Procedure: MISSING STUDENT 510 -

INTERIM

A. **WHERE TO REPORT:** Reports of missing students should be directed to the UM Residence Life Office at (406) 243-2611.

B. **RESIDENCE LIFE OFFICE:** When a student residing in on-campus housing is reported missing by any source, the UM Residence Life Office will:
   1. Immediately refer the missing student report to UMPD;
   2. Notify the President, Vice President for Student Affairs and Dean of Students;
   3. If the student has designated a Missing Person Contact, notify the Missing Person Contact within 24 hours of UMPD making the missing determination;
   4. If the student is under 18 years of age and not legally emancipated, notify the student's custodial parent or guardian in addition to any other designated Missing Person Contact within 24 hours of a UMPD missing determination; and
   5. Regardless of whether the student has identified a contact person, if the missing student is 18 years or older or is a legally emancipated minor, designated Residence Life staff must inform the Missoula Police Department of the missing student within 24 hours.

C. **UM POLICE DEPARTMENT:** When the UM Residence Life Office refers a missing student report to UMPD, UMPD will:
   1. Investigate to determine the validity of the report;
   2. Attempt to determine the location and status of the missing student;
   3. Within 24 hours of receiving the referral, report to the UM Residence Life Office the results of its investigation; and
   4. Aid in any subsequent investigation conducted by the Missoula City Police Department.

D. **DEAN OF STUDENTS:** Upon receiving notification provided by these procedures, the Dean of Students may:
   a. Inform University officials that may have knowledge of the student's background or situation;
   b. Inform the student's major college Dean; and
   c. Notify the student's instructors of his/her absence.

E. **STUDENT PRIVACY:** All parties involved in the reporting and investigation of missing students must comply with the applicable provisions of the Family Educational Rights & Privacy Act (FERPA), the federal law that protects the privacy of student records.