



Policy

UNIVERSITY POLICY SA-23.03-04/19

TO: The University of West Florida Community

FROM: Dr. Martha D. Saunders, President

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

Responsible Offices: Enrollment and Student Affairs & University Police

I. Purpose:

The purpose of this policy is to promote the safety and welfare of members of the University of West Florida (UWF) community. This policy describes UWF's official practice for notifying appropriate individuals and law enforcement agencies 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.

II. Who does this govern and who needs to know this Policy?

Students living in on-campus residential housing, University Police, Housing and Residence Life, and Dean of Students Office.

III. Policy:

A. Designation of a Missing Student Contact:

1. 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. 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.
2. 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.

B. Determining Whether a Student is Missing:

1. The UWF Police will be responsible for making the determination whether a student is missing.

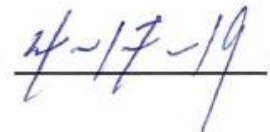
C. Procedures for Reporting a Missing Student:

1. Once the UWF Police Department makes a determination that a student is missing, the following steps will be taken as soon as possible but no later than 24 hours from the determination. These steps may be taken concurrently or consecutively.
 - 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 immediately initiate an investigation to determine whether the student is missing. Once such determination has been made, the UWF Police will notify local law enforcement agencies and enter the information into the National Crime Information Center (NCIC) and the Florida Crime Information Center (FCIC).
 - b. If, after investigation, it is determined that the student is missing, the UWF Police shall notify the Vice President for Enrollment and Student Affairs and/or designee.
 - c. Once notified by the UWF Police that a student has been declared missing, the University shall notify the student's designated Missing Student Contact. 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. The UWF Police Department will work closely with the Vice President for Enrollment and Students and/or designee and the Department of Housing and Residence Life through the process to keep all applicable parties informed during the course of the investigation until the matter is closed.

Approved:


Dr. Martha D. Saunders, President

Date:



Authority and Related Documents: 20 U.S.C. § 1092.

History: Interim policy adopted July 20, 2010; permanent policy adopted June 9, 2011; amended March 2014; amended April 2019.