Policy Statement.

Missing Students/Suzanne’s Law. If a member of the University of North Texas Health Science Center (UNTHSC) community has a reason to believe that a student is missing, all possible efforts are made to locate the student to determine his/her state of health and well-being. The efforts to locate the student will be collaborative between the Division of Student Affairs, the University Police Department, and the missing student’s family and friends.

Any missing member of the UNTHSC community under the age of 21 will be reported missing to the National Crime Information Center of the Department of Justice (Crime Control Act of 1990 – 5779 & 5780. Reporting Requirement).

Application of Policy.

This policy applies to all UNTHSC students, faculty and staff.

Definitions.

None.

Procedures and Responsibilities.

1. If the student is not located, an official missing persons report will be filed with the law enforcement agency with jurisdiction. The missing student’s emergency contacts will be notified regarding the status of the missing persons report. The Division of Student Affairs and the University Police Department will cooperate with, aid, and assist the primary investigative agency in all ways allowable under the law.

   Responsible Party: Office of Student Affairs.

2. What to do if you cannot contact a student. Students are busy and it can often be difficult to get in touch with them. If an individual has not been able to reach a student by e-mail or telephone, it may be a sign of a more serious problem. If an individual who believes a student is missing or in distress should contact the Division of Student Affairs or the University Police Department immediately. Representatives of these offices will work together to make contact with the student in question and coordinate resources as necessary. Moreover, the Division of Student Affairs serves as the primary point of contact for both the student in question and the individual reporting the student as missing.
3. **What type of assistance does the Division of Student Affairs provide in the case of a death of a student?** The Division of Student Affairs will provide immediate notification to individuals designated as emergency contacts for the student. The Division will initiate a psychological intervention/counseling program for the campus community affected by the loss of the student.

   **Responsible Party:** Human Resources Staff.

4. **UNTHSC, including UNTHSC police department shall:**

   A. Not impose any waiting period before accepting a missing child or unidentified person report;

   B. Provide that each such report and all necessary and available information, which, with respect to each missing child (under age of 21) report, shall include – name, date of birth, sex, race, height, weight, and eye and hair color of the child; the date and location of the last known contact with the child; and the category under which the child is reported missing; is entered immediately into the State law enforcement system and the National Crime Information Center computer networks and made available to the Missing Children Information Clearing house within Texas to receive such reports; and

   C. Provide that after receiving reports as provided in paragraph B, UNTHSC Police Department shall not later than 60 days after the original entry of the record into the Texas law enforcement system and National Crime Information Center computer networks, verify and update such record with any additional information, including, where available, medical and dental records; institute or assist with appropriate search and investigative procedures; and maintain close liaison with the National Center for Missing and Exploited Children for the exchange of information and technical assistance in the missing children cases.

   **Responsible Party:** UNTHSC Police Department.

**References and Cross-references.**

Student Data Sheet: [http://www.hsc.unt.edu/departments/registrar/forms.htm](http://www.hsc.unt.edu/departments/registrar/forms.htm)

**Forms and Tools.**

All student related policies can be found online at [http://www.hsc.unt.edu/policies/PoliciesList.cfm](http://www.hsc.unt.edu/policies/PoliciesList.cfm).

Approved: 2/16/2009

Effective: 2/16/2009

Revised: