



SUBJECT: Missing Medical Student Notifications for COM Clerkship Locations	Effective Date: 9-2-2020	Policy Number: SA-001	
	Supersedes:	Page 1	Of 4
	Responsible Authority: Vice President for Health Affairs and Dean, College of Medicine Associate Dean for Students, College of Medicine		

DATE OF INITIAL ADOPTION AND EFFECTIVE DATE

APPLICABILITY

This policy applies to all members of the UCF College of Medicine medical education program.

BACKGROUND STATEMENT

The University of Central Florida (UCF) College of Medicine (COM) is committed to the safety and security of its students, employees, and visitors. As part of that commitment, and in compliance with the requirements of The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), this policy establishes missing person procedures for medical students including those residing in medical education student housing at clerkship locations, who are missing or believed to be missing. Clerkship housing is located at the areas listed on the *Locations and Authorities List*, which will be maintained and kept current by the UCF COM Health Sciences Campus Operations Team.

POLICY STATEMENT

It is the policy of the University of Central Florida College of Medicine that the law enforcement agency with jurisdictional authority will be requested to generate a missing person report and initiate an investigation upon receipt of notification that a medical student may be missing. Local law enforcement will be requested to notify the student’s designated emergency contact no later than 24 hours after officially determining that the student is missing,

DEFINITIONS

Emancipated. A minor who has been declared by a court order or other formal arrangement independent of their parents or legal guardian.

Missing Person. A student is deemed a missing person when there is no contact with the student, through regular or normal contacts, for more than 24 hours.

Student Housing. Any student housing provided by COM, through lease agreements or facility partnerships.

BOLO. An acronym that stands for “be on the lookout”. A BOLO will be sent to surrounding law enforcement agencies to alert them of the missing student.

Student of Concern. Any medical student who has not been seen recently by fellow classmates, faculty, staff, clerkship administrators, and/or clerkship directors and has not responded to phone calls, text messages, and/or emails.

PROCEDURES

I. Reporting missing medical students

- a. Upon notification regarding a student of concern, the Director of Student Services should attempt to contact the student via text message to their cell phone number listed in myUCF. If the student of concern does not respond within 2 hours and the student has been missing for more than 24 hours, missing medical student procedures should be taken.
- b. If any member of the College of Medicine community receives a report or has reason to believe that a medical student is missing, they should immediately contact the law enforcement agency with jurisdictional authority. The local law enforcement agency will be requested to generate a missing person report and initiate an investigation. COM and its affiliated medical education facilities are located in the law enforcement jurisdictions listed on the *Locations and Authorities List*, which will be maintained and kept current by the UCF COM Health Sciences Campus Operations Team.
- c. Upon notifying law enforcement, notification should also be made immediately to COM Student Affairs.

II. Identifying a contact person

- a. Medical students should update their contact person information annually. Requests for medical students to update their contact person information will be sent out by COM Student Affairs.
- b. Prior to arrival at a clerkship housing locations, students will meet with a member of the Health Sciences Campus Operations team in order to sign and complete housing agreement forms. At that time, students will designate an emergency contact person.
- c. Students will have their contact information registered confidentially. This information is only accessible to authorized campus officials and will be disclosed to law enforcement personnel to further a missing person investigation.

III. Notification Procedures

- a. UCF College of Medicine’s missing student notification procedures will go into effect within 24 hours of the determination that a medical student has been missing for 24 hours. This does not preclude initiating notification procedures as soon as the College of Medicine determines that a student is missing.
- b. If a student has designated an emergency contact person, we will request that local

law enforcement officials will notify that contact person no later than 24 hours after it has been officially determined that the student is missing.

- c. Any and all emergency contacts and their information will be provided to local law enforcement. Attempts to communicate directly with the missing medical student will continue to be made until contact is made. Unsuccessful attempts to contact named the missing medical students and/or their emergency contacts will be documented.

RELATED DOCUMENTS

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
<http://www.gpo.gov/fdsys/pkg/USCODE-2011-title20/html/USCODE-2011-title20-chap28-subchapIV-partF-sec1092.htm>

The Handbook for Campus Safety and Security Reporting
<http://www2.ed.gov/admins/lead/safety/handbook.pdf>

Annual Security and Fire Safety Guide, UCF Police Department
<https://police.ucf.edu/crime-statistics>

UCF Policy 3-506 Missing Student Notifications
<https://policies.ucf.edu/>

CONTACTS

UCF Police Department
 407-823-5555

UCF College of Medicine, Student Affairs
 Monday – Friday, 8:00am – 5:00pm:
 407-266-1353
 After Hours: Contact UCF PD at 407-823-5555

INITIATING AUTHORITY

Associate Dean for Students, College of Medicine

Missing Medical Student Notifications for COM Clerkship Locations		POLICY NUMBER SA-001
SPONSORING AUTHORITY - Associate Dean for Students, College of Medicine		
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Marcy Verduin	Date:	
TITLE		
PRINTED NAME		
Vice President for Health Affairs and Dean, College of Medicine		
Deborah German <small>Digitally signed by Deborah German Date: 2020.09.02 21:48:37 -04'00'</small>		
Deborah C. German, MD	Date:	