MISSING PERSONS

Notification of Missing Students

Suspected missing students should be reported immediately to the UCSFPD. UCSF PD has been designated as the official unit authorized to determine whether a person is missing. If members of the UCSF community believe that a student has been missing for 24 hours, it is critical that they report that information to UCSFPD by calling (415) 476-6911 or 9+911 when calling from an on-campus landline. A student is determined to be missing when UCSFPD has verified that reported information is credible and circumstances warrant declaring the person missing. Contact will then be made by UCSFPD to the missing person contact, if contact information has been provided, within 24 hours of the determination that the student is missing by UCSFPD. If the student is under the age of 18 and is not an emancipated individual, UCSFPD will notify the student parent of guardian and any other designated contact person within 24 hours. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, UCSF will inform the San Francisco PD (or the local law enforcement with jurisdiction) that the student is missing within 24 hours.

Should UCSFPD investigate and determine that a missing person, is a campus housing Tenant, the following notification process will be initiated. Campus housing Tenants, as part of the application/renewal process, have the option to identify a confidential missing person contact. The missing person contact will be notified by UCSF no later than twenty-four (24) hours after the time the Tenant is determined to be missing by the UCSFPD. The confidential contact may be a person designated by the student in addition to the declared emergency contact. Should the Tenant not formally declare a separate missing person contact, the emergency contact on record will be notified. UCSF Tenants are advised that their contact information will be registered confidentially, and that this information will be accessible only to authorized campus officials and law enforcement and that it may not be disclosed outside of a missing person investigation.

Notification of this policy will be made directly to all Tenants residing in campus housing annually and be available in conjunction with the “Annual Crime Report” that provides information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Security Crime Statistics Act. All students attempting to register for campus housing will also be notified of this policy at the time of online completion of housing related documents. During the online housing application and renewal process, (www.housing.ucsf.edu) specific campus housing emergency related contact information will be captured, and the Tenants will have the opportunity to provide a separate missing person contact online. All information submitted online during the housing application and renewal process will remain on file and be considered accurate until the student voluntarily provides different information.

Revised July 3, 2014