

# Missing Student Policy and Procedure

## Policy

UC Irvine is committed to the safety and well-being of all students. In the event notification is received that a student living in UCI-owned on-campus housing is determined missing, based on the facts and circumstances known to UCI, the University will follow procedures established to ensure that prompt and appropriate actions are taken by campus personnel.

## Definition of Missing Student

A student is considered missing after a reasonable investigation fails to discover the location of the person reported missing from campus, or where a set of extenuating circumstances may suggest immediate concern. Such conditions may consist of, but are not limited to:

- the student has health related problems
- the student has not regularly attended classes and has not been seen elsewhere
- the parent(s), roommate or suitemates/apartment-mates of the missing student reports such disappearance due
- to irregular contact with the student.

## Procedures

- 1) At the beginning of each academic year, UCI will inform students residing in on-campus housing that either a parent or an individual selected by the student will be notified by UCI not later than 24 hours after the time a student is determined missing.
  - a) Students will have the option of identifying the individual to be contacted by UCI and register this confidential contact information through the Housing Office. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to the confidential contact person information.
  - b) If the student is under 18 years of age and not an emancipated individual, UCI is required to notify a custodial parent or guardian not later than 24 hours after the time the student was determined missing.
  - c) UCI will notify the appropriate law enforcement agency not later than 24 hours after the time the student was determined missing.
  - d) If UCI PD or the City of Irvine law enforcement personnel has been notified and 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, UCI will initiate the emergency contact procedures in accordance with the student's designation.
- 2) If a student is believed to be missing, a report should be made to one of the following offices:
  - a) UCIPD
  - b) Student Housing
  - c) Office of Student Life and Leadership
  - d) Vice Chancellor of Student Affairs
  - e) Department of Undergraduate Education

- f) Graduate Division
- 3) If a missing student report is received by any of the above-mentioned offices, the following offices will be notified immediately:
- a) UCIPD
  - b) Undergraduate or Graduate Deans' Office
  - c) Vice Chancellor for Student Affairs
  - d) Student Housing Office
- 4) If, after investigating the official report, UCIPD determines the student has been missing for more than 24 hours, UCI will contact the individual identifies by the student, the custodial parent of legal guardian if the student is under 18 and not emancipated, or local law enforcement if these do not apply.
- 5) Upon notification from any entity that a student is determined missing, UCI may use any of the following resources to assist in locating the student. These resources may be used in any order and combination.
- a) Through Student Housing, the professional staff may be asked to assist in physically locating the student by keying into the student's assigned room and talking with known associates.
  - b) UCIPD may search on campus public locations to find the student (library, cafeteria, etc.).
  - c) UCIPD may issue an ID picture to assist in identifying the missing student,
  - d) The Office of Student Life and Leadership or UCI Police Department may try to contact known friends, family, or faculty members for last sighting or additional contact information.
  - e) Student Affairs or academic departments may be contacted to seek information on last sighting or other contact information.
  - f) UCIPD may access card access logs to determine last use of the card and track the card for future uses.
  - g) UCIPD may access vehicle registration information for vehicle location and distribution to authorities.
  - h) OIT may be asked to look up email logs for last login and use of UCI email system.
  - i) If there is any indication of foul play, the local police department will immediately be contacted for assistance.
- 6) If the search is successful, the Incident Manager (a Student Housing or Office of Student Life and Leadership staff member), will contact the student and inform him or her of support services available on campus (e.g., Student Counseling Center, Student Health Center, Social Worker, etc.). This support should also be offered to any other students (roommates, friends) affected by the incident.
- If the search is deemed unsuccessful, the UC Irvine Campus Consultation Team<sup>1</sup> will decide what further action should be taken.

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<sup>1</sup> The UC Irvine Campus Consultation team, under the guidance of the AVC for Health Services, provides a coordinated campus response to the management of crises that because of its reach, complexity, or potential for risk, demand the involvement of multiple campus agencies and stakeholders.