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## Missing Student Procedure

Saint Mary's College of California

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### **Missing Student Procedure**

All students have the option to identify a “confidential contact”: an individual to be contacted by College officials in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, College officials will notify that individual no later than 24 hours after the student is determined to be missing. Students who wish to identify a confidential contact can do so by completing the information on the “Student Emergency Information Card” provided by Campus Housing, which is available through Campus Housing Office and the Public Safety Department.

If a member of the College Community has reason to believe that a student is missing, or receives a report from another party that a student is missing, they should immediately notify the Department of Public Safety ([925-631-4282](tel:925-631-4282)), the Office of Residential Experience ([925-631-4236](tel:925-631-4236)) or the Dean of Students ([925-631-4238](tel:925-631-4238)), whether or not the student resides on campus. All reasonable efforts will be made to locate the student to determine his or her state of health and well-being through the collaboration of Public Safety, Residential Experience, Campus Housing and Student Life.

If the student is a resident of campus, the Public Safety Department may conduct a welfare check entry into the student’s room. If the student is an off-campus resident, the Public Safety Department will enlist the aid of the police agency having jurisdiction.

Concurrently College officials will endeavor to determine the student’s whereabouts through contact with friends, associates, and/or employers of the student. College officials will try to determine whether or not the student has been attending classes, labs, recitals, and scheduled organizational or academic meetings, or appearing for scheduled work shifts. If located, verification

of the student's state of health and intention of returning to the campus will be made. When and where appropriate, a referral will be made to campus and/or community resources.

If not located, notification will be made to the student's confidential contact on file to determine if they know of the whereabouts of the student. Notice will also be made to Moraga Police for on-campus residents and the appropriate law enforcement agency for off-campus residents, within 24 hours of receiving the initial report. The original reporting party will be assisted to make an official missing person report to the law enforcement agency, if the reporting party desires. If the missing student is under the age of 18 and is not an emancipated individual, College officials will notify the student's parent or legal guardian immediately after it is determined that the student has been missing for more than 24 hours or overnight, whichever is shorter.

The Public Safety Department will cooperate, aid, and assist the primary investigative agency in all ways prescribed and allowed by law.