



## UNIVERSITY POLICY 5.2.2

### ATTACHMENT C

#### MISSING STUDENTS

##### **Missing Students**

Wayland Baptist University (WBU) takes student safety seriously and will investigate any report received concerning a missing student who lives on campus. The following policy has been established to assist in locating students who live in WBU on-campus housing, who, based on the facts and circumstances known to WBU, have been determined to be missing.

Students residing in campus housing will be informed annually that each student has the option to identify a person designated as a confidential missing person contact to be notified by WBU. Such notifications must occur no later than 24 hours after the time the student is determined to be missing by the designated University officials authorized to make that determination. Those individuals include the Wayland Baptist University Police Department (WBUPD) or the local law enforcement agency where the student went missing.

When students are informed of their option to provide a confidential missing person contact, they are advised that their contact information will be registered confidentially, and that this information will be accessible only to authorized campus officials and law enforcement and that it may not be disclosed outside of a missing person investigation.

Anyone who believes a student is missing should immediately report their concern to the WBUPD and the Office of the Executive Director of Student Services. If the incident is reported to the Office of the Executive Director of Student Services, they will immediately notify the WBUPD.

In accordance with the Higher Education Opportunity Act of 2008, Wayland Baptist University has specific procedures regarding missing students. Upon notification from any source that a student may be missing, Wayland personnel will attempt to locate the missing student, and will conduct an investigation, which may include:

1. Inspecting the student's assigned room
2. Conducting a search of campus locations to find the student (library, cafeteria, etc.)
3. Attempting to contact known friends or faculty members for last sighting or additional contact information
4. Reviewing email logs for last login and use of the WBU email system.

A student is determined to be missing when the WBUPD has verified that reported information is credible, they have conducted an investigation as described above and they believe the person may be missing. If the WBUPD investigates and determines that a residential student may be missing, WBU will notify the missing student's confidential contact(s), if provided, within 24 hours of the determination that the student is missing. In the event a student under 18 years of age and not emancipated, WBU must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student. For all missing students, UPD will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

Some or all of these procedures may also be implemented for non-residential students, as determined appropriate by the WBUPD.