PROCEDURE

Effective Date: April 4, 2022
Approved By: Darin Rasmussen, Director of Public Safety
Authority: POL-U5620.03 Reporting a Missing Student Who Resides in University Housing Policy

PRO-U5620.03A REPORTING AND INVESTIGATING A MISSING RESIDENT STUDENT

Action by: Individual Who Suspects a Residential Student May be Missing

1. Contacts either University Police or any University Residence Staff, including Student Staff (e.g. a Resident Advisor, Desk Assistant).

   University Police Phone: 360-650-3911
   University Residence Administration: 360-650-6565

   a) If University Police is contacted by the individual, go to step #10.

   b) If University Residence Staff is contacted by the individual, go to step #2.

Action by: University Residence Staff Receiving Initial Report

2. Receives report that a residential student may be missing.

3. Immediately notifies University Residences management via chain of command, to include at a minimum:
   a) Resident Director on-call,
   b) Central Staff on-call,
   c) Associate Director of University Residences, and
   d) Director of University Residences.

Action by: University Residence Management

4. Promptly works with initial reporter (from step #1) to make reasonable efforts to reach the missing student (including contacting the student’s Confidential Contact, if registered).

5. Informs most senior police officer on duty of report and will provide update within 24 hours (Contacts via Police Dispatch 360-650-3911).

Action by: Director of University Residences or Designee

6. At any time, but no later than 24 hours from receiving the report:
   a. Notifies senior officer if student located, or
   b. Notifies Chief of Police or designee if unable to locate student.
Action by: Director of University Residences or Designee (cont.)

7. **Determines** if student is under 18 years of age.
   a. If under 18, **determines** if student registered themselves in UR system as emancipated.
   b. If under 18 and not emancipated, **contacts** student's custodial parent or guardian after it has been determined that the student has been missing for 24 hours or sooner.

8. **Obtains** the student’s Emergency Contact from Banner.

9. **Does not provide** the Confidential Contact information to anyone other than UPD.

Action by: University Police

10. **Receives** report that a residential student may be missing.
    a. If initial report received IS by someone other than UR management, **contacts** Director of University Residences regarding report (or other UR management if Director not available).

11. **Obtains**, from UR management, the student’s:
    a. Confidential Contact information from UR student data system (if provided by the student)
    b. Emergency Contact information from Banner
    c. Custodial parent or guardian contact if student is under 18 and not emancipated.

12. **Makes** reasonable attempts to reach the student’s *Confidential Contact* determination that the student is missing FOR MORE THAN 24 HRS BEFORE making attempts to contact the student’s *Emergency Contact* (if the two contacts are different).
    a. If contacts are different, **attempts** to contact the Emergency Contact but only after making reasonable attempts to reach the Confidential Contact.

13. **Notifies** Police Dispatch (within 2 hours if the student is under the age of 21) to enter the missing student information into the Washington Crime Information Center (WACIC/NCIC).

14. **Coordinates with** UR Director to notify and meet with President’s Cabinet, Director of Communications, and other stakeholders (as deemed necessary), to provide a briefing on the situation.

15. **Conducts** formal investigation of missing student.