



## Missing Student Notification Policy for Resident Students

### 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 provide information to students and parents and 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 is a current resident of 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 or organizations 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:

- University of Arizona Police Department (UAPD)
- Dean of Students Office (DOS)
- Coronado Dorm Front Desk<sup>i</sup>
- Director, Residential Education

### Registering a Confidential Contact for Notification

All University of Arizona students have the ability to provide emergency contact information<sup>ii</sup> to the University to be used as needed in an emergency or similar circumstance. Resident students are provided the opportunity to designate an additional contact (“confidential contact”) for notification if the resident student is determined to be missing.

- a. Resident students are requested to provide information for a confidential contact [e.g., name(s), phone number(s), email address(es) and address(es)] to the department of Housing and Residential Life through their online Housing Portal during their prearrival check in process.
- b. The resident student’s confidential contact information shall be accessible only to authorized University and law enforcement officials, as necessary.
- c. Resident students’ confidential contact for notification if the student is determined to be missing may be different from their emergency contact(s).

## **Designated University Staff or Organization Responsibilities**

### Initial Inquiry

If designated Housing and Residential Life or Dean of Students Office staff have reason to believe that a resident student may be missing, they will undertake an initial inquiry. Initial inquiry may include reasonable efforts to gather information such as: checking the student's room, inquiring from known roommates or friends, locating the student's vehicle, and calling the students' cell phone number. They will report the matter to the University Arizona Police Department as timely as possible based on the facts and circumstances.

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, they:

1. Contact UAPD to initiate their investigative procedures.
2. Initiate an initial inquiry and/or attempts to contact the resident student who is believed to be missing.
3. File 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, they:

1. Attempt to confirm the location and well-being of the resident student.
2. Inform-the resident student UAPD will contact the resident student to confirm their well-being.
3. Contact UAPD immediately to provide a status update on the resident student.

## **University Responsibilities**

Upon receipt of notification that a resident student may be missing, 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:

- a. A designated University staff person notifies the resident student's confidential contact. If no confidential contact has been designated the emergency contact(s) will be notified.
- b. 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 confidential or emergency contact(s).
- c. If the resident student is under 18 years of age and not emancipated and the resident student's custodial parent or guardian is different from the confidential contact, the custodial parent or

guardian as well as the confidential contact will be notified; the emergency contact may not be contacted.

### **Other University Responsibilities**

The University will:

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

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<sup>i</sup> 520-626-8600

<sup>ii</sup> Current and admitted students may provide and update emergency contact information in the student information system (UAccess).