

UNIVERSITY POLICY SA-23.01-07/10

TO: University of West Florida Community

FROM: Dr. Judith Bense, President

SUBJECT: Missing Student Notification Policy for Students Residing in On-Campus Housing

AUTHORITY: 28 U.S.C. § 1092

Responsible Offices: Student Affairs & University Police

Policy/Purpose: Describes UWF's policy/procedures for notifying University officials of a missing student who resides in on-campus housing in accordance with the requirements of the Higher Education Opportunity Act of 2008, as amended.

The purpose of this policy is to promote the safety and welfare of members of the University of West Florida (UWF) community. The policy outlines the official notification procedures to be followed in the event that a student who resides on campus is missing.

- 1. Designation of a Missing Student Contact:** All students residing in on-campus housing shall be provided the opportunity to designate a Missing Student Contact. This is an individual to be contacted by the University in the event that the student is determined to be missing for a period of more than 24 hours. This individual may be the same person identified as the student's "Emergency Contact" or it may be a different individual. The Missing Student Contact information will be kept confidential and shall be accessed only by authorized University officials and law enforcement personnel as appropriate in the furtherance of a missing person investigation, or otherwise as provided by law.

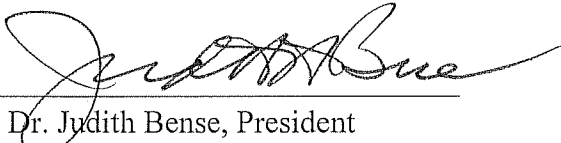
The opportunity to designate a Missing Student Contact will be provided during the check-in process. A student who wishes to identify/update a Missing Student Contact may do so through the Department of Housing and Residence Life (Building 21 / Room 110) or the Dean of Students Office (Building 21 / Room 130).

- 2. Notification of Missing Student Contact for Missing Students age 18 and over:**
The Missing Student Contact designated by the student will be notified that a student is missing within 24 hours after a law enforcement agency determines that a student has been missing for 24 hours.
- 3. Notification to Parents for Missing Student under the Age of 18 who is not emancipated:** The custodial parent or legal guardian of an un-emancipated student under the age of 18 will be notified by the University that a student is missing as soon as possible after a law enforcement agency determines that a student has been missing for 24 hours. The

University will also notify the Missing Student Contact designated by the student, if different from the custodial parent or legal guardian.

4. Procedures for Reporting a Missing Student:

- A. If a member of the UWF community has reason to believe that a student who resides on campus is missing, or receives a report of a missing student, he/she shall **immediately** notify the UWF Police at (850) 474-2415. Upon receiving notification of a missing student, UWF Police shall initiate an investigation to determine whether the student is missing.
- B. If, after investigation, it is determined that the student has been missing for more than 24 hours, the Police shall notify the Vice President for Student Affairs or the Dean of Students.
- C. Once notified by the UWF Police that a student has been declared missing, the University shall notify the designated Missing Student Contact –within 24 hours after the student is determined to be missing. If the missing student is under the age of 18, and is not an emancipated individual, the University shall additionally notify the student’s parent(s) or legal guardian as soon as possible after the student is determined to be missing.
- D. Nothing in this policy is intended to preclude the University from determining that a student is missing before the student has been missing for a full 24 hours or initiating notification procedures as soon as it determines that the student is missing.

Approved By:  Date: 6/9/11
Dr. Judith Bense, President

Notes:

Permanent Policy; Replaces Interim Policy of July 20, 2010

Permanent Missing Student Policy 1-27-11