

# CAMERON UNIVERSITY

## Missing Resident Student Policy

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### Policy Statement

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The purpose of this policy is to establish procedures for the Cameron University resident campus community regarding reporting, investigation, and required emergency notification when a student living in CU Student Housing ("Resident Student") is deemed to be missing.

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### Who Should Know This Policy (check target audience(s))

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<input checked="" type="checkbox"/> President	<input checked="" type="checkbox"/> Faculty
<input checked="" type="checkbox"/> Vice Presidents	<input checked="" type="checkbox"/> Other Accounting/Finance Personnel
<input checked="" type="checkbox"/> Deans	<input checked="" type="checkbox"/> Students
<input checked="" type="checkbox"/> Directors	Other Groups
<input checked="" type="checkbox"/> Department Chairs	<input checked="" type="checkbox"/> All Employees

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### Responsibilities

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<b>Responsible for Policy</b>	
University Officer Responsible:	Questions
Dean of Students	Director of Student Housing

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## Procedure

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**STATEMENT OF PURPOSE:** The purpose of this policy is to establish procedures for the Cameron University (hereinafter “CU” or “University”) resident campus community regarding reporting, investigation, and required emergency notification when a student living in CU Student Housing ("Resident Student") is deemed to be missing.

### 1.0 Notification of Policy

1.1 Information about the Cameron University Missing Resident Student Policy will be posted on the CU website. Furthermore, students will be informed of the policy in the student handbook, during Student Housing mandatory meetings, and in an insert to be placed in Student Housing contract.

### 2.0 Procedures for Designation of Emergency Contact Information

2.1 Students age 18 and above and emancipated minors

2.1.1 Resident Students will be given the opportunity during move-ins to designate an individual(s) to be contacted by the University in accordance with the procedures set forth below, unless circumstances do not allow.

2.1.2 An emergency contact designation will remain in effect until changed or revoked by the Resident Student. A Resident Student can change or revoke their emergency contact on file at any time by contacting the Student Housing Office. Student Housing staff will utilize the emergency contact provided by the Resident Student on their application for admission, if the information is not on file.

2.1.3 Contact information will be registered and maintained confidentially in the Student Housing Office. Annually, Resident Students must update their emergency contact information on file with the Student Housing Office.

2.1.4 Regardless of whether a Resident Student names a contact person, the University will notify local law enforcement regarding the missing Resident Student, unless local law enforcement was the entity that determined the Resident Student is missing. The Office of Public Safety (CUOPS) will coordinate with local law enforcement on notice and additional information required.

2.2 Students under the age of 18

2.2.1 In the event a Resident Student who is under eighteen (18) years of age, or not emancipated, is determined to be missing pursuant to the procedures set forth below, the University is required to notify a custodial parent or guardian no more than 24 hours after the Resident Student is determined to be missing in accordance with the procedures set forth below, unless circumstances do not allow.

