

9/25/2009

University of Wyoming
Missing Person Policy and Protocol

The health, safety, and well-being of our students is a fundamental consideration in the creation and cultivation of our residential academic community. This value spurs our compliance with as well as our commitment to the *Higher Education Opportunity Act's* requirement for universities to institute a missing person policy and protocol. When it is believed that a student is missing, our protocol involves conducting an inquiry, notifying the *University of Wyoming Police Department (UWPD)*, and possibly one's parents or legal guardian.

Most suspicions that someone is missing arise from an alteration in one's normal habits or haunts and failure to inform a roommate or friends. One of the responsibilities of living in a community is to let your colleagues know where you are and how to get in touch with you when you deviate from your customary routine. Likewise, as a member of a community, if you have reason to believe that someone is missing, you should quickly notify your *Resident Assistant (RA)* or *Apartments Living Advisor(ALA)*, the building's lobby desk officer, the office of Greek Life, the Dean of Students or UWPD. Moreover, it is important when completing the *UW Admissions Registration Form* and/or the *Residence Life & Dining Services Contract* application form to designate someone to contact in an emergency; it is also prudent to ensure that this information is accurate on the rolodex card completed as part of the check-in process for those living in the Residence Halls and UW Apartments. This information is maintained as confidential and used in emergency situations.

If a report of a potential missing person is made to one of the designated university entities, or if a member of the *Residence life staff or designated responsible party* comes to suspect that a student is missing for whatever reason, the subsequent steps taken will most likely include such efforts as, a) attempting to make contact with that individual by way of cell phone, e-mail, or other means, b) identifying other students who might know where the potential missing person may be, c) conducting a health and welfare check in the room of that resident, and d) contacting the emergency contact person designated on the Admissions Registration Form, residents contract or rolodex card located at the residence hall's lobby desk. If these or other prudent measures fail to produce assurance that the person is safe, the *Residence Life Staff or designated responsible party* will contact UWPD and may notify one's parents or legal guardian.

Once a resident has been determined to be missing, members of the *Residence Life Staff or designated responsible party* will work cooperatively with officers of the UWPD. In compliance with the University's protocol, in the event of a student resident who is under the age of 18 and not emancipated, a custodial

9/25/2009

parent or guardian will be notified within 24 hours. If the resident is 18 and above or an emancipated minor, then the individual designated as the emergency contact on the *Residence Life & Dining Services Contract* or *Admission's Registration Form* will be similarly notified.

In the event that a student that is currently living off campus is reported missing, the UWPD and appropriate UW entities will collaborate with the primary investigating agency to facilitate a successful resolution to those issues.