

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.