

## **MISSING STUDENT POLICY AND PROCEDURE**

Caltech takes student safety very seriously. To this end, the following policy and procedure has been established to assist in locating Caltech students living in Caltech on-campus housing who, based on the facts and circumstances known to Caltech, Caltech has determined to be missing.

At the beginning of each academic year, Caltech will provide students with information about its missing student notification procedures for students who reside in on-campus student housing facilities.

The information will include the following:

1. Students have the option of identifying an individual to be contacted by Caltech within 24 hours after the time the student has been determined to be missing.
2. Undergraduates can register their confidential contact information with the Dean of Students Office and graduates can register it with the Office of Graduate Studies. This information will be accessible only to authorized campus officials and may not be disclosed except to law enforcement personnel in a missing person's investigation. If a student chooses not to provide a confidential contact and is deemed to be missing, Caltech will notify the student's emergency contact or parent.
3. If the student is under 18 years of age, and not an emancipated individual, Caltech is required to notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to any additional contact person designated by the student.
4. Caltech will notify the appropriate law enforcement agency within 24 hours after the time that the student is determined to be missing.
5. If Caltech Security or law enforcement personnel has been notified and subsequently makes a determination that a student who is the subject of a missing person report has been missing for 24 hours and has not returned to campus, Caltech will initiate the emergency contact procedures in accordance with the student's designation.

Caltech will follow this notification procedure for a missing student who resides in on-campus housing.

1. Any faculty, staff or student who believes a student is missing or has been missing for 24 hours, must immediately notify Security. Once Caltech receives this missing student report, Security will notify the following offices and administrators:
  - a. Vice President for Student Affairs and the Deans
  - b. The Acting Director for Housing, the Master of Student Houses and the Senior Director of Student Activities and Programs.

2. Any official missing person report relating to this student shall be immediately referred to Security.
3. If Security, after investigating the report, determines that a student has been missing for 24 hours, Caltech will contact the individual identified by the student, the custodial or legal guardian if the student is under 18 and not emancipated and local law enforcement within 24 hours.

Upon notification from any entity that any student may be missing, Caltech may use any of the following resources to assist in locating the student. These resources may be used in any order and combination.

1. Through the Housing Office, the Resident Associates may be asked to assist in physically locating the student by keying into the student's assigned room and talking with known associates.
2. Security may search on campus public locations to find the student (library, cafeteria, etc.).
3. Security may issue an ID picture to assist in identifying the missing student.
4. The Dean's Office may try to contact known friends, family, or faculty members for last sighting or additional contact information.
5. Student Affairs or academic departments may be contacted to seek information on last sighting or other contact information.
6. Security may access card access logs to determine last use of the card and track the card for future uses.
7. Security may access vehicle registration information for vehicle location and distribution to authorities.
8. IMSS may be asked to look up email logs for last login and use of Caltech email system.
9. Security, the Deans or others may review social networking sites such as Facebook.
10. If there is any indication of foul play, the local police department will immediately be contacted for assistance.