Missing Student Notification Policy

This Missing Student Notification Policy and Procedure is aimed at locating and assisting UNCG students who are determined to be missing. A UNCG student is “determined to be missing” when (1) an official missing person report is filed with the University Police; and (2) a University Police investigation concludes that the student has been absent from the University for a period of 24 hours or longer without any known reason.

All UNCG Students have the opportunity to identify an individual or individuals (two maximum) to be contacted by UNCG Police not later than 24 hours after the time that the student is determined to be missing. Students can identify their contacts online through UNCGenie as follows:

1. Log in to UNCGenie at https://banweb.uncg.edu/prod/twbkwbis.P_GenMenu?name=homepage;
2. Select the “Personal Information” tab;
3. Click on “Update Emergency Contacts”;
4. Click on the linked name to edit an existing contact or click on the “New Contact” link to provide a new contact.
5. Please provide the following information:
   a. Full name(s) of contact person(s) (two maximum);
   b. Contact person(s) telephone number(s); and
   c. Contact person(s) mailing address(es).
6. Indicate whether this contact person is number 1 or number 2 in the “order” box provided.

Students can also identify their contacts or update their contact information in person by coming to the University Registrar’s Office, Mossman Building, Room 180, with state or University-issued photo ID. Contact information is registered confidentially, and will be accessible only to authorized University officials. Contact information may not be disclosed to persons outside the University, except to law enforcement personnel in furtherance of a missing person investigation.

Procedure

Any concerned person who is unable to determine a UNCG student’s whereabouts should gather as much information as possible about the missing student (i.e., last seen on campus, known friends on/off campus, etc.).

An official missing person report relating to the missing student should be provided/referred immediately to the UNCG Police at 336-334-5963 or 4-4444 (emergency on campus).

The UNCG Police shall initiate an investigation to determine the validity of the missing person report.

The Dean of Students Office (336.334.5514) should be contacted by the Police and shall assist with the investigation (i.e., contact faculty to see if student is attending classes; consult with Housing and Residence Life, Counseling and Testing Center, Office of Disability Services, and Office of Campus Activities and Programs to see if student’s whereabouts is known).
Within 24 hours after the student is determined to be missing, the UNCG Police will (1) notify local law enforcement agencies; and (2) contact the person(s) the student has identified (if any).

If UNCG Police are made aware that the student is under 18 years of age, and not an emancipated individual, the UNCG Police will also notify a custodial parent or guardian not later than 24 hours after the time that the student is determined to be missing.

UNCG Police may take any other lawful measures designed to locate a student determined to be missing, including notifying law enforcement in the student’s home jurisdiction and placing the student’s information in the National Crime Information Center System.

The Dean of Students Office will notify the Vice Chancellor for Student Affairs of the determination that the student is missing.

The Dean of Students Office will take action deemed appropriate under the circumstances in the best interest of the missing student.

Approved by the Chancellor on February 8, 2011