

MISSING PERSONS

Section: Safety and Security

Policy: University Housing will maintain student information about persons to be contacted if a student is reported missing and staff will respond quickly and appropriately to residents and staff who make a report of a missing student.

Purpose: The purpose of this policy is to provide guidelines regarding the handling of any residential student who is believed to be missing.

Scope: This policy applies to all residents of University Housing.

Background: This policy is a direct result of the passing of the Higher Education Act of 2008.

Procedure:

I. Students will be given the opportunity prior to moving in to designate an individual or individuals to be contacted by the university no more than 24 hours after the time they are determined to be missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student. This information will be maintained within the StarRez system. The emergency contact for missing students will be collected separately from the normal emergency contact person.

In the event a student who is under the age of 18 and is not emancipated is determined to be missing pursuant to the procedures set forth below, the university is required to notify a custodial parent or guardian, in addition to the student's designated contact, no more than 24 hours after the student is determined to be missing.

II. Notification Procedures for Missing Students

- A. Any individual on campus who has information that a resident might be missing must notify UGA Police (706-542-2200) as soon as possible. This notification should occur no more than 24 hours after determining the resident is missing.
- B. UGA Police will gather all essential information about the resident from the reporting person, the appropriate community office and from the resident's acquaintances. Appropriate campus staff may be notified to aid in the search of a resident. Note: University Housing staff members will follow their consulting up policy accordingly.

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University Housing Policy and Procedures Manual