

# MISSING STUDENT NOTIFICATION POLICY & PROCEDURES

Every student who lives in on-campus housing may register one or more individuals to be a contact strictly for missing persons purposes. This option will be offered annually and upon move-in throughout the semester.

In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify one or more individuals to be confidentially contacted by USAPD in the event the student is determined to be missing. A student who wishes to identify a confidential contact can do so by designating a missing persons contact through the emergency contact link in PAWS. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

If any person has a reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify University of South Alabama Police Department at 251-460-6312. USAPD will initiate a preliminary investigation.

Upon concluding that a student is a missing person, USA Police will notify Mobile Police Department and the student's missing persons emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, USA Police will notify the student's parent or legal guardian within 24 hours of being determined missing. USA Police may also enter the missing student into the National Crime Information Center Missing Person database.

