

Missing Student Policy & Procedures

Oklahoma Wesleyan University is very concerned about the safety and well-being of all its students. To this end, the following policy and procedure has been developed to assist in the determination if a student is missing.

1. Most missing person reports in the college environment are a result of a student changing his/her routine without informing friends or relatives of the change. Anyone who believes a student to be missing should report their concern to Campus Security, Residence life, or Student Development. All reports will be followed up with an immediate investigation once a student has been missing for 24 hours. Depending on the circumstances presented to University officials, parents of a missing student will be notified. In the event that parental notification is necessary, the Vice President of Student Development will place the call.
2. At the beginning of each academic year, students will be asked to provide emergency contact information in the event he/she is reported missing while enrolled at Oklahoma Wesleyan University. This emergency information will be kept in the Office of Student Development and will be updated on an annual basis through the Enrollment/Validation process. The University will notify parents of students who are under the age of 18.
3. The Oklahoma Wesleyan University official or office receiving the report will document the following information:
 - a. The name and relationship of the person making the report
 - b. The date, time and location the missing student was last seen
 - c. Background information as to routine, off-campus friends, job, recent changes in family life and/or changes in behavior.
 - d. The missing student's contact information.
4. The Oklahoma Wesleyan University official receiving the report will contact the VP of Student Development in order to update them on the situation and to receive additional consultation.
5. Upon notification that a student may be missing, Oklahoma Wesleyan University may use any or all of the following resources to assist in locating the student.
 - a. Go to the student's place of residence
 - b. Talk to the student's RA, roommate and/or housemates to see if anyone can confirm the missing student's whereabouts and/or confirm the date, time and location the student was last seen.
 - c. Secure a current student photo
 - d. Call and text the student's cell phone and call any other numbers on record.
 - e. Send the student an email
 - f. Check all possible locations mentioned by the parties above including, but not limited to, library, Mueller Sports Center, etc ... Campus Security and the Office of Residence Life may be asked to assist.
 - g. Contact or call any other on-campus or off-campus friends or contacts.
 - h. Check a student's social networking sites such as My Space, Facebook and Twitter.
 - i. Ascertain the student's car make, model, and license plate number.

- j. Check the University's parking lots for the presence of the student's vehicle.
 - k. Contact the food service manager to ascertain when the student last used their meal plan.
6. The Oklahoma Wesleyan University Information Technology (IT) department will be asked to obtain logs in order to determine the last log in and/or access to the OKWU network.
 7. Once all information is collected and documented and the VP of Student Development is consulted, Oklahoma Wesleyan staff may contact the local police to report the information. (Note: If in the course of gathering information as described above, foul play is evident or strongly indicated, the police can be contacted immediately.)