

### **Missing Student Policy (updated June 2025)**

When a residential student is considered missing, students, employees or other individuals not affiliated with the University should make a report to the University Police Department immediately. It is the practice of Residential Life at San Francisco State to assist in the investigation for any report of a missing student living in one of the University's residence halls or apartments after the matter is referred to the University Police Department.

All students residing in a campus residence hall or apartment have the option to register one or more individuals to be a contact strictly for missing person's purposes. All students residing in a campus residence hall or apartment are requested to complete a Confidential and/or Emergency Contact form upon completing their License Agreement. The License Agreement is collected in advance of the student checking in to University residences. This contact can be anyone. Residential Students have this option even if they have already identified a general emergency contact. This contact information is registered confidentially and is only available to authorized campus officials. The information will not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

San Francisco State understands that student residents may make individual arrangements to stay outside of the University residences. As such, the location of students in the halls and apartments is not monitored by Student Leaders or other University staff. However, if there is a reason to believe a student is missing, all reasonable efforts will be made by Residential Life staff to locate the student to determine their state of health and well-being. These efforts include, but are not limited to:

- calling the student's cell phone number
- checking the student's room,
- speaking with friends and/or roommates,
- checking ID meal access, package logs, and OneCard Muni/BART access

Residential Life should immediately report a missing student concern to University Police after expending no more than 8 hours on attempts to locate the student before officially

submitting a missing student report to University Police. Upon these efforts being exhausted with no successful contact of the student, Residential Life team members will refer all official missing student reports to the University Police Department at 415-338-2222. Residential Life will notify the Director of Residential Life (or their designee) and write an Incident Report detailing the efforts to locate the student reported as missing. The Director of Residential Life (or their designee) will contact the Associate Vice President & Dean of Students reporting all obtained information. The Dean of Students will in turn notify the Vice President for Student Affairs & Enrollment Management.

If upon investigation by the University Police Department the student is determined missing, staff from the University Police Department and/or Student Affairs & Enrollment Management will contact the resident's designated Confidential or Emergency Contact within 24 hours.

The University Police Department will also notify the local law enforcement agency within 24 hours of the official determination that a residential student is missing. This notification can be accomplished via the Missing and Unidentified Persons (MUPS) law enforcement database.

For any non-emancipated student under the age of 18, San Francisco State will notify a custodial parent or guardian, in addition to any other individual designated on the Confidential or Emergency Contact form, within 24 hours of the University Police Department determining that they are missing. University Police will continue to investigate, utilizing established procedures in collaboration with staff from Residential Life, other campus offices and local law enforcement agencies. University Police will make contact with the student's parents or legal guardian when a Confidential and/or Emergency Contact form cannot be located or has not been provided.