
Policy on Notification of a Missing Residential Student

Title:	Notification of a Missing Residential Student
Policy number:	POL 046
Approval(s) required	Academic Senate <input type="checkbox"/> Board of Trustees <input checked="" type="checkbox"/> Both <input type="checkbox"/>
Date of Senate approval if required	(dd/mm/yyyy)
Date of Board approval if required	06/12/2023
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Frequency of review required	2 years
Replacing or superseding information	
Revision number	New
Responsible Office	Office of Student Affairs
Accountable Officer	Vice President, Student Affairs
Related legislation, regulation, policy, or policies	
Appendix/Appendices	None

1. **Authority**

Board of Trustees

2. **Purpose**

To detail policy and procedures in compliance with The University's Policy on Student Housing in New Providence and the university's Residential Life community regarding the reporting, investigation, and required emergency notification when a resident student is deemed to be missing.

3. **Scope**

This policy applies primarily to residential students and the staff of the Office of Student Affairs and University Police. However, all members of the academic community, students, faculty, staff, and administrators, share the responsibility of reporting to designated university officials when they believe that a student is missing.

4. **Definitions**

Resident Student: A student who resides in any student housing facility that is owned or controlled by The University of The Bahamas and is currently enrolled at the University.

Missing: A residential student will be considered missing if:

- He/She/They are overdue in reaching home, campus, or another specific location past his/her/their expected arrival.
- Additional factors lead University staff to believe he/she/they are missing, and a check of his/her/their residence supports that determination.

5. **Policy Statement**

5.1. **Notification to Residential Students**

5.1.1. Residential Students are to be informed that, in addition to providing an emergency contact, they have the option to confidentially identify an individual or individuals, and his/her telephone number(s), to be contacted by the institution not later than 24 hours after the time that the student is determined missing. Students will be expected to provide contact information when checking into their university-owned/controlled housing facility and are responsible for ensuring that the contact information is up-to-date and accurate. The missing person's contact information will be considered confidential, will be maintained separately from other information, and will be accessible only to authorized campus officials. Housing and Residential Life officials may disclose the missing person contact information only to University Police and only for the purpose of implementing the procedure outlined in this policy.

5.1.2. Residential students, who are under eighteen (18) years of age, and not emancipated individuals, are to be informed that the University is required to notify a custodial parent or guardian in addition to the confidential missing person contact, no later than twenty-four (24) hours after the time that the student is determined to be missing.

5.1.3. Residential students are to be informed that the University will immediately notify University Police when it receives information that a residential student may be missing.

6. **Procedure(s)**

6.1. Procedures for Reporting and Investigating Missing Student/s

6.1.1. Any individual, including those not affiliated with the University, who receives a report that a student is missing, or has independent information that a student is missing, must immediately report the information to the Campus Police. (242-302-3412/4262 | Main Office: Keva M. Bethel Building, Ground Floor). A notification may also be made to any member under the Division of Student Affairs: Resident Assistant, Resident Director, Area Coordinator, or administrative staff member, etc.

6.1.2. When University Police is contacted, they will notify Housing and Residential Life, whose staff will determine whether the student is a residential student. If Housing and Residential Life is contacted, they will immediately notify University Police. If the student is not a residential student, University Police will make a determination if additional action is needed.

6.1.3. If the student is a residential student, the Housing and Residential Life staff will conduct a preliminary investigation in order to verify the situation and to determine the circumstances which exist relating to the reported missing student.

6.1.4. The procedure for said investigation is as follows:

1. A staff member will attempt to contact the student via the contact information listed in the official student record.

2. If the student cannot be reached by telephone, Housing and Residential Life staff will contact University Police to assist with a welfare check. Housing and Residential Life staff and University Police will visit the room of the residential student in question to verify his/her/their whereabouts and/or wellness, and, in some cases, deliver a message to contact a parent or family member who is searching for him/her/them.
 3. If the residential student is not at the room, but the room is occupied, Housing and Residential Life staff will attempt to gain information on the student's whereabouts and/or wellness from questioning the occupants.
 4. If there is no response when the staff knocks on the door of the room, or there are occupants who do not know of the subject student's whereabouts, Housing and Residential Life staff, along with University Police as back-up, will enter into the room in question, by key, if necessary, to perform a health and safety inspection. Housing and Residential Life staff, under the observation of University Police, will take note of the condition of the room and look for visible personal property (wallet, keys, cell phone, clothing, etc.) which might provide clues as to whether the subject student has taken an extended trip or leave from the residence hall.
 5. If the student is not found in the room, Housing and Residential Life staff will attempt to gain information on the student's whereabouts from roommates, other members of the residential community, or other friends. Housing and Residential Life staff will also attempt to acquire additional phone numbers for the student (if not already on file) and use them to initiate contact. At any step in the process, staff members will immediately report any suspicious findings to Campus Police.
 6. If all of these steps do not provide Housing and Residential Life staff with an opportunity to speak with the missing resident or to learn his/her whereabouts, Campus Police will take over the investigation.
- 6.1.5. Once it is determined that the student is missing, Campus Police will contact the Royal Bahamas Police Force or other appropriate law enforcement agencies as soon as possible and no later than twenty-four (24) hours after the student is determined to be missing.
- 6.1.6. If the missing student is determined to be under the age of eighteen (18), Campus Police will follow the reporting requirements set forth by the laws of The Commonwealth of The Bahamas. Subsequently, the local law enforcement station/department/unit shall publicly broadcast a missing child report or a missing person report (if the student is 18-years of age or older).
- 6.1.7. If the missing student is determined to be under the age of eighteen (18), and not emancipated, Residential Life staff will notify Campus Police who will contact the student's custodial parent or guardian within twenty-four (24) hours of being deemed missing. In all cases, Campus Police will notify the student's designated, confidential contact within twenty-four (24) hours after the student is determined to be missing.
- 6.1.8. If these steps provide Housing and Residential Life staff with an opportunity to speak with the missing Residential Student, verification of the student's state of health and intention of returning to campus is made. If needed, a referral will be made to the UB Counseling and Psychological Services (CAPS) Department. Campus Police will then be notified that contact has been made with the subject student.

7. History

Appendices None