



**Policy Title:** SA8004 - Missing Residential Student Notification

**Subject Area:** Student Affairs

**Responsible Official(s):** Executive Vice President and Chief Operating and Financial Officer

**Responsible Office(s):** Business and Finance

## Policy Statement

The purpose of this policy is to establish policies and procedures, in compliance with Higher Education Act of 2008, for the University of Memphis (“University”) community regarding the reporting, investigation, and required emergency notification of any residential student of the University who, based on the facts and circumstances known to the University, has been determined to be missing for 24 hours or more.

This policy only applies to residential students. For the purpose of this policy, a residential student is a currently enrolled student who resides in University-owned or managed housing under a housing contract.

All reports on students suspected to be missing for 24 hours or more should be directed to the University of Memphis Police Services (“University Police”) at 901-678-3848. It is the responsibility of all members of the academic community, including students, faculty, and staff, to report to the University Police when they believe that a student is missing.

Notification of this policy will be made directly to all students residing in campus housing annually and be available in conjunction with the with the “Annual Campus Security and Fire Safety Report” that provides information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Security Crime Statistics Act.

## Procedures

### Identification of Emergency Contacts

All University of Memphis students applying for on-campus housing will have the option, in addition to providing an emergency contact, of identifying one or more individuals to be contacted by the University within 24 hours of a determination that the student is missing in

accordance with this policy. The missing contact information will be registered confidentially and will not be disclosed externally except to authorized campus officials, including University Police, and law enforcement agencies in furtherance of a missing person investigation.

If a residential student is under 18 years of age and not an emancipated minor, the University is required to notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any other contact person designated by the student.

All missing persons contact information will be maintained by Residence Life. Students can submit revised missing person contact information at any time by notifying Residence Life at [housing@memphis.edu](mailto:housing@memphis.edu) or 901-678-2295.

### **Procedures for Reporting Missing Students**

Students, employees, staff, or any other members of the University community who have reason to believe that a residential student is missing should immediately notify the University Police at 901-678-3848. The University Police will generate a missing person report and initiate an investigation.

Individuals may report a residential student missing at any time; there is no requirement for the individual to wait until he or she believes the residential student has been missing for 24 hours.

### **Investigating a Missing Student Report**

The University Police, upon receipt of a report of a possible missing residential student, will immediately initiate a missing person investigation. A residential student is determined to be missing when the University Police have verified that the reported information is credible and the circumstances warrant declaring the student missing.

Should the University Police determine that a residential student has been missing for 24 hours or more, Residence Life will be notified to verify the student's appropriate missing person contact information. The University Police will then notify the following individuals no later than 24 hours after the student is determined to be missing:

- If the student is 18 years or older, the University Police will notify the student's missing person contact, if one has been provided, and the Memphis Police Department, Jackson Police Department, or other appropriate law enforcement agencies.
- If the student is under 18 years old and emancipated, the University Police will notify the student's missing person contact, if one has been provided, and the Memphis Police Department, Jackson Police Department, or other appropriate law enforcement agencies.
- If the student is under 18 years of age and not emancipated, the University Police will notify the student's custodial parent or guardian and any other designated contact

person, as well as the Memphis Police Department, Jackson Police Department, or other appropriate law enforcement agencies.

If the student is not a residential student, University Police will make a determination if additional action is needed.

Nothing in this policy restricts University of Memphis from making notifications earlier than noted above if deemed appropriate under the circumstances.

Regardless of whether the student has identified a missing person contact, is above the age of 18, or is an emancipated minor, the University Police will inform the Memphis Police Department, the Jackson Police Department, or other appropriate law enforcement agencies within 24 hours of the determination that the student is missing.

The determination of whether a student is emancipated will be based on the information available at the time the contact is required.

**Last Revision Update Log: 03/20/2023**

SA8004 supersedes UM1789  
UM1789 – issued Aug 29, 2016