This policy outlines the procedures for addressing reports of missing students who reside in on-campus student housing facilities at Chico State. The procedures follow federal regulations and ensure prompt and appropriate actions when a student is reported missing.

Reporting a Missing Student

1. **Designated Reporting Entities**: Any individual who has reason to believe that a student residing in on-campus student housing has been missing for 24 hours should immediately report this information to the Chico State University Police Department.

Notification Procedures

3. **Contact Person Designation**: Each student has the option to identify a contact person or persons whom the institution shall notify within 24 hours of the determination that the student is missing. This contact information will be registered confidentially, accessible only to authorized campus officials, and may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation.

4. **Students Under 18 Years of Age**: If a student is under 18 years of age and not emancipated, the institution is required to notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student.

5. **Notification to Local Law Enforcement**: The institution will notify the local law enforcement agency within 24 hours of the determination that the student is missing, regardless of the student’s age or whether the student has designated a contact person.

Actions Upon Determination

6. **24-Hour Notification**: Upon determining that a student has been missing for 24 hours:
   - The designated contact person will be notified within 24 hours if the student has provided such information.
   - If the missing student is under 18 years of age and not emancipated, the custodial parent or guardian and any other designated contact person will be notified within 24 hours.
   - The local law enforcement agency with jurisdiction in the area will be informed within 24 hours, irrespective of the student’s age and designated contact information.
Confidentiality and Access to Information

7. **Confidential Registration**: Students' missing person emergency contact information is registered confidentially. This information is accessible only to authorized campus officials and will be used only in the event of a missing person investigation.

8. **Disclosure Limits**: The registered contact information may not be disclosed, except to law enforcement personnel as part of a missing person investigation.

This policy ensures that all reports of missing students are taken seriously and that appropriate, timely, and coordinated actions are taken to locate and assist the missing student.