

<b>Responsible Official (Title):</b>	Director of University Housing
<b>Responsible Office:</b>	University Housing
<b>Responsible Division:</b>	Administration and Finance

## **Policy on Reporting Missing Student (On-Campus Resident)**

### **1. Policy Statement**

This policy helps to ensure a uniform and effective process by members of the University community, including students, employees and other individuals, to locate and assist currently enrolled students who reside on campus and are reported missing. By implementing this uniform process, the university seeks to enhance operational efficiencies, effective decision making and compliance with laws and regulations when it comes to handling a missing student report.

### **2. Authority**

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC 1092).

### **3. Scope/Applicability**

This policy and related procedures apply to all Fresno State students who reside in Fresno State Housing.

### **4. Exclusions**

Off-campus Students; Students not currently residing in on-campus housing.

### **5. Supersedes**

N/A

### **6. Definitions**

- 6.1. On-Campus Resident: A student who resides in Fresno State Housing under a housing contract.
- 6.2. Missing: A resident is presumed missing if
  - 6.2.1. The resident is overdue in reaching home, campus, or other specific destination for 24 hours past his/her expected time of arrival, or
  - 6.2.2. Additional factors led university staff to believe s/he is missing, and a check of her/his on-campus residence supports that determination.
- 6.3. Confidential Missing Person Contact: Each student living on-campus has the option to register anyone as their "confidential missing person contact" to be notified in the event that the student is determined to be missing.

### **7. Policy Procedures**

- 7.1. In the event of a missing on-campus resident, contact Fresno State Police Department at 559.278.8400 or 911 (from any campus phone) as soon as you suspect a resident is missing.
- 7.2. Student Housing staff are also available 24-hours a day and can be reached at 559.278.2677. They will contact the Fresno State Police Department and conduct a health and safety check of the resident's room and attempt to contact the resident via cell phone, email or other means.
- 7.3. When a student is reported missing by any source, the University shall:
  - 7.3.1. Investigate to determine the validity of the report.
  - 7.3.2. Attempt to determine the location and status of the missing student.

- 7.3.3. Notify local/other law enforcement agencies in accordance with established protocols.
- 7.3.4. Notify the Office of Student Affairs and Enrollment Management.
- 7.3.5. Notify the individual listed as the Confidential Missing Person Contact in the missing student's file/record.
- 7.3.6. If the missing student is under the age of 18 and not emancipated, notify the individual identified by the missing student as the Confidential Missing Person Contact and the student's custodial parent or guardian as provided in University records.
- 7.3.7. A missing-person report will be generated and entered into the California Law Enforcement Telecommunications System (CLETS).
- 7.4. The Vice President for Student Affairs and Enrollment Management and/or designee may (1) inform University officials that may have knowledge of the student's background or situation, (2) inform the student's College Dean based on declared major, and (3) notify the student's instructors of his/her absence.
- 7.5. All parties involved in reporting and investigation of missing students must comply with the applicable provisions of the Family Educational Rights & Privacy Act (FERPA), the federal law which protects the privacy of student records.

**8. Related Policies, Procedures, Information, Forms**

Jeanne Clery Disclosure of Campus Crime Policy and Campus Crime Statistics Act (20 USC 1092).

**9. Contact Information**

If you have any questions regarding the policy, please contact the Office of Student Affairs and Enrollment Management at 559.278.2541.

**10. Key Search Words**

Missing, missing person, missing student, suspect missing, report, reporting, police, law enforcement, whereabouts, MIA

**11. History/Revision Dates:**

Approved: September 3, 2019

**12. Next Evaluation Date or Sunset Date:**

July 2022

**13. Consultative Review by the Academic Senate:**

Yes

No

**Purpose:**

This policy was developed to ensure a uniform and effective process to locate and assist currently enrolled students who are reported missing as outlined in The Handbook for Campus Safety and Security Reporting published by the U.S. Department of Education.