



University Compliance, Ethics, and Risk Office

UNIVERSITY OF CENTRAL FLORIDA

University of Central Florida Draft Policy Submission Cover Memo Form

Policy No. and Title:

Initiating Authority:

Initiating Authority Approval Date:

Date of Submission for Review:

Submitted by:

Department:

New Policy

Existing Policy (5-year Review)

Existing Policy (Out of Cycle
Review)

Summary of Revisions: (For a new policy, please provide a summary of the policy. For an existing policy, please provide a summary of the revisions made to the policy.)

Stakeholders included in the Review Process: (Provide a list of departments involved in the review/revision process.)

Stakeholder feedback must also be requested from the [Faculty Senate](#) and the [College Policy Liaisons](#). By checking the boxes below, you are confirming that feedback from these groups was requested, received, and considered in the draft policy.

College Policy Liaisons

Faculty Senate

Regulatory Requirements (if applicable): (Provide information on regulatory requirements pertaining to the policy, including specific statute or regulation number.)

Presenters: (Provide the name(s), position title(s), and email address(s) for all individuals who will be presenting the policy to the university's Policies and Procedures Committee.)



Draft - Missing Student Notifications

Policy Number	3-506.42
Responsible Authority	Associate Vice President offer Public Safety & Security and Chief of Police
Initiating Authority	Acting Vice President and Chief Financial Officer Senior Vice President for Administration and Finance and Chief Financial Operating Officer Vice President for Student Success and Well-Being Vice President for Student Development and Enrollment Services
Effective Date	
Date of Origin	4/30/2014

APPLICABILITY/ACCOUNTABILITY

This policy applies to all members of the university community.

BACKGROUND INFORMATION

The University of Central Florida (UCF) is committed to the safety and security of its students, employees, and visitors. As part of that commitment, and in compliance with the requirements of The Jeanne Clery ~~Disclosure of Campus Security Policy and Campus Crime Statistics~~ Safety Act (Clery Act), this policy establishes missing person procedures for students residing in on-campus student housing who are missing or believed to be missing.

POLICY STATEMENT

It is the policy of the University of Central Florida that the UCF Police Department will generate a missing person report and initiate an investigation immediately upon receipt of notification that a student who resides in on-campus student housing may be missing. After investigating a missing person report and determining that the student has been missing for 24 hours, and no

later than 24 hours after the student is determined to be missing, the UCF Police Department will notify the student's designated missing person contact.

DEFINITIONS

BOLO. An acronym that stands for “be on the lookout”. A BOLO will be sent to surrounding law enforcement agencies to alert them of the missing student.

Emancipated. A minor who has been declared by a court order or other formal arrangement independent of their parents or legal guardian.

Missing Person. A student is deemed a missing person when there is no contact with the student, through regular or normal contacts, for more than 24 hours.

On-campus Student Housing. Any student housing facility that is owned or controlled by the university or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus housing facility.

PROCEDURES

I. Reporting a missing student

If any member of the university community receives a report or has reason to believe that a student residing in on-campus student housing is missing, they should immediately contact the UCF Police Department at 407-823-5555. The UCF Police Department will generate a missing person report and initiate an investigation.

II. Identifying a contact person

University The Department of CF Housing and Residence Life managed locations: Orlando Main Campus, Rosen, and NorthView, Knights Circle Housing, the Pointe at Central, and UnionWest at Creative Village

- a. Prior to the beginning of each semester and the week following the university add/drop period, the Department of University the Department of Housing and Residence Life will send an email notification to all on-campus residents on how to register their contact person or persons for missing person purposes. The missing person contact is designated separately from any general emergency contact even though they may be the same individual.

- b. Students will have their contact information registered confidentially. This information is only accessible to authorized campus officials and will only be disclosed to law enforcement personnel to further a missing person investigation. To protect confidentiality, general emergency contact information will be requested and kept separate from missing person contact information. Students may register the same person for both purposes.
- c. For persons under 18 years of age who are not emancipated, or UCF Inclusive Education Services students who have a guardianship, the university will notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person(s) designated by the student.

III. Notification Procedures

- a. UCF's missing student notification procedures will go into effect within 24 hours of the determination that a student who lives in on-campus student housing has been missing for 24 hours. This does not preclude initiating notification procedures as soon as the university determines that a student is missing.
- b. If a student has designated a contact person, UCF Police Department officials will notify that contact person no later than 24 hours after it has been officially determined that the student is missing.
- c. If a student registers multiple contacts, they will be contacted in an order determined by UCF. If the first person contacted states that the student is not missing, UCF will contact each additional contact person in turn, unless the university is able to contact or is contacted by the student in question. Unsuccessful attempts to contact named individuals will be documented.
- d. If the student is under 18 years of age and is not emancipated, UCF will contact both the custodial parent or guardian and the missing person contact.

d-e. 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.

Regardless of whether the student has identified a missing person contact, is above the age of 18, is an Inclusive Education Student with an established guardian, or is an emancipated minor, the UCF Police Department will notify the Orange County Sheriff's Office within 24 hours of the determination that the student is missing and create a BOLO by entering the missing student's information into appropriate law enforcement databases.

RELATED DOCUMENTS

[The Jeanne Clery ~~Disclosure of Campus Security Policy and Campus Crime Statistics~~ Campus Safety Act](#)

[The ~~Handbook for Campus Safety and Security Reporting~~ Clery Act Appendix for FSA Handbook](#)

[Code of Federal Regulations § 668.46 Institutional Security Policies and Crime Statistics](#)

[Annual Security and Fire Safety Guide Annual Security and Fire Safety Report , UCF Police Department](#)

CONTACTS

UCF Police Department Communications
407-823-5555

~~UCF Department of~~[Department of](#) Housing and Residence Life
407-823-4556

History:
3-506 4/30/2014; 3-506.1 2/6/2020