



## **MISSING STUDENT NOTIFICATION POLICY**

Wayland Baptist University takes student safety very seriously. The following policy and procedure has been established to assist in locating students who live in Wayland Baptist University on campus housing, who, based on the facts and circumstances known to Wayland Baptist University have been determined to be missing.

### **Dean of Students Information to Resident Students**

At the beginning of each academic year, the Dean of Students will inform all students residing in on campus housing that the Dean of Students will notify either a parent or an individual selected by the student not later than 24 hours after the time that the student is deemed to be missing. The information provided to the resident students will include the following:

- Resident students have the option of identifying an individual to be contacted by the Dean of Students not later than 24 hours after the time that the student has been determined to be missing. Students can register this confidential contact information through the Dean of Students Office.
- If the resident student is under 18 years of age, and not an emancipated individual, the Dean of Students is required to notify a custodial parent or guardian not later than 24 hours after the time that the student is determined to be missing.
- If the Wayland Police Department has been notified and makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to campus, the Dean of Students will initiate the emergency contact procedure in accordance with the student's designation.

### **Wayland Police Department**

The Wayland Police Department upon notification of a missing student will conduct a thorough investigation and obtain all necessary information. The person's description, clothes, who they may be with or where they may be, vehicle description and the physical and mental well being of the individual will be obtained.

The Wayland Police Department will conduct a quick, but thorough search of the campus buildings and parking lots using the student's class schedule.

The Wayland Police Department may also request assistance from Resident Assistants or others to assist in a search on campus. The Wayland Police Department may issue an ID card photograph to assist in the

identification of the missing student.

### **Notification Procedure**

Wayland Baptist University will follow the following notification procedure for a missing student who resides in on campus housing:

- Any reports of missing students are to be referred immediately to the Wayland Police Department and after investigating the report it is determined that the student has been missing for more than 24 hours, the Dean of Students will contact the individual identified by the student or the custodial parent or legal guardian if the student is under the age of 18 and not emancipated.
- The Dean of Students and/or Wayland Police will notify the Campus Provost of any missing student.

### **Campus Communications**

In all cases of a missing student, Wayland Police will provide information to the media that is designed to obtain public assistance in the search for any missing student. The Wayland Police will consult with Wayland Baptist University Public Relations. Any media requests to the university will be directed to Public Relations.