



OPERATIONAL PROCEDURE

MISSING RESIDENTIAL STUDENT PROCEDURES

Monitoring Unit: Division of Student Affairs, Department of
Public Safety
Initially Issued: July 1, 2026

I. PURPOSE

To establish procedures for reporting, investigating, coordinating, and documenting responses to missing students under PS-40 Missing Student, including federally required notifications for students residing in covered student housing.

II. DEFINITIONS

Confidential Missing Person Contact: An individual designated by a residential student to be contacted if the student is determined to be missing.

Missing Student, Residential Student, and University-Affiliated Housing: As defined in PS-40 Missing Student and other applicable University policies.

III. PROCEDURES

A. Reporting a Potentially Missing Student

1. Any University employee receiving information that a student may be missing shall immediately notify University Police at 504-280-6666, regardless of the student's housing status. Students and other individuals are encouraged to report concerns immediately.
2. No reporting party is required to wait 24 hours before reporting a potentially missing student.
3. The reporting party should provide available information about the student, last known whereabouts or contact, circumstances raising concern, possible safety risks, and individuals who may have relevant information. A report shall not be delayed because information is incomplete.

B. Initial Assessment and Investigation

1. University Police shall document the report and initiate an assessment and investigation, treating the student as potentially at risk until reliable information indicates otherwise.
2. As appropriate and consistent with law and University protocols, University Police may attempt to contact the student, consult relevant University records, interview persons with

pertinent information, and conduct checks of the student's residence and other locations.

3. Residential Life and appropriate third-party housing personnel shall assist University Police with housing information, occupancy verification, and access coordination within their respective authority.
4. For students who do not reside in covered student housing, University Police shall coordinate with the appropriate law enforcement agency as warranted by the circumstances and jurisdiction.

C. Internal Coordination

1. Following preliminary assessment and checks, University Police shall notify the Executive Assistant to the President and the Dean of Students, consistent with PS-40.
2. University Police shall coordinate as appropriate with Student Affairs, Residential Life, other University officials, and external law enforcement agencies. Communications to the public or media shall be referred through established University channels.

D. Missing Student Determination and Notifications

1. University Police shall document when a residential student is determined to be missing. Required 24-hour notifications are measured from that determination.
2. Within 24 hours after the determination, LSU New Orleans shall notify the student's designated confidential missing person contact, if one has been designated.
3. If the student is under eighteen (18) and not emancipated, LSU New Orleans shall notify the student's custodial parent or legal guardian within 24 hours, in addition to any designated contact.
4. The appropriate law enforcement agency shall be notified within 24 hours after the determination, unless it has already been notified. University Police shall coordinate any necessary referral or notification.
5. University Police and Student Affairs shall coordinate responsibility for notifications and document the recipient, method, date, time, and outcome. Notifications may occur sooner when warranted by the circumstances.

E. Confidential Missing Person Contact Registration

1. Students residing in covered University-affiliated housing shall be provided the opportunity annually to designate a confidential missing person contact. The contact may differ from the student's general emergency contact.
2. Contact information shall be maintained confidentially, with access restricted to authorized University officials and disclosures limited to those permitted by applicable law and University policy, including law enforcement personnel involved in a missing-person investigation.

F. Documentation and Case Resolution

1. University Police shall maintain a record of the report, assessment, investigative actions, determination, coordination with other agencies, required notifications, and case disposition.
2. When the student is located or the matter is otherwise resolved, University Police shall document the disposition and communicate with appropriate University officials and agencies as warranted.
3. Records shall be maintained in accordance with applicable records retention and confidentiality requirements.

G. Procedure Maintenance

1. University Police and the Division of Student Affairs shall coordinate review of this operating procedure and related housing and contact-registration processes as necessary to reflect changes in law, policy, or University operations.

IV. RELATED DOCUMENTS

PS-40 Missing Student

Higher Education Opportunity Act of 2008; Clery Act and implementing regulations (34 CFR § 668.46(h))