

 <p><b>Category:</b> Student Affairs &amp; Services</p> <p><b>Policy applicable for:</b> Faculty/Staff/Students</p>	<p><i>Policy Title:</i> <b>Missing Residents in Campus Housing Facilities</b></p> <p><b>Effective Date:</b> 04/01/2011</p> <p><b>Prior Effective Date:</b> None</p> <p><b>Enabling Acts:</b> Higher Education Reauthorization Act 2010</p>	<p><i>Policy Number:</i> <b>4.1.2</b></p> <p><b>Policy Owner:</b> Vice President for Student Affairs &amp; Chief Diversity Officer</p> <p><b>Responsible Office(s):</b> Office of Student Life Resident Education and Development</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## Background

The University of Cincinnati maintains campus residence hall facilities and is required by law to establish a policy for missing student notification.

## Policy

### Proactive measures

1. Each student living in any on-campus housing facility has the right to register a confidential contact person (CCP) to be notified in the event that the student is determined to be missing.
  - A. Each student shall be provided a written notice of the availability of CCP registration.
    - Said notice will be communicated via email to the student's individual UC email account. In addition, the option of this process shall be included on the Student Life web site.
    - These registrations shall be maintained by the lead administrator of the facility where the student lives.
    - Registration information will include the CCP's full name and phone number.
    - Each student shall be provided the opportunity to register a CCP within 48 hours of keys being issued to the student.
    - If a student wishes to change his/her CCP registration, he or she must make written notice to the lead administrator of the facility where he/she lives.
  - B. The process for access to registration information on all CCPs is restricted to designated employees of the university or the manager of the on-campus facility not operated by the university. The information on a CCP shall be accessed only by authorized personnel and released to relevant law enforcement agencies only in furtherance of the missing person investigation.
  - C. Procedures for reporting possible missing students shall be posted on the following web sites:
    - Resident Education and Development/Housing & Food Services
    - Student Life
    - Public Safety

These reporting procedures will also be included in writing in the following publications or platforms:

- UC Student Handbook;
- Right to Know publication;
- Residence hall handbook;

### Reporting missing residents

1. When a resident of on-campus student housing is believed to be missing, concerned persons should notify any of the following resources:

- A. University of Cincinnati Police Department (UCPD), 556-1111; and
  - B. The residence coordinator (RC) or assistant residence coordinator (ARC) where the missing person lives; in University Park apartments these officials are referred to as the community manager or assistant community manager; in Bellevue Gardens the official is the property manager; or
  - C. During university business hours,
    - the Dean of Students Office (513 556-5250);
    - the Office of Resident Education and Development (RED) (513 556-6476).
2. Any university employee of the units listed above (or their counterparts in on-campus housing facilities run by other organizations) who receives a report of a missing resident shall immediately contact UCPD at 513 556-1111; notify his/her own immediate supervisor; and document the incident. If UCPD identifies that it does not have jurisdiction based on the circumstances, they shall assist the reporting person(s) in making contact with the appropriate law enforcement jurisdiction. UCPD will notify the Dean of Students Office.

Parental/Confidential Contact Person notification

In the event that a student is reported to be missing, that student’s designated confidential contact person must be contacted within 24 hours. If the student is an unemancipated student under age 18 that student’s parent(s)/guardian also must be contacted within 24 hours. The University of Cincinnati Police Department is the university office designated to make this notification. Such notice may be made in cooperation with the responsible law enforcement jurisdiction, if applicable.

**Definitions**

For the purposes of this policy, “on-campus student housing” includes any residential facility for students that is located on an institution’s campus even if the building is owned or maintained by a student organization or another party. Therefore, as of the publication date of this policy, “campus housing facilities” at the University of Cincinnati include the following buildings: Calhoun Hall, Campus Recreation Center (CRC) Hall, Dabney Hall, Daniels Hall, Schneider Hall, Siddall Hall, Turner Hall, the Stratford Heights Complex, University Park Apartments and Bellevue Gardens Apartments.

**Related links:**

Policy 4.1.1 Student Related Critical Incidents Response Policy

**Phone Contacts:**

UC Police	513 556-1111
Dean of Students	513 556-5250
Resident Education & Development	513 556-6476