



POLICY STATEMENT
COORDINATED BY: Student Affairs Office

NO. 4.15.00

EFFECTIVE: August 1, 2011

REVISED:

PUBLISHED ONLINE AT:

SUBJECT: Missing Residential Student Policy and Procedures

I. PURPOSE

The following policy and procedures are utilized by LSU Shreveport to provide the necessary notifications within 24 hours if a campus residential student has been determined to be missing. The policy and procedures comply with the requirements of the *Higher Education Opportunity Act of 2008*.

II. POLICY

Registration Procedures:

1. Each campus residential student age 18 and over will designate a confidential contact who may be the same person listed as the student's emergency contact, or the confidential contact may be an additional person. The person designated as the confidential contact will be notified no later than 24 hours after the student is determined to be missing.
2. If a campus residential student is under the age of 18 and has not been emancipated, the student's custodial parent or guardian shall be notified immediately once the student is determined to be missing.
3. Each resident student will be provided a data form which he or she will complete and return to the General Manager. The information regarding the student's confidential contact will be collected and maintained by the Campus Living Villages General Manager. Each resident student is responsible for maintaining the accuracy of the contact information for the identified confidential contact.

Missing Person Procedures:

1. Any individual on campus who has information that a campus residential student may be missing must notify LSU Shreveport Police immediately.
2. LSU Shreveport Police will gather all essential information about the missing student from the reporting person, from the student's acquaintances and from LSU Shreveport faculty, staff and official university information sources. Such information will include, but is not limited to, a physical description, cell phone number, clothes last worn, information concerning where the student may be and/or

whom the student may be with, vehicle descriptions, information about the physical and emotional well-being of the student, a current photograph, a class schedule and class attendance records.

3. The reporting individual will provide information concerning efforts made to contact the student by telephone, text, emails and/or social media directed to the student or to others who may have information concerning the student. LSU Shreveport Police will attempt contact with the student through those methods as well.
4. LSU Shreveport Police will notify the campus residential student's confidential contact or custodial parent or guardian no later than 24 hours after receiving the initial report that the student is missing.
5. If the student is not located in a reasonable amount of time or if it is apparent immediately that the campus residential student is missing or it has been determined that the campus residential student has been missing for more than 24 hours, LSU Shreveport Police will contact the Shreveport Police, the Caddo Parish Sheriff's Department and/or the Louisiana State Police to report the campus residential student as a missing person. LSU Shreveport Police will continue to assist the investigation and attempts to contact and locate the student.

Nothing in this policy and procedures creates a private right of action to any person to enforce any provision or creates a cause of action against LSU Shreveport or any of its administrators, staff or employees for any civil liability related to this policy and procedures.

IV. IMPLEMENTATION

The implementation of this policy will be effective August 1, 2011.

AUTHORIZED:

R. B. Butch
Dean of Students

7/12/11
Date

Gloria Raines
Vice Chancellor for Student Affairs

7-12-11
Date

APPROVED:

David Mansola
Chancellor

7-13-11
Date