

Memorandum from Policy Facilitation Team

To: VP Katherine Kantardjieff

Subject: Policy for final Presidential approval

From: Policy Facilitation Team

Date: September 29, 2022

Policy: Missing Residential Student Policy

The PFT received a request from the Campus' Clery Director to make a few updates to section 4.00 of the Missing Residential Student Policy in order for the policy to remain in compliance with federal regulations related to the Clery Act. The PFT has reviewed these changes, and has consulted with Chief Lawson to confirm the language in the policy. Due to the limited nature of the changes to this policy, PFT is recommending the update to the Missing Residential Student Policy be approved without full campus vetting.

Katherine Kantardjieff

Katherine Kantardjieff, Provost

09/29/2022

Date



California State University Monterey Bay

100 Campus Center □ Seaside, CA 93955-8001

Policy on Missing Residential Student Notification

1.00 Purpose

The purpose of this policy is to provide guidelines for the notification of contacts of CSU Monterey Bay residential students who have been reported to be missing.

This policy is deemed to be consistent with the University's commitment to the principles, goals, and ideals described in the CSU Monterey Bay Founding Vision Statement and to its core values. This policy is in compliance with 34 C.F.R. § 668.46(h) Missing student notification policies and procedures.

2.00 Definitions

Campus Housing: Student residential living areas owned and/or controlled by CSU Monterey Bay that are located within the on-campus Clery-geographical area¹, including but not limited to: Main Campus, North Quad, Promontory, and in East Campus housing communities.

Missing: a term used to describe a student whose whereabouts are unknown and knowledgeable persons regard the disappearance as unusual or uncharacteristic.

Student: a person enrolled in one or more courses at CSUMB, who has agreed to a Student Housing & Residential Life License Agreement, and resides in on-campus student housing.

3.00 Statement

California State University, Monterey Bay will provide every student living in University housing the opportunity and means to identify an individual, through the current housing management software, to be contacted in the event they are missing. Every resident will be notified of the Missing Student Notification procedures. The Missing Residential Student Notification Policy will be included in the Student Housing Community Standards which is available online at <http://csumb.edu/housing>.

3.10 Contacts

On an annual basis, the University will notify residential students of their option to identify or change a missing person contact(s), who the institution shall notify within 24 hours of the determination that the student is missing. This contact is confidential and strictly used for missing person purposes only. This is

¹ Any building or property owned or controlled by CSUMB within the same reasonably contiguous geographic area and used by the University in direct support of, or in a manner related to, the University's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to Paragraph (1) of this definition, that is owned by the CSUMB but controlled by another person, is frequently used by students, and supports institutional purposes.

a separate contact from their emergency contact, but may be the same person. If upon being reported to the University Police Department (UPD), the student is not located during the initial investigation, or if extenuating circumstances exist (e.g. the student is missing for a full 24 hours), the Vice President for Student Affairs (VPSA) or designee will contact the student's designated missing person contact(s).

If the student is under 18 years of age and not emancipated, the VPSA or designee will notify the 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.

4.00 Procedures

Reports of residential students that have been missing for 24 hours should be immediately reported to the UPD and may also be reported to the AVP for Student Affairs/Dean of Students, the Director of Student Housing and Residential Life, or SHRL staff. Any report of a missing residential student not made directly to UPD must be forwarded to UPD immediately by the recipient.

An officer will take a missing person report at any time, with no waiting period. Further, the initial report may be taken in person or by telephone.

The University is required to make certain notifications within 24 hours of receiving a missing person report for students who reside in on-campus student housing. The officer taking the report shall inform the command staff as soon as practical after the report is taken.

The missing person report may be deemed critical if the officer taking the report has reason to suspect:

1. Foul play or suspicious circumstances;
2. The missing person may be unable to safeguard or look out for him/herself, regardless of age;
3. A risk of suicide;
4. A risk of accident (e.g. while boating or swimming);
5. The missing person may experience physical or mental incapacity that may be life threatening, if not under care.

In any case deemed critical by the above criteria, the responding officer shall:

1. Notify the Police Commander;
2. Have the communication center issue a Be On the Lookout (BOL) to neighboring and other affected jurisdictions.

In all missing residential student situations, local and other relevant law enforcement agencies shall be notified by UPD within 24 hours of its determination that the residential student is missing.

Documentation of any reported missing residential student and the procedures followed shall be retained by UPD and the Dean of Students Office.

5.00 Investigation

The UPD, in accordance with all State and Federal laws, shall investigate all reports of missing students in accordance with UPD Policy 314: Missing Persons.

6.00 Continuous Renewal

This policy shall be reviewed ten years from its effective date to determine its effectiveness and appropriateness. This policy may be reviewed before that time as necessary.

Vanya Quinones

President Vanya Quiñones

Effective Date: 10/06/2022

Certification of Process

Reviewed by: Policy Facilitation Team, Clery Compliance Team, Student Affairs Leadership Team, University Police Department, Academic Affairs Council, Associated Students, ASEC, Educational Policy and Planning Committee, Academic Senate, Matriculation Committee, Provost, President

Signature: 

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