Information on Missing Persons Procedure

1. Requirement to Report Missing Persons:
   a. All faculty, staff and other university officials are required to notify the University Police Department (UPD) immediately upon being advised that a student living on campus is missing or suspected of being missing.

2. Collection of contact information:
   a. The Department of Housing and Residential Life will assist UPD in collecting required contact information and notifying students of same.
      i. Such information is currently collected utilizing the Resident Information and Emergency Contact Information card.
      ii. Exact notification to students is as follows:

         If a member of the university community believes a Texas State student is missing, he or she should immediately notify the UPD at 911 or 512.245.2805. UPD will generate a missing person report and initiate an investigation.

         If the investigation concludes that the student is missing and has been for more than 24 hours, UPD will enter the person in the State and Federal Law Enforcement Database as missing and contact the student’s emergency contact within 24 hours. If the missing student is under the age of 18 and is not an emancipated individual, UPD will notify the student’s parent or legal guardian immediately after it has been determined that the student has been missing for more than 24 hours.

         In addition to registering an emergency contact (above), students may confidentially identify an individual to be contacted by UPD if the student has been missing for more than 24 hours. If a student has identified such an individual, UPD will notify that person within 24 hours after the student is established as missing. Students who wish to identify a confidential contact can do so below. This information is collected in compliance with federal regulations and will be kept only for the current year.

3. UPD will immediately investigate reports of missing persons as defined in the University Police Department’s Policy No. 08.02.01.