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MISSING STUDENT NOTIFICATION POLICY AND PROCEDURES FOR STUDENTS LIVING ON CAMPUS

A. Purpose

The purpose of this policy is to create a protocol for reporting and the subsequent procedures for responding to a report that a residential student at The University of Texas-Pan American is missing and to comply with the <u>Higher Education Opportunity Act of 2008</u>.

B. Persons Affected

This policy applies to students who are currently enrolled at the University, reside in oncampus housing, and have a completed housing contract on file with the Office of Residence Life at the time of the report that the student may be missing.

C. Policy

- 1. If any faculty, staff, or student at the University suspects that a student residing on campus may be missing, she or he is required to report this to an authorized University official:
 - a. UTPA Police Department
 - b. Dean of Students Office
 - c. Office of Residence Life
- 2. Students living on campus shall provide accurate contact information during the residential check-in process. Contact information must be kept current and accurate with the Office of Residence Life while residing on campus.
- 3. Each student living in on-campus housing, must identify a contact person(s) whom the University shall notify if the student is determined missing by the UTPA Police Department.
- 4. The Office of Residence Life shall collect and maintain the contact information of the person(s) identified by the student to be used in the event that she or he is determined to be missing by the UTPA Police Department. The contact information will be confidential and only accessible by authorized University and law enforcement officials. The information will not be disclosed outside of a missing person investigation.
- 5. If the student is under 18 years of age and not emancipated, the University will notify the custodial parent or guardian of the student if she or he has been determined to be missing in addition to any contact person(s) designated by the student.



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6. The UTPA Police Department shall determine whether or not the student is missing, the investigation process, and work with external agencies when appropriate.

D. Definitions

- 1. University. The University of Texas-Pan American.
- 2. On-Campus Student Housing Facility. A dormitory or other residential facility for students that is located on an institution's campus, as defined in §668.46(a) of Title 34, Code of Federal Regulations.
- 3. *Student*. A person currently enrolled at the University, currently resides in University on-campus student housing, and has a current housing contract on file with the Office of Residence Life.
- 4. *Faculty member* and *staff member*. Includes any person who is employed by the University.
- 5. *Dean of Students*. The dean of students or any delegate or representative of the dean of students.
- 6. *Day*. A calendar day except for days on which the University is officially closed or when regularly scheduled classes are suspended due to emergent situations.
- 7. *Missing*. The whereabouts of the student residing in an on-campus housing facility are unaccounted for within the preceding 24 hours. For example, an on-campus student is absent from the University for more than 24 hours without any known reason or determined to have an interruption in their usual activity pattern for more than 24 hours.
- 8. *Emergency contact*. Includes the name(s) and contact information for the individual(s) that the student has identified to the University as the designated person(s) to contact in an emergency situation where the health or safety of the student are of concern.
- 9. *Missing person contact*. Refers to the individual(s) that a student residing on campus has indicated as the appropriate person(s) to notify in the event she or he is determined missing by the UTPA Police Department. The information provided is confidential and will only be accessible by authorized campus officials and may not be disclosed outside of a missing person investigation.



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E. Responsibilities

Not Applicable

F. Procedures

- 1. Upon a report that a student may be missing, the following steps will be taken:
 - a. The UTPA Police Department will be notified immediately.
 - b. UTPA Police will follow their established protocol for responding to a report that a person is missing.
 - c. The Dean of Students will assist the University Police in determining the last known whereabouts of the student by attempting to reach the student through all forms of personal contact information that the student provided to the University, by conducting a courtesy check of the student's assigned room, and by attempting to make contact with roommates and/or suitemates as well as contact campus resources (i.e. faculty, IT, Bronc Card Office, etc).
 - d. If the student cannot be located, then within 24 hours of the student being reported as missing, the UTPA Police Department will notify: (1) the designated missing person contact; (2) the student's parents or guardian, if the student is under 18 years of age and is not emancipated, and (3) the local law enforcement agency that has jurisdiction in the area.
- 2. The contact information that each student residing on campus indicates as the individual(s) to communicate with in the event she or he is determined missing will be maintained in the Office of Residence Life.
- 3. Once the student is located she or he may be required to meet with the Dean of Students to discuss the details of the situation. Applicable University personnel may be notified in cases deemed appropriate.



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G. Review

The Divisional Head for this policy is the Vice President Student Affairs and this policy shall be reviewed every five years or sooner if necessary by the following Stakeholders:

- 1. Dean of Students-Senior Reviewer
- 2. Director of Residence Life
- 3. Residence Life Advisory Committee Chair
- 4. Chief of Police
- 5. Director of Environmental Health & Safety
- 6. SGA President