<table>
<thead>
<tr>
<th>SUBJECT (R*)</th>
<th>EFFECTIVE DATE (R*)</th>
<th>POLICY NUMBER (O*)</th>
</tr>
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<tbody>
<tr>
<td>MISSING RESIDENTIAL STUDENT</td>
<td>September 29, 2011</td>
<td>2507.020</td>
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**POLICY STATEMENT (R*)**

Florida International University (FIU or the University) views the safety of the students residing in residential housing as a foremost concern. In pursuit of this, the University will take the following actions regarding a missing residential student.

1. **Registering Emergency Contact Information:**

   In addition to registering a general emergency contact, residential students have the option to identify an individual during their check-in process that the University will contact no later than 24 hours after the residential student is determined missing pursuant to this policy (referred to as Missing Person Contact). All emergency contact information will be kept confidential with access limited to those who have a need-to-know. The Missing Person’s Contact information will be accessible only by the FIU Police Department in the course of an investigation of a missing residential student and will be kept separate from the general emergency contact information.

2. **Report of a Potential Missing Residential Student:**

   If a member of the University community has reason to believe that a student who resides in on-campus housing (including the on-campus Greek houses) is missing, he or she should **immediately** notify the FIU Police Department at 305-348-2626. A University community member may also report that a student is missing to:

   - The Director of Residential Life at 305-348-3661
   - The Assistant Director of Campus Life/Sorority & Fraternity Life at 305-348-1120
   - The Campus Life Director at 305-348-2138

   If information about a potential missing residential student is received by the Director of Residential Life, the Greek House Director, or the Campus Life Director, the applicable director will immediately undertake efforts to determine the student's whereabouts. As soon as the circumstances dictate, the Director of Residential Life, Greek House Director, or Campus Life Director will contact the University Police Department and provide information that the residential student might be missing. Any other member of the University community (e.g., faculty, staff, or students) who is concerned that a student may be missing is encouraged to contact the University Police Department to report their concerns.

3. **Determining Whether a Residential Student is Missing:**

   Upon receiving information that a residential student may be missing, the University Police Department will immediately initiate an investigation. The University Police Department will be responsible for making the determination whether the residential student is missing. Once such determination has been made, the University Police Department will enter the information into the National Crime Information Center (NCIC) and Florida Crime Information Center (FCIC) systems.

4. **Notifying the Missing Person Contact Once it has been Determined that a Residential Student is Missing:**

   Once the determination has been made that a residential student is missing, the University Police Department will notify the missing residential student’s Missing Person Contact that the student is missing. If the missing residential student is under 18 years of age and has not been emancipated, the University Police Department will notify the custodial parent or guardian in addition to the Missing Person Contact. Throughout this process, the University Police Department will work closely with the Director of Residential Life, the Greek House Director, or Campus Life (whichever is applicable).

5. **FIU Public Safety Contact Information:** the University Police Department may be contacted at 305-348-2626.
**REASON FOR POLICY (O*)**

To ensure the safe and speedy return of any missing Florida International University residential student.

**RELATED INFORMATION (O*)**

Higher Education Opportunity Act, Pub. L. 110-315, § 488(g)  
34 C.F.R. § 668.46(h)  
Fla. Stat. 743.015  
Fla. Stat. 937.021  
Prosecutorial Remedies and Other Tools to End the Exploitation of Children Today Act of 2003, Pub. L. 108-21, § 204

**DEFINITIONS (R*)**

“Custodial Parent” means the parent who has been given legal or physical custody of a child by a court order.

“Determined” or “determines” means reaching an authoritative conclusion on whether the student is missing based on reasoning, observation, or an investigation into the facts surrounding the individual missing student’s case.

“Emancipated”: When a legal judgment before a court of law authorizes a minor to perform all acts that the minor could do if he or she were eighteen (18) years of age or older.

“Missing Residential Student” or “missing” means a residential student is considered missing when the University Police Department determines that the student’s whereabouts are unknown for more than 24 hours or when additional circumstances (e.g., a report or suspicion that the student may be the victim of foul play) indicate that the student’s location is unknown irrespective of the lapse of time.

“Residential Housing” means any residential house or facility for students that is owned or controlled by the University, or is located on property that is owned or controlled by the University, and is within the reasonably contiguous geographic area that makes up the campus and which is under the University Police Department’s jurisdiction.

