

# CAMERON UNIVERSITY

## Missing Resident Policy

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### Policy Statement

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Every student who resides in on-campus housing shall have the option to identify a confidential individual to be contacted within 24 hours of the determination that the student is missing in accordance with the procedures outlined below. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.

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### Who Should Know This Policy

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President	Faculty
Vice Presidents	Other Accounting/Finance Personnel
Deans	Students
Department Chairs	Other Groups
Directors	All Employees

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### Responsibilities

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#### University Officer Responsible:

Dean of Students

#### Policy Questions:

Director of Student Housing & Residence Life

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## Procedure

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**STATEMENT OF PURPOSE:** In accordance with Section 485 of the Higher Education Act (HEA), every institution of higher education that provides on-campus housing must provide a missing student notification policy for those students residing in on-campus housing.

### **1.0 Organizations or Persons to Whom a Report should be made**

- 1.1 The organization or persons to which individuals should report a student as missing includes: The Office of Student Housing and Residence Life (SHRL), The Office of Student Services, or designated campus personnel.

### **2.0 Procedures for Information Students**

- 2.1 During the first-floor meeting of the fall semester, RAs will cover confidential contact information with students. During the first week of the spring semester, the RA will meet with all new students to provide missing person policy information. Written information describing the process of submitting the confidential contact will be included in the on-campus housing contract. The information will be kept with the student profile at Cameron University – Office of Student Housing and Residence Life. Students can change the information at any time by emailing [housing@cameron.edu](mailto:housing@cameron.edu).

### **3.0 Procedure for Determining if a Student is Missing**

- 3.1. If a student is reported missing to a staff member, the staff member should be sure to obtain the reporting person's name, relationship to the student, and contact information where the reporting person can be reliably reached. The staff member should obtain local directory information about the missing student and immediately notify the Office of Student Services and Public Safety.

The Student Services staff should refer to the Dean of Students or Director of SHRL and contact the reporting person to obtain the additional information needed.

If the staff member determines at any point that there is a credible threat to the well-being of the student reported as missing, local law enforcement should be called for assistance. In addition, an incident report should be filed.

The Student Services staff member should then proceed to contact known student friends/relationships, beginning with roommates/suitemates, and the missing student's resident assistant. The staff member should also use direct and indirect methods of leaving messages for the student to make contact immediately. The purpose at this point is to determine if the student is truly missing or has simply failed to make the desired contact with the reporting person. If the student is located or is determined not to be missing, the student should be advised to contact the reporting person. The staff member may also contact the reporting person and relay that the student is not missing and has been asked to contact the reporting person. If pursuing known contacts has not yielded confirmation that the student is not missing, the Student

Services staff member (if not the Dean of Students) should contact the Dean of Students, reporting all obtained information, and follow verbal notification with an Incident Report (IR). The staff member or Dean of Students may then authorize one or more of the following measures to determine recent activity by the student reported as missing:

- Meal plan utilization
- Card access
- Mailbox activity
- Class attendance
- Social Media presence
- In-plain-sight examination of room to see signs of recent use or planned departure

If the results of these activity measures suggest that the student is indeed missing and unaccounted for, the Dean of Students or designee will immediately request law enforcement investigation. All information obtained about the missing student should be shared with law enforcement representatives. The Dean of Students or designee is responsible for notification of the missing student's identified contact if the student has been missing for 24 hours. If the student is under 18 years of age and not an emancipated individual (by court order, no longer under the control or responsibility of parents), the Dean of Students or designee shall immediately contact the custodial parent or guardian.

#### **4.0 Procedure for Notification of Missing Student**

4.1 If Dean of Students or designee determines that a student for whom a missing person report has been filed has been missing for 24 hours, then within the next 24 hours, they must:

- Notify the individual identified by the student to be contacted in this circumstance,
- If the student is under 18 years old, notify a custodial parent/guardian and any other designated contact person, and
- Notify law enforcement

The above procedures do not preclude University officials from determining that a student is missing before the student has been missing for a full 24 hours or initiating notification procedures as soon as it determines that the student is missing.

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### **Contacts**

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Policy Questions: Director of Student Housing and Residence Life, [housing@cameron.edu](mailto:housing@cameron.edu)

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### **Forms**

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In support of this policy, the following forms are included:

- Missing Resident Section listed on the Housing Contract.

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## **Policy History**

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### **Policy**

Issue Date:	December 2, 2009
Reviewed, no revision:	August 2021
Revised:	March 2025