

Missing Student Policy and Procedure

Policy Statement

The University of Minnesota Rochester (UMR), in accordance with the U.S. Higher Education Opportunity Act of 2008, will develop and maintain procedures to respond to reports of missing students.

This policy and procedure applies to all UMR students that reside in on-campus housing only. It may be that many of the steps outlined in this procedure will also apply to missing students that live off-campus; however, there are specific aspects detailed herein that will apply to on-campus housing students only. A student may be considered missing if the student's absence from the campus community is suspiciously different from the students' usual pattern of behavior and/or unusual circumstances may have caused the absence. If a student who lives in on-campus student housing is determined to be missing for 24 hours, UMR will initiate the following procedure within 24 hours of receiving a missing person's report. However action may be taken sooner than 24 hours of a reported missing student.

Student Designation of Missing Person Contact Information

Students who live in on-campus student housing, regardless of age, may register one or more individuals to be a contact strictly for missing person purposes. This contact information will be kept separate from any general emergency contact information and UMR will not assume that a general emergency contact is also the missing person contact. Missing person contact information will be accessed only by authorized campus officials. Authorized campus officials may disclose this contact information only to law enforcement officials and only for the purpose of missing student investigation. City of Rochester Police will be notified of any missing person whether or not that missing person has designated missing person contact information.

The missing person contact information will remain in effect throughout the duration of the student's residence in University housing. The student is encouraged to update this information when appropriate and may do so at any time. Missing person contact information can be viewed and updated by contacting the Residential Life Director. For any student under 18 years of age and not emancipated, UMR must notify a custodial parent or guardian within 24 hours of the determination that the student is missing. This is in addition to notifying any additional contact person designated by the student.

Official Notification Procedure for Missing Persons

1. Any individual on campus who has information about a UMR student that may be missing must notify one of the following UMR staff members: the Residential Life Director (507-

258-8028), the Director of Student Success Coaching (507-258-8023), the Director of Health and Wellness (507-258-8671), or the Vice Chancellor for Academic Affairs and Innovation (VCAAI) (507-258-8007) as soon as possible. If a report of a missing student needs to be made during non-business hours, contact the Pro-Staff on call (507-251-3883). If any UMR employee other than those previously mentioned receives a report of a potential missing student, they are to advise the reporter to contact one of the above individuals directly; in addition, that employee receiving the report will directly contact one of the above individuals.

2. If a report of a potential missing person is made to one of the individuals in item 1, the individual will immediately engage in the efforts listed below. These are not listed in priority order as each situation may call for different actions.
 - a) Interview the person making the initial missing person report to gain information.
 - b) Inform the VCAAI.
 - c) Conduct a health and wellness check on the suspected missing person.
 - d) Attempt to make contact with the missing person via any means available.
 - e) Identify other individuals who may be aware of the missing person's whereabouts (e.g. roommates, friends, classmates, faculty).
 - f) Check attendance at class or at on-campus employment.
 - g) Notify City of Rochester Police Department (507-328-6800).
 - h) Contact missing person's emergency contact if applicable. If student is under 18 years of age and not emancipated, custodial parents or guardian will be contacted in addition to any missing persons contact.

3. If a student has registered a contact person, UMR will notify that contact person no later than 24 hours after it has been officially determined that the student is missing. If a student registers multiple contact persons and the first person contacted confirms that the student is not missing, UMR must contact each additional contact person in turn, unless the student in question is contacted by UMR or contacts UMR directly. This process is important in verifying that the missing student is confirmed to be safe.

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. Law enforcement personnel are best situated to provide information that is designed to elicit public assistance in the search for a missing person.