

# Missing Resident Student Procedures

While many missing resident Student reports at universities are the result of a Student changing their normal routine and neglecting to inform roommates, friends and/or family of their whereabouts, Loyola Marymount University takes reports of missing resident Students seriously. The University handles missing resident Student reports pursuant to the following procedures.

The University defines a missing resident Student as any currently enrolled resident Student who has not been in contact with roommates, friends, family, faculty or staff for a reasonable period of time (usually a period of 24-hours) and whose whereabouts have been questioned and brought to the attention of a University official.

Any member of the University community who has reason to believe a Student residing in on-campus housing has been missing for 24-hours should immediately contact the Department of Public Safety at 310.338.2893.

In addition to registering a general emergency contact, Students residing in on-campus housing have the option to confidentially identify one or more individuals to be contacted by the University in the event the Student has been determined to be missing for 24-hours or is otherwise determined to be missing ("Confidential Contact"). A Student who wishes to designate a Confidential Contact may do so at the same time they provide general emergency contact information or by contacting Student Housing. The Confidential Contact will remain until revoked or changed

by the Student. The Confidential Contact information will be kept confidential and will be accessible only to authorized University officials and law enforcement in furtherance of a missing person investigation.

When the Department of Public Safety receives a missing resident Student report, it will promptly initiate an investigation and notify the Dean of Students, or designee of the investigation. If a Student has designated a Confidential Contact(s), the Dean of Students, or designee will notify the Confidential Contact(s) within 24-hours of the determination that the Student is missing. In the event that the missing resident Student is a minor (under the age of 18 years) and is not emancipated, the parent or legal guardian, if different than the designated Confidential Contact, will also be notified within 24-hours of the determination that the Student is missing. The Department of Public Safety will notify the appropriate law enforcement agencies within 24-hours of the determination that the Student is missing.

In the event that the University is notified of a missing Student who resides off campus, the Department of Public Safety will refer the reporting party to the appropriate local law enforcement agency, or if necessary, refer the case directly to the appropriate local law enforcement agency.