

# Missing Residential Student Notification Policy

(Policy DSS-0004)

## I. Purpose of the Policy

This policy is intended to establish formal notification procedures for students who reside in on-campus housing or affiliated properties, as required by the Higher Education Act as amended by the Higher Education Opportunity Act (HEOA), effective October 1, 2010. Further, this policy provides guidance and requirements to ensure that UC Santa Cruz (UCSC) is compliant with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC 1092(f), also known as the Clery Act) and its regulatory provisions as they pertain to missing residential students.

## II. Definitions or Roles and Responsibilities

**Campus Housing.** A dormitory or other residential facility for students that is located on an institution's campus, as defined in 34 CFR § 668.46.

**Confidential Contact Person<sup>1</sup>.** The person, designated by the Missing Student, who will be notified in the event a student is ever determined to be a Missing Student. Only authorized campus officials and law enforcement officers, in furtherance of a missing person investigation, may have access to this information.

**Core Campus.** On-Campus Geography within the UCSC campus footprint, located at 1156 High Street, Santa Cruz, CA.

**Missing.** A term used to describe a Student whose whereabouts are unknown and knowledgeable persons regard the disappearance as unusual or uncharacteristic, or does not conform to ordinary habits or behavior.

**Residential Student.** A student enrolled in a course of credit recognized by the institution as seeking a degree or certificate who has signed a UC Santa Cruz housing contract and resides in on-campus student housing.

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<sup>1</sup> In some university systems/platforms, this role can also be known as the "emergency contact."

### **III. Detailed Policy Statement**

All residential students (students) over the age of 18, or who are otherwise legally emancipated, shall have the option to confidentially designate a Confidential Contact Person to be notified by the university in the event that student is determined to be a Missing Student. Students are given this option annually when applying for on-campus housing through the housing application process.

The Confidential Contact Person information will only be accessible to authorized campus officials and law enforcement and may not be disclosed outside of a missing person investigation.

The Confidential Contact Person shall be notified no later than 24 hours after a Missing Student is determined to be missing. If the student does not designate a “missing person” contact, their emergency contact person will be notified if the student is determined to be missing.

The university shall notify the custodial parent(s) or legal guardian(s), as well as any other designated Confidential Contact Person, of any missing student that has not attained the age of 18 and is not legally emancipated, no later than than 24 hours after a Missing Student is determined to be missing.

Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, the University shall inform UCSC Police Department within 24 hours after the student is determined to be missing, unless UCSC Police Department was the entity that made the determination that the student is missing.

### **Compliance**

Any individual found to be in violation of this policy may be subject to disciplinary action in accordance with applicable University policies, including collective bargaining agreements.

### **IV. Getting Help**

The Division of Student Affairs and Success and its units (Colleges, Housing and Educational Services, Dean of Students, etc.) provides assistance to students and campus units regarding this policy.

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<b>If you need help with ...</b>	<b>Contact ...</b>
the policy or procedures	The Vice Chancellor’s Office, Divisions of Student Affairs and Success, <a href="mailto:vcas@ucsc.edu">vcas@ucsc.edu</a> , or <a href="https://studentsuccess.ucsc.edu">https://studentsuccess.ucsc.edu</a>
the process to identify and record a Confidential Contact Person	Student Housing Services; <a href="mailto:housing@ucsc.edu">housing@ucsc.edu</a> , 831-459-2394, or <a href="https://housing.ucsc.edu">https://housing.ucsc.edu</a>
reporting a missing student	UC Police Department, 831-459-2231, <a href="https://police.ucsc.edu/report/index.html">https://police.ucsc.edu/report/index.html</a>
support for students impacted by a missing student incident	College Student Life team ( <a href="#">locate your team here</a> ); Dean of Students Office, <a href="mailto:deanofstudents@ucsc.edu">deanofstudents@ucsc.edu</a> , or <a href="https://deanofstudents.ucsc.edu">https://deanofstudents.ucsc.edu</a> ; Counseling and Psychological Services, <a href="mailto:caps@ucsc.edu">caps@ucsc.edu</a> or 831-459-2628

## V. Applicability and Authority

This policy on Missing Residential Student Notification applies to all campus employees and students.

The Vice Chancellor for Student Affairs and Success is the campus authority for the Missing Residential Student Notification policy.

## VI. Related Policies/References for More Information

### References

[\*The Jeanne Clery Act\*](#)

### Implementation Procedures

- *Missing Residential Student Notification Procedures*

## VII. Revision History

August 1, 2024. This is a new policy.