

Missing Person Notification Policy

- 1) The purpose of this policy is to establish and define the procedures for the University of Central Oklahoma's response to reports of missing persons as required by the Higher Education Opportunity Act of 2008 and 42 U.S.C. §§5779 and 5780.
- 2) This policy applies to students who reside in University Housing, including off-campus apartment units leased by the university for student residents. The provisions of section 11 apply to any person under the age of twenty-one (21) years.
- 3) For purposes of this policy, a student may be considered a "missing person" when he or she is absent from the University for more than 24 hours without any known reason. Such absence shall be reported to the University of Central Oklahoma Police Services (Police Services) office (405-974-2345.)
- 4) Students living in University Housing are asked to designate a confidential contact person whom the University may contact in the event it considers the student missing.
- 5) For purposes of this policy, a student is considered missing, if a roommate, classmate, faculty member, family member or other campus person cannot contact or locate the student, and the University determines that the student has not used University services (meals, labs, attended classes, etc.) in over twenty-four (24) hours. If the initial report that a person is missing is made to a University department other than Police Services, the employee receiving the report must contact Police Services immediately.
- 6) Individuals will also be considered missing immediately if their absence has occurred under circumstances that are suspicious or cause concerns for their safety.
- 7) Police Services will conduct an initial investigation to determine if the person appears to be missing or has simply changed his or her routine unexpectedly, and whether or not there is reason to believe the person is endangered.
- 8) Police Services will check student's login records, dining records, class schedules, interview fellow students, faculty and resident hall staff, and use other methods to determine the status of a missing person. From this initial investigation, the scope will continue to expand to make attempts to determine the location of the person reported missing to assure he or she is safe.
- 9) Should Police Services not be able to locate a person reported missing within twenty-four (24) hours of the report, Police Services would then notify the

person(s) designated as the emergency contact. In the event that no separate emergency contact is identified, a parent or guardian or other appropriate person as listed in university records will be contacted.

- 10) **STUDENTS UNDER AGE OF 18 AND NOT EMANCIPATED:** For any student under the age of 18 who is not emancipated, the University must notify a custodial parent or guardian no later than 24 hours after the time the student is determined to be missing. For any situation in which a missing person is believed to be endangered, this notification will be made as early as possible while officers are continuing to investigate.
- 11) **STUDENTS UNDER AGE OF 21:** For students under twenty-one (21), Suzanne's Law (43 U.S.C. §5779) requires that Police Services enter all necessary and available information with respect to each missing persons report (as listed in 42 U.S.C. §5780) into the National Crime Information Center computer networks within two (2) hours after it is determined that a student under the age of 21 is missing.

12) Effective this 26th day of March, 2013.

Approved this 26th day of March, 2013.



Don Betz, PhD, President