



## Missing Student Notification & Response Policy:

Effective January 10, 2015

New Mexico Tech defines a “missing student” as any registered student currently living in University housing who has not been seen by friends, family, staff, faculty or associates for a reasonable length of time, and whose absence has been brought to the attention of Campus Police. This policy is provided to all NMT residential students in compliance with the federal Clery Act as amended by the Higher Education Opportunity Act of 2008.

Missing student reports on campus often result from a resident changing his or her routine without informing roommates and/or friends and family of the change. The primary objective of New Mexico Tech when responding to a report of a missing student is to establish contact with the individual, to ensure his/her well-being, and to offer appropriate support and assistance. If an absence has occurred under circumstances that are suspicious or cause concern for safety, efforts will be made immediately to contact the student to determine his or her state of health and well-being.

### **Registering confidential contact information:**

Residential Life provides forms to all residential students to register contact information for themselves; contact information to be used in cases of emergency; and confidential contact information to be used specifically in the event they are determined by Campus Police to be missing. This form, known as a “Resident Registration Card” is generally provided to a residential student upon his/her initial check-in to University Housing. Additionally, Residential Life distributes blank resident registration cards to all new and returning residents at least once per academic year in order to have the most current contact information on file for residents. During any period of their residency, students may also update any of their registered contact information on file by visiting Residential Life in the Fidel Center during normal business hours. Resident Registration Cards are only accessible by Residential Life staff and authorized University officials who may share the information with law enforcement or other emergency personnel as appropriate.

### **If a resident may be missing:**

Anyone who has reason to believe a student is missing should immediately notify Campus Police at 575-835-5434. When a report of a missing residential student is received by Campus Police, a preliminary investigation will be initiated. In most cases, Campus Police and/or Residential Life will initially attempt to locate a student by sending staff to check the student’s University residence and/or trying to reach the student using any contact information they provided for themselves in their Resident Registration Card.

If the student’s absence is verified, the University will notify any contact person(s) designated by the student not later than 24 hours after Campus Police determines the student to be missing. If the student is under 18 years of age and not an emancipated individual, the University will notify the custodial parent or guardian of the student and the contact person(s) designated by the student (if different from the student’s custodial parent or guardian) not later than 24 hours after the student is determined to be missing.

When Campus Police determines a residential student to be missing, additional response may be taken including, but not limited to:

- Notifying other local law enforcement agencies
- Attempting to reach the student via phone, e-mail, social media or other means of electronic communication
- Contacting roommates, friends, teachers and acquaintances for any additional information that might help locate the missing student
- Conducting a search of the missing student's room or apartment, coordinated by Residential Life and/or Campus Police
- Conducting a general campus search, coordinated by Campus Police

If a missing student is located or returns to campus at any time after the matter has been reported, Campus Police and Residential Life will attempt to ensure other parties involved have been notified of the student's status.

**Option for non-student residents to register contact information:**

The University provides some family housing for enrolled students who request to have their partners and/or dependents live with them on campus. During the summer and under special circumstances during other times of the year, the University also provides housing to persons affiliated with the University who are not enrolled in classes. Any person living in University housing, but who is not considered a registered student, will be allowed to submit emergency contact and in-case-of-considered contact missing information to be kept on file with Residential Life, *i.e. students in family housing can submit contact information for their children*. Residential Life will use or share with Campus Police this information when a non-student resident is reported missing and on a case-by-case basis in other circumstances.

**Procedures for reporting any missing person ON campus:**

A New Mexico Tech employee, student or other member of the college community receiving information regarding any alleged missing person should immediately report it to Campus Police by calling 575-835-5434 or by contacting the department in person at the Student Activities Center (SAC). Any person reported as missing to New Mexico Tech Police will be reported to the National Crime Information Center (NCIC) within two hours of a police officer deeming the person to be missing.

**Procedures for reporting any missing student/person OFF campus:**

Please Call:

- 911
- Socorro City Police: 575-835-4222;
- Socorro County Sheriff: 575-835-0941/575-835-0741; or
- New Mexico State Police: District 11-Socorro 575-835-0741