I. PURPOSE & INTENT

To establish policy and procedures for the University of South Florida System (USF System) regarding the reporting, investigation and required emergency notification when a Student is deemed to be Missing.

While the scope of policy and procedures is directed primarily to the staffs of the Division of Student Affairs and Student Success or System Student Affairs office and the USF System Police Departments, all members of the academic community, students, faculty, staff, and administrators, share the responsibility of reporting to designated USF System officials when they believe that a Student is Missing.

II. STATEMENT OF POLICY

If a person has reason to believe that a Student is Missing, they may file a report with the USF Police Department or the Department vested with law enforcement authority at the USF System Institutions in question (herein “Designated Police Department”). Students and Employees have additional mandatory reporting requirements as noted in Section V. of this policy. In collaboration with the Dean for Students Office and/or the Office of Housing and Residential Education (if the Missing Student is a Resident Student) or the office designated with student affairs oversight and housing, all efforts will be made immediately to locate the Student to determine his or her state of health and well-being. These efforts may include, but are not limited to, checking the Student’s residence hall room, class schedule, friends, and ID card access; locating the resident’s vehicle; reviewing e-mail contacts; calling a cell phone number and contacting the Dean of Graduate or Undergraduate Studies and the Dean of the College, or other appropriate USF System Institution Office Administrator if applicable.
III. DEFINITION OF TERMS

A. Designated Police Department – For the purposes of this policy, the Designated Police Department would refer to the police department designated for each USF System Institution.

B. Missing – For purposes of this policy, a Student is presumed Missing if the Student is overdue in reaching home, campus, or another specific location past the Student's expected arrival for more than 24 hours, or additional factors lead a reasonable person to believe the student is Missing.

C. On-Campus Housing – For the purposes of this Policy, any student housing facility that is owned or controlled by the USF System, or is located on property that is owned or controlled by the USF System, that makes up USF System Institutions is considered an on-campus student housing facility.

D. Resident Student – For purposes of this policy, a Student who resides in On-Campus Housing under a housing contract and is currently enrolled.

E. Student – For purposes of this policy, any person who is currently enrolled as a full or part-time Student in the USF System.

IV. NOTIFICATION AND INVESTIGATION PROCEDURES

A. Any USF System Institution Employee or Student who receives a report that a Student is Missing, or has independent information that a Student is Missing, must immediately report the information or evidence to one or more of the following:

- The Designated Police Department;
- Dean for Students Office or USF System Institution Student Affairs office; and/or
- The Office of Housing and Residential Education (HRE) or USF System Institution Housing office.

If the Student is a Resident Student the Dean and the Office of HRE (or the appropriate Administrator for Students and Housing at the respective USF System Institution) have a duty to report to the Designated Police Department.

B. When the Student is an on-campus resident, the Designated Police Department will open an official investigation and retain status as the primary investigative agency.
C. When the Student is an *off-campus student*, appropriate family members and/or associates will be encouraged to make an official Missing person report to the law enforcement agency with jurisdiction which will serve as the primary investigative agency. The Designated Police Department will cooperate, aid and assist the primary investigative agency in all ways prescribed by law.

D. If the Student is not located, notification to each Student’s emergency contact (parent or guardian) indicated in the Banner system and/or Housing Emergency Contact Information will be made within 24 hours of the Designated Police Department’s receipt of the initial report. In addition, if the Student is under 18 years of age and not emancipated, notification will also be made to the custodial parent or guardian. If the Student registers multiple contact persons, each additional contact person will be contacted until the Student is in contact with the USF System Institution.

V. **STUDENT EMERGENCY CONTACT INFORMATION:**

Students may update their emergency contact information through the University’s Student Information System (OASIS/Banner) at any time. The OASIS/Banner Terms of Usage, which must be accepted by students every 180 days, informs that while students may receive written notification from the University, all Students are responsible for regularly monitoring and maintaining information in their records, including detailed emergency contact information.

Resident Students may choose to designate an alternative emergency contact that will only be contacted in the event of a Missing Person Report as a part of their documentation to live on campus or at any time by contacting the Housing Office of HRE. Missing Person contact information registered with the University is confidential and will not be released to a third party except to law enforcement personnel in furtherance of a Missing person investigation.

Current Responsible Office*: Student Affairs and Student Success

*Refer to the appropriate Responsible Office website for a current name of the Vice President or other Responsible Officer.

*History: New 12-22-09 Amended 9-28-10, 9-30-14 (technical), 8-3-17 (technical).*