Missing Student Notification

The Clery Act requires institutions that maintain on campus housing facilities to establish a missing student notification policy and related procedures (20 USC 1092 (j) Section 488 of the Higher Education Opportunity Act of 2008).

When it is determined that a residential student is missing from the University, staff at Baylor University, in collaboration with local law enforcement, will be guided by this Missing Student Notification Policy and related procedures.

PROVISIONS

In accordance with general institutional emergency notification procedures, when a University student is thought to be missing from the campus, staff in the University administration should be immediately notified. Specifically, staff in the Office of Residence Life, Assistant Vice President for Student Life, Police Services, and the senior Student Life professional at a campus, should be contacted so that they can coordinate efforts to locate the student. The designated Assistant Vice President for Student Life at Baylor University, or the Director of Student Life at other locations, is to be notified immediately of all students thought to be missing. He/she has the authority and the responsibility for coordinating the efforts made by the University to assist the student and the student's family.

The appropriate Student Life representative, or other individual learning that a student is missing, will file a formal missing student report with the University police.

It will be made clear to all students annually, that each residential student of the University has the option to designate an individual to be contacted by Baylor University administration no later than 24 hours after the time that Baylor University determines the student is missing. Baylor University provides each student with the means and opportunity to register their
confidential Missing Student contact information by logging into the Bear web link at https://www.baylor.edu/bearweb and filling out the Address and Contact Information form. This information is only accessible to University employees who are authorized campus officials and this information will not be disclosed to others with the exception to law enforcement personnel in the furtherance of a missing student investigation;

In accordance with the Baylor University's Missing Student Policy, it should be noted that Baylor University notifies each student who is under 18 years of age (and not an emancipated individual), that Baylor University is required to contact the student's parents or guardian in addition to the person identified as the missing student contact person.

This contact will be made within 24 hours from the time that the student is determined to be missing;

In accordance with Baylor University procedures, it should be noted that Baylor University will inform each residential student that Baylor University will notify the appropriate local law enforcement agency or campus security department, when a student has gone missing, unless the local law enforcement agency was the entity that made the determination that the student was missing. This notification will be made within 24 hours from the time that the student is determined missing, and;

If the campus law enforcement personnel or campus security department has been notified that a student has gone missing, and makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours, Baylor University staff will initiate emergency contact procedures as outlined in Baylor University's policy and protocol.

Baylor University’s missing student investigative procedures include the following:

- Communication procedures for official notification of appropriate individuals at the University that a student has been missing for more than 24 hours.

- Require an official Missing Person Report relating to a University residential student to be referred immediately to the University police department.

- If through investigation of an official report, the University police or campus security department determines a student has been missing for more than 24 hours, they will:

  - Notify the local police.

  - Contact those individuals provided by the student, as their missing student contact person.
If a student is under 18 years of age, and not an emancipated individual, immediately contact the custodial parent(s) or legal guardian(s) of the student, in addition to the student's missing student contact person.

Reports regarding any student living in on-campus housing (including all housing managed by Baylor University's Campus Living & Learning Department) who has been missing for 24 hours or more must be referred immediately to the Baylor University Police Department at phone number 254-710-2222. Students living in on-campus housing are encouraged to identify a contact person or persons whom the University will attempt to notify within 24 hours if the student is determined by the Baylor University Police Department to be missing for the prior 24 hour period. Students may list these individuals as an emergency contact on BearWeb at this secured link: https://www.baylor.edu/bearweb. This contact information is registered confidentially by the student. In addition to any additional contact person designated by the student, if the student is under 18 years of age and not emancipated, the University will attempt to notify a custodial parent or guardian within 24 hours of when the student is determined to be missing.