

Missing Person

Policy

Caltech takes the safety and well-being 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). An annual notification will be sent each academic year inviting students to submit a confidential missing person contact. The emergency contact can serve as the student's confidential missing person contact or a student may elect to have another confidential missing person contact who will serve as the point person for outreach in the event the student is missing.

To identify a confident missing person contact, the student must send an email to the Registrar at Regis@caltech.edu. The Registrar will require the student to identify themselves using their legal name and their UID number. The first and last name of the confidential missing person contact, at least one phone number, a current address, and any other contact information available is required. This information will be accessible only to authorized campus officials and may not be disclosed except to law enforcement personnel in the event of a missing person's investigation. Students may update their missing person contact and their emergency contact information at any time.

Notification of Missing Person

Any individual who believes a student living on campus housing may be missing should immediately contact Security at 626-395-5000. Once Caltech receives a missing student report, Security will notify the Caltech Care Team. 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 confidential missing person contact and the appropriate law enforcement agency and take other steps as warranted. 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.