

## Missing Student

### Policy

Caltech takes the safety and wellbeing of its student very seriously. This policy has been established to assist in locating Caltech students living in Caltech campus housing when Caltech has determined a student to be missing, and to provide students with official notification procedures for missing students who reside in campus housing as required by the Higher Education Act.

### Designation of Confidential Contact

Students have the option of identifying an individual to be contacted by Caltech within 24 hours after the time the student has been determined to be missing (missing person contact). Undergraduates can register their confidential contact information in the student portal or with the Dean of Undergraduate Students Office. Graduate students can register their information in the student portal or with the Dean of Graduate Studies Office. This information will be accessible only to authorized campus officials and may not be disclosed except to law enforcement personnel in a missing person's investigation. Students may update their missing person contact and their emergency contact information at any time by notifying the appropriate dean's office or updating the information on their student portal. If a student chooses not to provide a confidential contact and is deemed to be missing, Caltech will notify the student's emergency contact or parent.

### Reporting and Investigation

Any individual who believes a student living in on-campus housing may be missing should immediately contact Caltech Campus Security at (626)395-5000. Once Caltech receives a missing student report, Caltech Campus Security will notify the Vice President for Student Affairs, the Deans, the Assistant Vice President for Student Affairs and Residential Experience and the Director of Housing.

Upon notification that any student may be missing, Caltech will initiate an investigation. If a student is determined to have been missing for twenty-four (24) hours and has not returned to campus, Caltech will notify the appropriate law enforcement agency and initiate other notifications as provided below.

### Notification Procedures

A student's missing person contact will be notified within 24 hours of a determination by Caltech that the student is missing. If no missing person contact has been designated, the student's emergency contact will be notified. If the student is under 18 years of age, and not an emancipated individual, Caltech is also required to notify a custodial parent or guardian within 24 hours of the determination that the student is missing.