

# University of Central Missouri

## UCM OPERATIONS POLICY

### Missing Student Notification Policy

#### I. Purpose

In accordance with Section 485 of the Higher Education (HEA), every institution of higher education that provides on-campus housing must provide a missing student notification policy for those students residing in on-campus housing.

#### II. Policy

The University of Central Missouri takes student safety very seriously. To this end, the following policy and procedures have been established to assist in locating UCM students living in university owned on-campus housing who, based on the known facts and circumstances, UCM has determined to be missing.

#### III. Procedures

##### A. Procedure for Informing Students

At the beginning of each academic year, UCM will inform students residing in on-campus housing that UCM will notify either a parent or an individual selected by the student not later than 24 hours after the time the student is determined to be missing.

This information will include the following:

- Students have the option of identifying an individual to be contacted by UCM not later than 24 hours after the time the student has been determined missing. The 24 hour period begins when a report of a missing student is reported to at least one of the three university offices listed in paragraph III.B.(1) below and it has been determined that the student is missing.
- Students can register this confidential contact information through Student Affairs. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.
- If the student is under 18 years of age, and not an emancipated individual, UCM is required to notify a custodial parent or guardian not later than 24 hours after the time that the student is determined to be missing.

- UCM will notify the appropriate law enforcement agency not later than 24 hours after the time that the student is determined to be missing.
- If on investigation of the official report UCM Public Safety or other law enforcement personnel determine that the missing student has been missing for more than 24 hours, UCM will initiate the emergency contact procedures in accordance with the student's designation.
- Even if a student chooses not to identify a confidential contact person, appropriate law enforcement agencies will be notified that a student is missing if the situation arises.

## B. Notification Procedure for a Missing Student Who Resides In On-campus Housing

1. Students, employees or other individuals should report that a student is missing to at least one of the following university offices:

- a. Department of Public Safety  
306 Board Street  
Telephone: 660-543-4123 (Answered 24 hours)
- b. Office of Student Affairs  
Administration Building 214  
Telephone: 660-543-4114
- c. Office of University Housing  
Ellis L23  
Telephone: 660-543-4515

2. Once UCM receives a missing student report via the Department of Public Safety ("Public Safety"), the Office of Student Affairs ("Student Affairs"), the Office of University Housing ("University Housing") or other source, the following offices shall be notified:

- a. Public Safety;
- b. Student Affairs; and
- c. University Housing

3. Any official missing person report as set out above shall be referred immediately to UCM Public Safety.

If UCM Public Safety, after investigating the official report, determines the student has been missing for more than 24 hours, Public Safety or Student Affairs will contact the individual identified by the student, the custodial parent or legal guardian if the student is under 18 and not emancipated, or appropriate law enforcement agencies if these do not apply.

4. Upon notification from any entity that any student residing in on-campus housing may be missing, UCM may use any of the following resources to assist in locating the student. These resources may be used in any order and combination.

- a. Through University Housing, UCM staff may be asked to physically locate the student by keying into the student's assigned room and talking with known associates.
- b. UCM dining services may be asked to confirm if the student has purchased a meal.
- c. Public Safety may search on campus public locations to find the student (library, cafeteria, etc.).
- d. Public Safety may issue a student's official student identification picture to assist in identifying the missing student.
- e. Student Affairs or academic departments may be contacted to seek information on last sighting or other contact information.
- f. Public Safety may access student identification card access logs to determine last use of card and track the card for future uses.
- g. Public Safety may access vehicle registration information for vehicle location and distribution to local authorities.
- h. Information Services may be asked to look up computer access logs for last login and use of UCM Blackboard or UCM email systems.
- i. If there is any indication of foul play, Public Safety may contact appropriate law enforcement agencies for assistance.

C. The vice president for student affairs is charged with developing procedures to implement this "Missing Student Notification Policy." The vice president for student affairs should work with the general counsel, provost and other university vice presidents to develop procedures that meet the standards set forth in this policy.

Links: [Reported Missing Student Checklist](#), [Confidential Contact Information form](#).