University of Wyoming Missing Person Policy

Purpose
The safety and security of the University of Wyoming campus is of fundamental importance. In accordance with the Higher Education Opportunity Act, this policy outlines the University’s policies and procedures when a student is missing.

Policies and Procedures

Emergency Contact
Most suspicions that a student is missing arise from an alteration in a student’s normal habits and the failure to inform a roommate or friend. A Student should let a roommate or friend know if he/she plans to deviate from his/her normal habits. In addition, during the registration process students are given the opportunity on the University Admissions Registration Form and the Residence Life & Dining Services (RLDS) Contract Application Form to designate someone to contact in an emergency, including if the student is missing. For those living in the Residence Halls or the UW Apartments, students are also given the opportunity to put this information into the University’s Room Management Software during the check-in process. Students are highly encouraged to provide an emergency contact. This University will treat this information as confidential and will only share the information with authorized campus officials.

Reporting procedures for students
If you are a student and you have reason to believe that a fellow student is missing, you should immediately notify your Resident Assistant, Apartments Living Advisor, the building’s lobby desk officer, the Office of Greek Life, or the Dean of Students.

If a report of a potential missing person is made to one of the above individuals or if a member of the RLDS staff comes to suspect that a student is missing, the RLDS staff member or the Dean of Students will take the following steps:

1. Attempt to make contact with the potentially missing student.
2. Identify other students who might know where the potentially missing student may be.
3. Conduct a health and welfare check in the room of that student.
4. If the student has provided an emergency contact, contact the emergency contact person.

If these measures fail to produce assurances that the student is safe RLDS staff will contact UWPD. UWPD will follow the procedures outlined below.

Reporting procedures for RLDS staff or other members of the University community
Any member of the University community who believes that a student is missing should immediately notify the University of Wyoming Police Department (UWPD) at: 307-766-5179. UWPD will generate a missing person report and initiate an investigation. Should UWPD determine that the student has been missing for 24 hours, UWPD will notify the student’s emergency contact no later than 24 hours after the student is determined to be missing. In addition, if the missing student is under the age of 18 and is not an emancipated minor, UWPD will notify the student’s parent or legal guardian immediately after UWPD has determined that the student has been missing for 24 hours. In the event that a student that is currently living off campus is reported missing, UWPD will collaborate with the primary investigating agency to facilitate a resolution.

Updated May 2015