University of Minnesota Rochester  
December 31, 2010  

Missing Student Procedure

The purpose of this document is to establish procedures for the University of Minnesota Rochester’s response to reports of missing students, as required by the U.S. Higher Education Opportunity Act of 2008.

For purposes of this procedure, a student may be considered missing if the student’s absence from the campus community is suspiciously different from his/her usual pattern of behavior and/or unusual circumstances may have caused the absence.

I. Student designation of missing person contact information  
All students should indicate emergency contact information through One Stop personal information link. The direct link is:  
https://onestop2.umn.edu/personaldemographics/viewGeneralInfo.do?institution=UMNRO.  
This will be the information used first during an emergency, including in the event a student is presumed missing. If the student fails to provide emergency contact information UMR may use any part of the student record in an effort to contact parents, guardians, or other family members.

The emergency contact information will remain in effect throughout the duration of the student’s academic career at UMR. The student is encouraged to update that information when appropriate and may do so at any time. Only authorized campus officials operating with a need-to-know as outlined in relevant law and policy may have access to student’s contact information. Police may be notified for any missing person whether or not they have designated emergency contact information.

II. Official notification procedures for missing persons  
a. Any individual on campus who has information about a University student that may be missing must notify the Office of Student Affairs as soon as possible.

b. If a report of a potential missing person is made to the Office of Student Affairs staff will immediately engage in efforts that may include any of the following:
   - Attempt to make contact via cellular phone, e-mail, or other means;
   - Conduct a health and wellness check on the student;
   - Identify other students who may be aware of the missing person's whereabouts (i.e. roommate, friends, classmates, etc.);
   - Check attendance at class or on campus employment, etc.;
   - Call the police.
c. If needed, police will gather all essential information about the University student resident from the reporting person and other individuals who may provide information that will assist with the investigation.

d. No later than 24 hours after the University determines that a student is missing, an on-campus designee will notify the person(s) designated as emergency contact(s). This contact will be updated as to the progress of the investigation into the missing person report.

III. Campus communications in the event of a missing student
In cases involving a missing student, all inquiries by media or the public regarding the missing student shall be referred to the Director of Communications and Public Relations. Law enforcement personnel are best situated to provide information that is designed to elicit public assistance in the search for a missing person. Therefore all communications regarding missing students will be coordinated through police.