“Residential Student” means any student residing in residential housing under a housing contract or lease.

**PROCEDURES (O*)**

The procedures below are the steps to be followed in implementing the Residential Missing Student Policy.

1. Registering Emergency Contact Information:
   a. On-Campus Greek Housing: As part of their check-in process, Greek residential students will provide their general emergency contact information on their lease agreement. If a Greek student is under the age of 18 years, he or she will provide the contact information for his or her custodial parent or guardian.
   b. All Other Residential Housing: As part of the check-in process, all residential students will provide their general emergency contact information. If a student is under the age of 18 years, he or she will provide the contact information for his or her custodial parent or guardian. This information will be maintained on their key card.
   c. Confidentiality of the Emergency Contact Information: All general emergency contact information will be kept confidential with access to only those with a need-to-know. The Missing Person’s Contact information will be accessible only by the FIU Police Department in the course of an investigation of a missing residential student and will be kept separate from the general emergency contact information.
   d. Option to Provide Missing Person Contact Information. Annually at check-in, and in addition to providing the general emergency contact information, Greek and residential students have the option to identify confidentially an individual to
be contacted if the student is determined to be missing for more than 24 hours. If any Greek or residential student moves into Greek or on-campus residential housing mid-year, the student will be given the option to provide the Missing Person Contact information at that time.

2. Initial Inquiry:

   If the Director of Residential Life, the Greek House Director, or Campus Life has reason to believe that a residential student may be missing, they will undertake an initial inquiry. These efforts may include, but are not limited to, checking the student's room, class schedule, friends, ID card access, locating the student’s vehicle, and calling a cell phone number. They will report the matter to the University Police Department as quickly as possible based on the facts and circumstances. They will also report the matter to the Vice President of Student Affairs.

   If the University Police Department receives information that a residential student is potentially missing, it will undertake an initial inquiry to determine whether the residential student is missing. The University Police Department will reach out to the Vice President of Student Affairs, the Director of Residential Life, Greek House Director, or Campus Life (whichever is applicable) to inform them about the fact that a residential student may be potentially missing and to coordinate efforts. The University Police Department will be responsible for making the determination whether the residential student is missing.

3. Determination that a Residential Student is Missing:

   Once the University Police Department makes a determination that a residential student is missing, the following steps will be taken as soon as possible but no later than 24 hours from the determination. These steps may be done concurrently or one after the other.

   a. The University Police Department will complete a report and enter information into the National Crime Information Center (NCIC) and Florida Crime Information Center (FCIC) systems.

   b. Director of Residential Life will determine the following:

      i. The age of the missing residential student by checking the Housing roster or the Residential Management System.
      ii. Whether the missing residential student is emancipated by checking the key card.

   c. The Greek House Director or Campus Life will determine the following:

      i. The age of the missing residential student by checking the Greek Housing roster.
      ii. Whether the missing residential student is emancipated by checking the Greek Housing lease.

   d. If the missing residential student is under the age of 18 years and not emancipated, the Director of Residential Life, Greek House Director, or Campus Life will advise the University Police Department regarding this and will provide the contact information for the custodial parent or guardian (whichever is applicable).

   e. If the missing residential student is over the age of 18 years, the Director of Residential Life, Greek House Director, or Campus Life will advise the University Police Department regarding this and will provide the emergency contact information.

   f. The University Police Department will advise the custodial parent or guardian and/or person listed as the Missing Person Contact information as applicable.

   g. The University Police Department, working closely with the Director of Residential Life, the Greek House Director, or Campus Life, (whichever is applicable) will make contact and will keep all applicable parties informed during the course of the investigation until the matter is closed.
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<tr>
<th>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)</th>
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<tr>
<td>Office of Finance and Administration</td>
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<td>Florida International University</td>
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<tr>
<th>RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)</th>
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<tr>
<td>University Police Department</td>
</tr>
<tr>
<td>885 SW 109th Avenue</td>
</tr>
<tr>
<td>PG-5 Market Station</td>
</tr>
<tr>
<td>Miami, Florida 33199</td>
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<td>Telephone: 305-348-2626</td>
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For any questions or comments, the “Document Details” view for this policy online provides complete contact information.

*R = Required  *O = Optional