



UNIVERSITY PROCEDURES FOR RESPONDING TO REPORTS OF MISSING PERSONS

A. Purpose

Consistent with the Higher Education Opportunity Act of 2008, California State University has adopted the following policies and procedures for students who reside in on-campus housing and have been determined after an investigation by campus security officials to be missing for 24 hours.

B. Reporting

Individuals having reason to believe that a student who resides in on-campus housing has been missing, he or she should immediately notify the CSUN Department of Police Services at 818-677-2111. CSUN Police 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 the Department of Police Services. However, these reports may also be made to the Residential Life Office in Pacific Willow Hall (Building 6) in the Department of Housing and Conference Services, or the Vice President/Dean of Students in University Hall 310. If the missing person report is made to staff or organizations other than CSUN Police Services, that entity will contact Police Services immediately.

B. Contact Procedures

At the beginning of each academic year, CSUN informs students residing in on-campus housing that CSUN will notify a parent, guardian or an individual selected by the student not later than 24 hours after the time the student is determined to be missing. This information will remain confidential only to be used during a missing person investigation by campus officials and law enforcement, which includes the following:

1. Students have the option of identifying an individual to be contacted by CSUN
2. If the student is under 18 years of age, and not an emancipated individual, CSUN is required to notify a custodial parent or guardian not later than 24 hours after the time that the student is determined to be missing in addition to any additional contact person designated by the student.
3. When CSUN Department of Police Services makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to campus, it will initiate the emergency contact procedures in accordance with the student's designation and will also notify local law enforcement.

Police Services Actions

The Department of Police Services has a law enforcement missing persons policy that is followed in all such cases. The department may release a photo of the missing 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.

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