

Missing Residential Student Notification Procedure

(Policy DSS-0004)

I. Procedure Description

This description of procedures is intended to establish the procedures associated with the Missing Residential Student Notification Policy. These procedures include directions and guidance related to residential students registering a confidential contact person, reporting a missing student, investigating a report of a missing student, and follow-up on a report of a missing student.

II. Procedure Details

A. Registering a Confidential Contact Person

For students residing in campus housing, a Confidential Contact Person may be listed on the student's campus housing application. Students have the option of identifying a Confidential Contact Person each time they register for on-campus housing, and are able to update this information at any time. For students who do not reside in Campus Housing, a Confidential Contact Person may be registered with the Registrar's Office.

B. Reporting a Missing Student

If any person has reason to believe that a student who resides in campus housing is missing, they should immediately notify the UCSC Police Department. In addition to reporting to the UCSC Police Department, a report to the residential life staff in the missing student's college is also encouraged.

If notified of a missing residential student, the College Student Life staff (CSL) will follow their internal procedures which include:

- Attempt to determine whether friends, roommate(s), hallmates, staff or others have any knowledge of the student's whereabouts in a discreet manner so as to not cause unnecessary disruption. If nobody knows the current whereabouts, the staff will then note when, where, and by whom the student was last seen.
- The CSL member will make a report to the UCSC Police Department.
- The CSL staff may also consult with the missing student's roommates, Slug Support, the Behavioral Intervention Team (BIT), consult with appropriate campus partners to review key card access and meal card access, to determine information about the missing student. As

appropriate, CSL may also conduct outreach to faculty and academic advisers to collect information about the missing student. This information, along with information that can be collected from the STAR Rez, Slug Success, and Advocate Student Conduct systems could be helpful to better understand the context of what may be happening with the missing student.

Reporting parties are directed to immediately notify the UCSC Police Department at 831-459-2231.

C. Investigating a Report of a Missing Student

The UCPD, in accordance with all applicable federal and California laws, shall investigate all reports of missing students in accordance with their department policy.

D. Following-Up on a Report of a Missing Student

The following procedures will be engaged as follow-up on a report of a missing student:

- If the student is missing for 24 hours, the Confidential Contact Person designated by the student will be contacted by the UCSC Police Department or appropriate member of CSL, not later than 24 hours after the student was first determined to be missing.
- The custodial parent(s) or legal guardian(s) of any Missing Student under the age of 18 and not emancipated will likewise be contacted not later than 24 hours after the student was first determined to be missing.
- If the search is deemed unsuccessful, the Associate Vice Chancellor for Colleges, Housing and Educational Services (CHES), the Associate Vice Chancellor and Dean of Students, and the Chief of Police will decide what further action(s) should be taken; the Chief of Police will make any final decisions that are necessary.
- When the student is found, the appropriate member of the CSL team will contact the student and inform them of support services available on campus. This support should also be offered to any other students (roommates, friends) affected by the incident.

III. Getting Help

The Student Affairs and Success Division provides training and assistance to campus units (including help with completing forms, carrying out procedures, or interpreting policy).

| If you need help with ... | Contact ... |
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| the policy or procedures | The Vice Chancellor's Office, Divisions of Student Affairs and Success, vcsas@ucsc.edu , or https://studentsuccess.ucsc.edu |
| the process to identify and record a Confidential Contact Person | Student Housing Services; housing@ucsc.edu , 831-459-2394, or https://housing.ucsc.edu |
| reporting a missing student | UC Police Department, 831-459-2231, https://police.ucsc.edu/report/index.html |
| support for students impacted by a missing student incident | College Student Life team (locate your team here); Dean of Students Office, deanofstudents@ucsc.edu , or https://deanofstudents.ucsc.edu ; Counseling and Psychological Services, caps@ucsc.edu or 831-459-2628 |

IV. Applicability and Authority

These procedures on Missing Residential Student Notification apply to all campus employees and students.

The campus Division of Student Affairs and Success is the campus authority for the Missing Residential Student Notification policy, with implementation authority delegated to the Vice Chancellor for Student Affairs and Success, including the authority to approve exceptions.

V. References

Related Policies

- *Missing Residential Student Notification Policy*