Residential Life
Student Affairs and Enrollment Management
800 Font Blvd.
Housing Business Office
Mary Ward Hall
San Francisco, CA 94132

Missing Student Policy

It is the policy of Residential Life at San Francisco State University to investigate any report of a missing student living in one of the University's residence halls or apartments. All students residing in a campus residence hall or apartment are requested to complete an Emergency Contact form upon completing their License Agreement. The License Agreement is collected in advance of the student checking in to University residences. The student is asked to identify the name and contact number of the individual(s) who is to be contacted in the event of an emergency. This contact information may not be disclosed, except to law enforcement personnel and authorized San Francisco State University officials, including University Police Officers.

San Francisco State University understands that students may make individual arrangements to stay outside of the University residences. As such, the location of students in the halls and apartments is not monitored by Residential Assistants or other University staff. However, if there is reason to believe a student is missing, all reasonable efforts will be made by Residential Life staff to locate the student to determine his or her state of health and well-being. These efforts include, but are not limited to, checking the student's room, speaking with friends and/or roommates, checking ID and meal access, and calling the student's cell phone number. If at any point in the process of trying to locate the student a Residential Life staff member determines there is a credible threat to the well-being of the student reported as missing, the University Police Department will be contacted immediately.

If pursuing known contacts does not confirm the student's whereabouts and there does not appear to be a probable threat to the well-being of the student reported missing, Residential Life staff will notify the Associate Dean of Students & Director of Residential Life and write an Incident Report detailing the efforts to locate the student reported as missing. The Associate Dean of Students & Director of Residential Life will contact the Dean of Students, reporting all obtained information. Dean of Students will notify the Vice President for Student Affairs.

When a residential student has been missing for 24 hours, students, employees, or other individuals should make a report to Residential Life, the Office of the Vice President for Student Affairs, or the University Police Department. If upon investigation by the University Police Department the student is determined missing, staff from the University Police Department and/or Student Affairs will contact the resident's designated Emergency Contact within 24 hours. For any student under the age of 18, San Francisco State University will notify a custodial parent or guardian, in addition to any other individual designated on the Emergency Contact form, within 24 hours of the University Police Department determining that they are missing. University Police will continue to investigate, utilizing established procedures in collaboration with staff from

Residential Life, other campus offices, and local law enforcement agencies. Where an Emergency Contact form cannot be located or has not been provided, University Police will inform the appropriate law enforcement agency and/or make contact with the student's parents or legal guardian. In all cases where the University Police Department determines that a student is missing, University Police will notify the appropriate law enforcement agency within 24 hours of that determination.