### 3.0 Procedures for Reporting and Investigating Suspected Missing Resident Students

- 3.1 Any University employee who receives a report that a student is missing, or has independent information that a student is missing, must immediately report the information or evidence to the CUOPS. When CUOPS receives the initial report, they will notify the Office of Student Housing, whose staff will determine whether the student is a Resident Student. If not a Resident Student, CUOPS will conduct investigation following CUOPS policies and procedures.
- 3.2 The report of a missing Resident Student is initiated when the Student Housing Staff is notified of or becomes aware of a missing Resident Student. Upon notification, the Student Housing Staff will complete the Missing Resident Student Form (see attached form) and conduct a preliminary investigation regarding any report of a missing Resident Student by utilizing the following procedures.
  - 3.2.1 Student Housing staff member will attempt to contact the subject Resident Student via their telephone, email, social networking site, or any other available communication tool.
  - 3.2.2 If the Resident Student cannot be reached, two staff members will visit the residence of Resident Student in question to verify their whereabouts and/or wellness. If the student is located, the Student Housing Staff may deliver a message to the student requesting that they contact a custodial parent or guardian, family member, or individual who is searching for them.
  - 3.2.3 If the missing Resident Student is not at the residence, the Student Housing staff will attempt to gain information on the student's whereabouts and/or wellness from questioning any occupants assigned to the residence, other members of the housing community, or other friends. The Student Housing staff will also attempt to acquire additional contact information and use it to initiate contact.
  - 3.2.4 If there is no response when the Student Housing staff members knock on the door of the residence or there are occupants who do not know the missing Resident Student's whereabouts, the Student Housing staff will enter the residence and the individual room assigned to the reported missing Resident Student, by key if necessary, to perform a health and safety inspection.
  - 3.2.5 The Director of Student Housing (Director) will notify the Dean of Students (DOS) of the missing Resident Student for awareness. Throughout the process, the Director will immediately report any suspicious findings to CUOPS and the DOS as necessary. The DOS will notify the Vice President for Enrollment Management and Student Success (VPEMSS) and the Risk Assessment committee chair of the missing Resident Student and any relevant updates.
  - 3.2.6 If all of these steps do not provide Student Housing staff with an opportunity to speak with the missing resident or to learn their whereabouts, CUOPS will be contacted to investigate further.
  - 3.2.7 The University will attempt to make contact with the Resident Student's emergency contact, as provided on the Missing Resident Contact Request Form or admission application, no more than 24 hours after the report of a Missing Resident is initiated, unless circumstances do not allow.
  - 3.2.8 If these steps provide the Student Housing staff with an opportunity to speak with the missing Resident Student, verification of the student's state of health and intention of returning to campus shall be made. If needed, Student Housing staff will refer the Resident Student to the Student Wellness Center for a non-emergency wellness situation or work with CUOPS and the Student

Wellness Center staff for an outside referral. An emergency wellness situation exists if the Resident Student poses immediate harm to either themselves or the community. The Office of Student Housing shall contact CUOPS and the DOS to document that a missing student investigation was begun and apprise them of the student's state of health and well-being.

- 3.2.9 Student Housing staff will maintain an internal tracking file on missing residents, outcomes, and any relevant details on a secure University server.

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## Contacts

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Policy Questions: Director of Student Housing, 581-2392

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## Forms

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In support of this policy, the following forms are included:

- Missing Resident Student Form
- Missing Resident Student Contact Request Form

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## Policy History

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### Policy

Issue Date: December 2, 2009

Reviewed, no revision: October 23, 2015

Revised: August 2020

# Missing Resident Student Form

Individual reporting: \_\_\_\_\_

Contact phone number(s): \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Suspected missing Resident Student: \_\_\_\_\_

Describe in detail the circumstances indicating the Resident Student is missing:

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Describe in detail the last time you saw or talked to Resident Student:

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Describe what actions have you taken to contact the Resident Student:

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Contact information that you have for suspected missing Resident (email, telephone numbers, social networking sites, etc.):

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## **Internal Use**

*Staff Receiving Report:*

Name: \_\_\_\_\_

Date/Time: \_\_\_\_\_

*Reported to OPS:*

Date/Time: \_\_\_\_\_

# Missing Resident Student Contact Request Form

In accordance with the Higher Education Act, if a Resident Student who is under 18 or not emancipated is determined to be missing, the university is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing, unless circumstances do not allow. If you are 18 or older, you have the option to provide who you would like to be notified if you are determined to be missing. Therefore, please complete one of the two options:

I am under 18 or not emancipated and request that you contact:

*Primary (required)*

Name of Custodial Guardian: \_\_\_\_\_

Contact Number(s): \_\_\_\_\_

*Additional (optional)*

Name of Custodial Guardian: \_\_\_\_\_

Contact Number(s): \_\_\_\_\_

I am over 18 and request that you contact:

*Primary (required)*

Name of Contact: \_\_\_\_\_

Contact Number(s): \_\_\_\_\_

*Additional (optional)*

Name of Contact: \_\_\_\_\_

Contact Number(s): \_\_\_\_\_

My signature illustrates my understanding of this policy. Furthermore, I understand that this designation will remain in effect until changed or revoked by the student.

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Resident Student Name (Please Print)

Resident Student Contact Number

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Resident Student Signature

Date