

SUBJECT	EFFECTIVE DATE	
MISSING RESIDENTIAL STUDENT	October 1, 2010	

POLICY STATEMENT

1. Registering Emergency Contact Information:

All UF students have the ability to provide emergency contact information in the Integrated Student Information System (ISIS). Once logged into ISIS, students can open the "My Record" tab and select "Update Emergency Contact Info." All emergency contact information is confidential and will only be accessed by authorized University officials on a need-to-know basis.

2. Report of a Potential Missing Residential Student:

If information about a potential missing residential student is received by the Director of Housing and Residence Education or the Dean of Students, efforts will immediately be undertaken to determine the student's whereabouts. As soon as the circumstances dictate, the Director of Housing and Residence Education or the Dean of Students will contact the University Police Department and provide information that the residential student might be missing. Any other member of the University community (e.g., faculty, staff, or students) who is concerned that a student may be missing is encouraged to contact the University Police Department to report their concerns.

The State of Florida does not require that someone be missing for more than 24 hours before a missing person report and procedures can be initiated. Therefore, the University of Florida Police Department strongly encourages anyone who believes another person is missing to call the police department immediately.

3. Determining Whether a Residential Student is Missing:

Upon receiving information that a residential student may be missing, the University Police Department will immediately initiate an investigation. The University Police Department will be responsible for making the determination whether the residential student is missing. Once such determination has been made, the University Police Department will enter the information into the National Crime Information Center (NCIC) and Florida Crime Information Center (FCIC) systems.

4. Notifying the Emergency Contact Once it has been Determined that a Residential Student is Missing:

Once the determination has been made that a residential student is missing, the University Police Department will notify the missing residential student's emergency contact that the student is missing. If the missing residential student is under 18 years of age and has not been emancipated, the University Police Department will notify the custodial parent or guardian in addition to the student's emergency contact. Throughout this process, the University Police Department will work closely with the Director of Housing and Residence Education and the Emergency Dean on call.

5. UF Public Safety Contact Information: the University Police Department may be contacted at 352.392.1111.

REASON FOR POLICY

To ensure the safe and speedy return of any missing University of Florida residential student.

RELATED INFORMATION

Higher Education Opportunity Act, Pub. L. 110-315, § 488(g)

34 C.F.R. § 668.46(h)

Fla. Stat. 743.015

Fla. Stat. 937.021

Prosecutorial Remedies and Other Tools to End the Exploitation of Children Today Act of 2003, Pub. L. 108-21, § 204

OFFICIAL NOTIFICATION PROCEDURES

The procedures below are the steps to be followed in implementing the Residential Missing Student Policy.

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2. Initial Inquiry:

If the Director of Housing and Residence Education or the Dean of Students has reason to believe that a residential student may be missing, they will undertake an initial inquiry. These efforts may include, but are not limited to, checking the student's room, class schedule, friends, locating the student's vehicle, and calling a cell phone number. They will report the matter to the University Police Department as quickly as possible based on the facts and circumstances.

If the University of Florida Police Department receives information that a residential student is potentially missing, it will undertake an initial inquiry to determine whether the residential student is missing. The University Police Department will contact the Emergency Dean to inform staff members about the fact that a residential student may be missing and to coordinate efforts. The University Police Department will be responsible for making the determination whether the residential student is missing.

An official missing person report relating to a missing student should be referred immediately to the University of Florida Police Department.

3. Determination that a Residential Student is Missing:

Once the University Police Department makes a determination that a residential 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 done concurrently or one after the other.

- a. The University Police Department will complete a report and enter information into the National Crime Information Center (NCIC) and Florida Crime Information Center (FCIC) systems.
- b. The University Police Department will notify the missing residential student's emergency contact that the student is missing. If the missing residential student is under 18 years of age and has not been emancipated, the University Police Department will notify the custodial parent or guardian in addition to the student's emergency contact.
- c. The University Police Department, working closely with the Dean of Students and the Director of Housing and Residence Education, will make contact and will keep all applicable parties informed during the course of the investigation until the matter is closed.