouts of the student in accordance with established procedures.

#### ***REPORTING A MISSING STUDENT TO LOCAL/STATE/NATIONAL AUTHORITIES***

Campus Safety and Security shall report to appropriate authorities any and all suspected cases of a missing student.

Authorities will be notified in all cases even if the student has not provided an emergency contact. The College will provide the necessary information to assist in locating the missing student.

## **COMMUNICATION WITHIN THE COLLEGE**

Should the College become aware of a missing student concern, the College shall monitor the situation by communicating with appropriate local and/or state officials. In turn, the College will formally communicate such findings with the College community as appropriate through the College’s Marketing and Communication department.

The College’s Marketing and Communication department is charged with formulating, ensuring accuracy of information and appropriate approvals, and distributing Palmer Communications via email/text messages/social media to constituencies of the entire College community including students, employees and alumni from all three (3) campuses.

No individual or department other than the Marketing and Communication department is to create or distribute messages for these audiences. When the need arises for an immediate communication to any of these groups, it must be coordinated through the Marketing and Communication department, with appropriate guidance, information and approval from resources inside and outside the College.

## **PRECEPTORSHIP & OTHER COLLEGE PROGRAMS**

This Policy applies to students who participate in preceptorships and any College programs on or off College premises.

## **PREVENTATIVE MEASURES**

Students are encouraged to take precautions toward ensuring their own safety, to comply with the College’s relevant policies, rules and procedures regarding safety and complete any specified safety training to learn and practice behaviors that will assist them in limiting exposure to safety risks.

## **AMENDMENT OF POLICY**

The College reserves the right to amend this Policy from time to time as the interest of the College may require.

## **HISTORY**

Last Revised: ..... August 3, 2017

Revised: ..... August 25, 2014

Adopted: ..... October 1, 2011

Last Administrative Review: ..... August 25, 2014

Responsible Officer:.....Kevin Cunningham, D.C., Ph.D.  
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