

Responsible Official (Title):	Director of University Housing
Responsible Office:	University Housing
Responsible Division:	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 the 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 their expected time of arrival, or

6.2.2 Additional factors led university staff to believe they are missing, and a check of their 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. Students can designate a “confidential missing person contact” via the online housing application system and can edit it at any time by contacting housing directly. The “confidential missing person contact” information provided by the student is kept confidential and only accessed in a reported missing person situation.

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.

The official version of this information is maintained only on the University Policies Manual (UPN) website. Please make certain to review the material on the website before placing reliance on any printed version or any other online source.

Policy on Reporting Missing Student

Effective: September 3, 2019

Revised: 5/1/2023

Policy No. G-71

- 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** Immediately forward official missing student reports to Fresno State Police Department.
 - 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 within 24 hours.
 - 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). Entering the report into CLETS is equivalent to reporting to local law enforcement.
- 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 the reporting and investigation of missing students must comply with the applicable provisions of the Family Education Rights & Privacy Act (FERPA), the federal law which protects the privacy of student records.

8. Related Policies, Procedures, Information and 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 this 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

Revised: July 13, 2022

12. Next Evaluation Date or Sunset Date:

July 2025

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

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