

Missing Student Notification Policy

Anyone who receives information that a student is missing, or has independent information that a student is missing, must immediately report the information to the University of Arkansas at Pine Bluff, Department of Public Safety, (870-575-8102). If foul play is suspected the report should be made immediately even if it has not been 24 hours. Any report of a missing student will be fully investigated by the Department of Public Safety. To confirm if a student is missing, University officials will use all available methods to determine the location of the missing student. The Office of Public Safety will notify the appropriate local law enforcement agency when the local attempts fail to locate the missing student. If the student has designated an emergency contact person, the University will notify that individual as well. If the missing student is younger than 18 years of age and not an emancipated minor, the University will notify his/her custodial parent or guardian in addition to the emergency contact person identified by the student. Should the investigation determine the student is missing prior to 24 hours, these procedures will be implemented immediately.

Procedure for Determining if a Student is missing

For purposes of this procedure, a University residence student may be considered to be a “missing student” if the person’s absence is contrary to their usual pattern of behavior without explanation.

When a Residence Staff member becomes aware of a potential missing resident student, an incident report is initiated that begins the Missing Student Protocol. The 24-hour period begins at the time the report is generated, and housing staff will follow the missing student procedure described to report and investigate for validity.

Resident Assistant Role:

1. Gather information from the reporting source: name and contact information of the source, relationship to the missing person; name, age, description, campus address and contact information of the missing person; last seen date/ time/location; reason for the concern; any other information that may be helpful. Record all this information on the Incident Report (IR). Record “Missing Person” on the “other” category of the IR.
2. Immediately notify the Hall Manager of the missing person report.
3. Perform routine checks within the hall community:
 - ❖ Check with roommates to see when the missing person was last there.
 - ❖ Try to call, email, or text message the person.
 - ❖ Check with their friends to ask when they last communicated with the person.
 - ❖ If possible, check social network sites for useful information.

- ❖ Continually update the Hall Manager with new information, including finding the missing student.

Dorm Coordinator

1. Gather as much information as possible from the Resident Assistant and the source of the initial report such as reasons why they believe the resident is missing and what actions have been taken to try and locate the person.
2. Continue the investigation by:
 - ❖ Checking the student's room
 - ❖ Interviewing roommates and asking them to watch for the student
 - ❖ Leaving a note on the student's door to contact you as soon as they return
 - ❖ Instructing the Lobby Manager to watch for the student to enter the building
 - ❖ Update the incident report with any new information
3. Notify the Director of Residential Life if the missing resident has not been found within twelve hours.

Director of Residential Life

1. Review the IR and gather information from the Hall Manager.
2. Inspect the missing person's housing file for verification of vital information such as age, contact information, and ID number.
3. Check the person's mailbox to determine if they have been picking up their mail.
4. If the person registered a vehicle, check the housing parking lots for their car.
5. Check for ID photo, registration verification, and class schedule.
6. Consult with the Office of the Dean of Students.
7. Contact the Office of Records and Registration to determine attendance.
8. Contact Computing Services to investigate when/where the person may have used their ID or logged onto the university network.
9. Continue to check in with roommates, hall staff and others for updates or additional information.

All housing investigating procedures should be completed by 24 hours after first notification of the missing student. If the resident has not been located, the designated contact or the custodial parent or guardian, and the Director of the Department of Public Safety (DPS) will be notified by the Dean of Students.

Circumstances to immediately notify Campus Police (DPS) without following the Missing Student Procedures include:

- ❖ Suspected foul play or danger including expressed suicidal ideology
- ❖ Known medical condition that could cause a life-threatening situation
- ❖ Natural disaster or other force of nature in which the student may have been involved
- ❖ The missing student has no designated contact on file

Individuals who believe a student resident is missing should contact Resident Staff personnel to file an Incident Report and initiate a student housing investigation. If the missing resident is not yet 18 years old, the custodial parent or guardian will be contacted by the university within 24 hours of notification. UA Pine Bluff will initiate official notification procedures for any resident who is determined to be missing for more than 24 hours.

- ❖ **Designated Contact:** All residents have the option to designate a person to be contacted by UA Pine Bluff should the resident be determined to be missing for more than 24 hours. A Confidential Contact Information Form is available from the Residential Life Office, Resident Hall Security Desk, Dorm Coordinator, or the University of Arkansas, Pine Bluff, Residential Life web site at (http://www.uapb.edu/administration/student_affairs/residential_life.aspx). All residents are encouraged to complete and submit a confidential contact information.
- ❖ **Law Enforcement Notification:** If a resident chooses not to designate a contact and/or is not yet 18 years of age, the Dean of Students will notify the Director of Department of Police and Public Safety (DPS) when a resident has been determined to be missing for more than 24 hours.

Contact Information:

Department of Police & Public Safety
1900 West Reeker Avenue
Pine Bluff, AR 71601
(870) 575-8102