

**ON CAMPUS HOUSING MISSING STUDENT**

**POLICY**

**Implementation Date: 6/3/2019**

**Definition** This policy is intended to establish formal notification procedures for students who reside in on-campus housing or affiliated properties and are reported as missing.

**Authority** Section 485 Higher Education Act (HEA).

**Scope** Students who reside in on-campus housing or affiliated properties only.

DocuSigned by:  
*Karen S. Haynes*

6/7/2019

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Karen S. Haynes, President

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Approval Date

Revision: 6/3/19  
Implemented: 7/18/18

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For purposes of this policy, a student may be considered a “*missing person*” if the person’s absence is contrary to his/her usual pattern of behavior and/or unusual circumstances may have caused the absence. Individuals having reason to believe that a resident has been missing should immediately notify CSUSM Police Department (UPD) at (760) 750-4567.

Missing student reports should be made directly to UPD. However, these reports may also be made to the Housing Office, by calling either University Village Apartments (UVA) at (760) 750-3711 or The Quad at (760) 750-3730 during published office hours or by contacting the Resident Advisors On-Duty at (760) 750-6400 for the UVA or (760)750-3733 for The Quad after the offices have closed. The Office of the Dean of Students can also be contacted at (760) 750-4935. If the missing person report is made to staff or organizations other than UPD, said individual(s) or entity must contact UPD immediately.

**I. Contact Procedures**

Every student who lives in on-campus student housing, regardless of age, will register one or more individuals to be a contact strictly for missing persons purposes. Housing will collect the contact information of a parent, guardian or individual as the Missing Persons Contact during the student housing license application process. Students will be offered this option annually regardless of whether they chose to register a contact the previous year. The contact person will be notified not later than 24 hours after the official missing person’s report has been filed with UPD.

- A. Contact information provided by the student will be registered confidentially. This information will be accessible only to authorized campus officials and will not be disclosed except to law enforcement personnel in furtherance of a missing person investigation. This contact information will be stored on a password protected share drive and on a portable storage drive in the event this information is needed when computer systems are not accessible (i.e. during a power outage or computer server failure).
- B. If the student is under 18 years of age, and not an emancipated individual, UPD is required to notify a custodial parent or guardian no more than 24 hours after the student is determined missing in addition to any additional contact person designated by the student.
- C. Within 24 hours of the determination that the student is missing, UPD, will initiate the On Campus Housing Missing Student procedures in accordance with the resident’s designation and will notify local law enforcement.
- D. Housing and Residential Education and the Dean of Students Office shall be informed on the progress of any investigation, as much as is legally possible, so that they may ensure members of the residential communities are provided with support services which may be necessary (e.g. counseling).

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II. Official Notification Procedures

- A. Any individual on campus who has information that a resident may be a missing person must notify UPD as soon as possible.
- B. Once a report is filed with UPD, numerous departments and individuals on campus should be notified that a student has been reported missing. The University Police Department is responsible for immediate notifications to the Dean of Students Office, Housing and Residential Education and the Clery Director. The Dean of Students Office will coordinate additional communications to campus departments and individuals including the Vice President of Student Affairs, the Office of Communications, the President's Office and Campus General Counsel. Should circumstances develop into something more serious, additional departments will be notified including but not limited to Student Health & Counseling Services and others pending a student's on campus affiliations.
- C. As appropriate, the Dean of Students will contact the student's professors and advisor.
- D. No later than 24 hours after determining that a resident is missing, UPD will notify the Missing Persons Contact (for students 18 and over) and the parent/guardian (for students under the age of 18 and not emancipated) that the resident is believed to be missing.
- E. All formal statements concerning a missing student should be directed to the Office of Communications (PIO), this includes any type of media request.