

## Missing Person Policy Humboldt State University Housing + Dining

The purpose of this policy is to establish procedures for the Department of Housing's response to reports of missing students, as required by the Higher Education Opportunity Act of 2008.

This protocol is to outline the process that responds to any report of a missing student who resides in campus housing.

For purposes of this policy, a student may be considered to be 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, he or she should immediately notify Humboldt State University Police Department (UPD) at (707) 826-5555. UPD will initiate an investigation in accordance with the department's missing person policy and will undertake the emergency contact procedures as appropriate.

Missing student reports should be made directly to UPD. However, these reports may also be made to the Housing Office, 2<sup>nd</sup> floor, Jolly Giant Commons, (707) 826-3451 or the Office of the Vice President of Student Affairs/Dean of Students, Nelson Hall East, 216, (707)826-3361. If the missing person report is made to staff or organizations other than UPD, that entity must contact UPD immediately.

### **i. Contact Procedures**

At the beginning of each academic year, Housing will inform students residing on-campus that a parent, guardian or an individual, selected by the student on the Housing Emergency Contact Information form, will be contacted not later than 24 hours after the time the student is determined missing.

1. At check-in students will be required to complete the Emergency Contact Information form.
2. If the student is under 18 years of age, and not an emancipated individual, UPD, a Housing official or the Dean of Students 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.
3. When UPD makes a determination that a resident who is the subject of a missing person report has been missing for more than 24 hours and has not returned to campus, UPD, a Housing official or the Dean of Students will initiate the emergency contact procedures in accordance with the resident's designation and will also notify local law enforcement.

4. The department of Housing shall be informed on the progress of any investigation, as much as is legally possible so that Housing may ensure members of the residential communities are provided with support services which may be necessary (e.g. counseling).

**ii. Official Notification Procedures and Investigative Process**

1. Any individual on campus who has information that a resident may be a missing person must notify UPD as soon as possible.
2. UPD will gather all essential information about the resident from the reporting person and from the student's acquaintances (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental well being of the student, an up-to-date photograph, class schedule, check meal plan activity and read resident's key lock information, etc). Appropriate campus staff will be notified to aid in the search for the student.
3. The Dean of Students will contact the student's professors and advisor.
4. If the above actions are unsuccessful in locating the student or it is immediately apparent that the student is a missing person (e.g. witnessed abduction), UPD will contact the appropriate local law enforcement agency and provide them with the name and description of the missing student. The local law enforcement agency will then correspond with the UPD regarding information which may be available to them.
5. No later than 24 hours after determining that a resident is missing, UPD, a Housing official or the Dean of Students will notify the emergency contact (for student 18 and over) or the parent/guardian (for students under the age of 18) that the resident is believed to be missing.

**iii. Campus communications about missing residential students**

In cases involving missing persons, UPD may provide information to the media that is designed to elicit public assistance in the search for a missing person. Therefore, all communications regarding missing residential students will be handled by UPD, who may consult with the university's Marketing & Communications department. All inquiries to the university regarding missing students, or information provided to any individual at the university about a missing residential student, shall be referred to UPD.

UPD has a law enforcement missing person policy that is followed in all such cases. The department may release a photo of the missing residential student as a tool to assist in locating the individual and may seek information and/or assistance from a variety of campus resources during the course of the investigation.