

Missing Student Notification Policy for Resident Students

The University of Arizona

Purpose

In compliance with the Missing Student Notification Policy and Procedures (Section 488(i) of the Higher Education Opportunity Act of 2008), the University of Arizona has developed the following policy to guide the efforts of University staff members when they suspect and/or have determined a resident student is missing.

Definitions

Resident student: a student who is enrolled in the University of Arizona and living in University housing

Missing resident student: a resident student whose location and/or status the University of Arizona Police Department (UAPD) is unable to ascertain 24 hours after having received notification that the resident student may be missing

Designated University staff person or organization: University employees to whom or organizations, University or non-University, to which students, employees or other individuals should report that a resident student is believed to be missing for 24 hours; persons and organizations include but are not limited to:

1. University of Arizona Police Department (UAPD)
2. Assistant Vice President, Student Affairs and University Housing
3. Associate Director, Residence Life/Director, Residential Education
4. Assistant Area Director, Residence Life
5. Dean of Students Office

Designated University Staff or Organization Responsibilities

If a non-law enforcement designated University staff person or organization receives notification, or has other good reason to believe, that a resident student may be missing, s/he immediately:

1. Contacts UAPD, which, in turn, initiates their investigative procedures
2. Attempts to contact the resident student who is believed to be missing
3. Files a Health & Safety notification to the Dean of Students Office

If the non-law enforcement designated University staff person is able to contact the resident student, s/he:

1. Attempts to confirm the whereabouts and safety of the resident student
2. Informs the resident student UAPD will contact the resident student to verify his/her status
3. Contacts UAPD immediately to provide a status update on the resident student

University Responsibilities

Upon receipt of notification that a resident student's whereabouts are unknown, UAPD initiates their investigative procedures, as appropriate.

If UAPD is unable to locate the resident student within 24 hours of receipt of the initial notification:

1. A designated University staff person notifies the resident student's emergency contact(s)
 - a. Resident students provide confidential emergency contact information [e.g., name(s), phone number(s), email address(es) and address(es)] to the department of Residence Life upon checking into campus housing
 - b. The resident student's confidential contact information shall be accessible only to authorized University and law enforcement officials, as necessary
2. If the resident student is under 18 years of age and not emancipated, the designated University representative notifies the resident student's custodial parent or guardian, if different from the emergency contact(s)

Other University Responsibilities

The University will:

1. Advise all resident students of the required notification procedures.
2. Retain all non-law enforcement and law enforcement records pertaining to a missing resident student report or investigation.

10/1/10