



# Standard Administrative Procedure (SAP)

## 34.07.01.L0.02 Missing Student Resident

**First Approved:** March 31, 2016  
**Revised:** September 18, 2019  
September 17, 2024  
**Next Scheduled Review:** September 17, 2029

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### Procedure Statement and Reason for Procedure

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The purpose for this SAP is to aid compliance with The *Higher Education Act of 1965* and the subsequent amendments, The *Higher Education Opportunity Act of 2008* and the subsequent amendments, and the implementing regulations Title 34, Volumes 3 and 4, Chapter IV.

As part of Texas A&M International University's (TAMIU) overall *Emergency Management Plan (EMP)* and compliance with various federal laws and regulations promulgated thereunder, TAMIU has instituted a procedure to address students who are determined to be missing and who normally reside on-campus. Collaborative offices are the Office of Housing and Residence Life (OHRL), the University Police Department (UPD), and Environmental Health and Safety (EHS).

OHRL shall act as the custodian of the records as directed by federal law. Additionally, OHRL shall ensure that the *Missing Person(s)* protocol is updated regularly in the *EMP*.

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### Procedures and Responsibilities

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#### 1. OHRL RESPONSIBILITIES

OHRL is responsible for collecting Missing Student Emergency Contact Information from all residents upon check-in. OHRL shall store these records and provide UPD with the Missing Student Emergency Contact Information once UPD has established that the student resident in question is, in fact, missing. OHRL will contact the Vice President for Student Engagement and the Vice President for Finance and Administration to inform each of the situation.

## 2. UPD RESPONSIBILITIES

UPD, is responsible for making all determinations regarding the status of a resident student reported as missing. UPD is responsible for investigating the initial report and making their determination within 24 hours. In the event UPD determines a resident student is missing, the Chief of Police or designee shall contact OHRL, inform them of the determination, request the Missing Student Emergency Contact Information, and contact the individual listed.

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## Related Statutes, Policies, Regulations, or Rules

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[System Policy 34.07, Emergency Management](#)  
[System Regulation 34.07.01, Emergency Operations Plans](#)

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## Contact Office

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Office of Housing and Residence Life, 956-326-1300