

## UC SANTA BARBARA POLICY AND PROCEDURE

### Missing Student Notification

Contact: Student Affairs; Administrative Services

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Pages: 3

## MISSING STUDENT NOTIFICATION

### I. BACKGROUND

The Higher Education Act as amended by the Higher Education Opportunity Act (HEOA), effective October 1, 2010, requires Title IV institutions with on-campus student housing facilities to establish a missing student notification policy and procedure. The missing student notification policy and procedure for the University of California, Santa Barbara is as follows:

### II. DEFINITIONS

**Missing Student:** A student is considered missing after a reasonable investigation by in-residence staff fails to discover the location of the person reported missing from campus, or where a set of extenuating circumstances may suggest immediate concern. Such conditions may consist of but are not limited to:

- a. Medical or health related problems.
- b. The student has not regularly attended classes and has not been seen elsewhere.
- c. A UCSB official has made an inquiry of concern.
- d. A parent(s), roommate, suitemates or apartment-mates of the missing person has reported such disappearance due to irregular contact with the student.

A student who has been missing for 24 hours is considered a Missing Student, but it may be determined that the student is missing prior to the full 24 hours.

**Campus Housing:** For the purpose of this policy, "Campus Housing" shall mean any University owned student housing facilities, including residence halls, undergraduate apartments, graduate apartments, and/or family student apartments.

**Confidential Contact Person:** The person, designated by the Missing Student, who will be notified in the event a student is ever determined to be a Missing Student. Only authorized campus officials and law enforcement officers, in furtherance of a missing person investigation, may have access to this information.

**Critical Incident Coordinator:** A member of the Office of Residential & Community Living or Office of the Dean of Students designated to coordinate the efforts surrounding the report and investigation of a Missing Student.

### III. POLICY

All students over the age of 18, or who are otherwise legally emancipated, shall have the option to designate a Confidential Contact Person to be notified by the university in the event

that student is determined to be a Missing Student. The Confidential Contact Person shall be notified not later than 24 hours after a Missing Student is determined to be missing. If the student does not designate a “missing person” contact, their emergency contact person will be notified if the student is determined to be missing.

The university shall notify the custodial parent(s) or legal guardian(s), as well as any other designated Confidential Contact Person, of any Missing Student that has not attained the age of 18 and is not legally emancipated, not less than 24 hours after a Missing Student is determined to be missing.

#### IV. PROCEDURES

##### **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.

##### **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 Office of Residential & Community Living.

Reporting parties are also encouraged to immediately notify the UCSB Police Department (UCPD) at (805) 893-3446.

##### **Investigating a Report of a Missing Student**

The Office of Residential & Community Living will immediately forward reports of a missing student to the following:

- (1) [Associate Vice Chancellor of Housing, Dining & Auxiliary Enterprises;](#)
- (2) [The UCSB Police Department;](#) and
- (3) [The Office of Student Life.](#)

Upon receiving a report of a missing student, the UCSB Police Department will immediately generate a missing person report and initiate an investigation. If a student is missing from a location other than the UCSB campus, the UCSB Police Department will take the report then notify the local agency in the appropriate jurisdiction.

The Campus Police will keep the Office of Residential & Community Living and/or the Office of the Dean of Students apprised of the progress of the investigation.

### **Following-Up on a Report of a Missing Student**

**When the student is found**, the Critical Incident Coordinator, will contact the student and inform him or her of support services available on campus. This support should also be offered to any other students (roommates, friends) affected by the incident.

**If the search is deemed unsuccessful**, the Director of Residential & Community Living, the Office of the Dean of Students, and the Chief of Police will decide what further action(s) should be taken.

**If the student is missing for 24 hours**, the Confidential Contact Person designated by the student will be contacted 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.

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Please direct questions about this policy to [Housing, Dining, and Auxiliary Services](#) or the [Office of Student Life](#). For general policy questions or comments about this website, please contact the [Campus Policy Office](#).

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