



CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

MISSING STUDENT NOTIFICATION & RESPONSE POLICY

California State University, Dominguez Hills defines a “missing student” as any enrolled student currently registered as residing in University Housing who has not been seen by friends, family, staff, faculty or associates for a reasonable length of time, and whose absence has been brought to the attention of University Police. This policy focuses only on students residing in on-campus student housing and it is provided to all CSUDH residential students in compliance with the federal Clery Act as amended by the Higher Education Opportunity Act of 2008.

Missing student reports on campus often result from a resident changing his or her routine without informing roommates and/or friends and family of the change. The primary objective of The University when responding to a report of a missing student is to establish contact with the individual, to ensure his/her well-being, and to offer appropriate support and assistance. If an absence has occurred under circumstances that are suspicious or cause concern for safety, efforts will be made immediately to contact the student to determine his or her state of health and well-being.

Registering confidential contact information:

University Housing provides a secure electronic form for all residential students to register confidential contact information to be used only in the event CSUDH University Police determines them to be missing or another law enforcement agency informs the University they are considered a missing person. This specific confidential contact information is requested separately and stored separately from other general emergency contact information collected from students by The University.

This confidential in-case-of-“missing student” contact information is generally solicited from a residential student before or upon their initial physical check-in to University Housing; residents will be emailed via their University email account with a secure link to the electronic registration form or they may be asked to complete the form on a device provided by University Housing staff. At least once each academic year, returning residents are reminded to check, and if necessary update, their listed general emergency contact and their designated confidential contact in order for University Housing to have the most current contact information on file. During any period of their residency, students may also update their designated confidential contact information by submitting a replacement electronic registration form. Residents’ missing students contact information is registered confidentially and is only accessible by professional, live-in University Housing staff and authorized University officials. This confidential information will not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

If a campus resident may be missing:

Anyone who has reason to believe a student is missing should immediately notify University Police at 310-243-3639. When a report of a missing residential student is received by University Police, a preliminary investigation will be initiated. In most cases, University Police and/or

University Housing will initially attempt to locate a student by checking the student's on-campus residence and/or trying to reach the student using any contact information they registered with University Housing. If the student's absence is verified, the University will attempt to notify any contact person(s) designated by the student not later than 24 hours after University Police determines the student to be missing. If the student is under 18 years of age and not an emancipated individual, the University will notify the custodial parent or guardian of the student as well as the confidential contact person(s) designated by the student (if different from the student's custodial parent or guardian) not later than 24 hours after the student is determined to be missing.

When University Police determines a residential student to be missing, additional response may be taken including, but not limited to:

- Notifying other local law enforcement agencies
 - University Police will notify the Los Angeles County Sheriff's Department when any student who lives on campus has been determined to be missing.
 - Any person reported as missing to CSUDH University Police will be reported to the National Crime Information Center (NCIC) within two hours of an LA County Sheriff Deputy deeming the person to be missing.
- Attempting to reach the student via phone, e-mail, social media or other means of electronic communication
- Contacting roommates, friends, teachers and acquaintances for any additional information that might help locate the missing student
- Conducting a search of the missing student's room or apartment in coordination with University Housing
- Conducting a general campus search, coordinated by University Police.

If a student registers multiple contact persons to be used in case of a missing person notification and the first person contacted indicates that the student is not missing, the University will still attempt to contact each additional provided contact in turn, unless and until direct contact is made between the University and the student.

If a missing student is located or returns to campus at any time after the matter has been reported, University Police and University Housing staff will attempt to ensure other parties involved have been notified of the student's status.

Procedures for reporting any missing person ON campus:

Any CSUDH employee, student, or other member of the University community with information regarding any alleged missing person should immediately report it to University Police by calling 310-243-3639 or by contacting the department in person at Welch Hall B-100, CSUDH, 1000 E. Victoria Street, Carson, CA 90747.

Procedures for reporting any missing student/person OFF campus:

Please Call:

- 911; or
- Los Angeles County Sheriff's Department (Carson Station): 310-830-1123
21356 S. Avalon Blvd. Carson, CA 90745