

Policy for the Reporting of a Missing Student or Employee

If a member of the University Community has reason to believe that a student or employee is missing, he or she should immediately notify the University Police Department at (510) 885-3791. All appropriate efforts will be made to locate the student or employee to determine his or her state of health and well-being through the collaboration of the University Police Department and relevant campus departments.

The Jeanne Clery Act requires the institution to allow any on-campus resident student to identify an individual as a separate emergency, confidential contact to be notified in the event he or she is determined to be missing. CSUEB allows all students, who wish to identify a separate emergency confidential contact, to do so via MyCSUEB. The University Police Department will also notify a custodial parent or guardian, in addition to any additional confidential contact person, if the missing student is under 18 years of age and not emancipated.

The separate emergency confidential contact information will only be accessible to authorized campus and law enforcement officials and may not be disclosed outside of the investigation.

Any employee may name an emergency contact with Human Resources or via MyCSUEB.