

VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
NUMBER 60)

26 July 2019

MISSING CADET RESPONSE PROCEDURES

1. **Purpose:** This general order outlines the procedures to be followed when a cadet is missing/absent from Post without permission. VMI officials must follow the procedures contained in this general order when dealing with this situation. This directive enacts the requirements of 20 USC 1092 (j) and 34 C.F.R. 668.46(b)(14) and (h).
2. **Definitions:** A cadet is defined as a member of the VMI Corps of Cadets residing in barracks during the academic year. A missing cadet is one who has been absent for 24 hours or more. A cadet whose status has not been accounted for in several hours and it appears that he or she may have left the VMI main post area for unexplained reasons is also considered missing if that individual's whereabouts could not be determined following reasonable and timely efforts by the Commandant's Office to locate the cadet.
3. **Procedures:** The following procedure does not apply to rats during matriculation week. (See Annex 1) It does apply to rats and upper-class cadets beginning at 2200 hours on the day the Old Corps returns for both the fall and spring semesters.
 - A. VMI accountability checks identify cadets whose whereabouts are unknown. These checks include Corps formations, class formations, infirmary sign-ins, and other formations. The following process is followed:
 - 1) Breakfast Roll Call (BRC) is the primary accountability formation used to identify missing cadets. This is the Institute's 6-day a week AWOL formation after which the location of every absent cadet is ascertained. As such, missing cadets are often identified following this formation.
 - 2) Notifications during the duty day (0800-1700, Monday - Friday): A member of the VMI community, including but not limited to Institute officials and cadets, who have reason to believe that a cadet is missing immediately notifies the Administrative Assistant for Accountability @ ext. 7073 or the Deputy Commandant for Support @ ext. 7718. The Commandant's Office then takes immediate action to locate the cadet. Actions include contacting roommates, teammates, dykes, and other individuals who may possess firsthand information on the cadet's whereabouts. The Commandant's Office also attempts to ascertain the cadet's phone number in an effort to directly contact the cadet. Following these initial efforts, the Deputy Commandant for Support or Administrative Assistant for Accountability immediately notifies the VMI Police if the cadet still has not been located.
 - 3) During non-duty hours (1700 – 0800 Monday – Thursday, and 1700 Friday – 0800 Monday), members of the VMI community wishing to report a missing cadet notify the Guard Room @ ext. 7294. Members of the guard team immediately contact the Officer in Charge @ ext. 7293. The Officer in

- Charge takes immediate action to locate the cadet. Actions include contacting roommates, teammates, dykes, and other individuals who may possess firsthand information on the cadet's whereabouts. The Officer in Charge also attempts to ascertain the cadet's phone number in an effort to directly contact the cadet. The Officer in Charge notifies the VMI Police if the cadet has still not been located.
- 4) After notification of the VMI Police, the on-scene Commandant Staff member then notifies the Commandant of the situation. The Commandant notifies the Chief of Staff and other offices as required such as the Athletic Department (for an NCAA cadet) or Office of International Programs (for an international student).
- B. VMI Police investigate and follow appropriate protocol and procedures. The official determination that a cadet is missing can be made at any time by the VMI Police Department.
- C. If the missing individual is a foreign cadet or international exchange student, the Office of International Programs is notified and handles the search process in coordination with the VMI Police and Commandant.
- D. Cadets are advised as follows:
- 1) A cadet may specifically identify a confidential contact person or persons who are to be advised if the cadet is deemed to be in a "missing" status within 24 hours of such determination. The identity of this contact person will remain confidential and will be made available only to VMI officials with a need to know. Such officials may disclose the contact information only to law enforcement and only for the purpose of a missing cadet investigation. A cadet may opt to have an emergency contact and a missing cadet contact who are different people, and thereby will have the opportunity to designate each of them.
 - 2) Cadets will acknowledge and update each semester their Missing Cadet information as a part of their enrollment. As a condition of enrollment, each semester cadets are asked to review and confirm their emergency and missing contact information through the EMERGENCY INFORMATION link in Postview.
 - 3) In addition to the confidential contact person mentioned above, if one is selected, the Commandant will notify the custodial parent or guardian of any cadet under the age of 18 that is not emancipated within 24 hours of a determination that the cadet is missing.
 - 4) Parents or guardians will be contacted in any situation unless that cadet has registered as an independent student.
 - 5) Appropriate local law enforcement agencies will be notified in the event a cadet is discovered missing within 24 hours of a determination that a cadet is missing, unless the local law enforcement agency was the entity that made the determination that the cadet is missing.

- E. The above procedures will go into effect as soon as VMI officials determine a cadet is missing, but in no event longer than 24 hours from such determination.
- F. The Commandant and Chief of Staff will be notified as soon as the missing cadet's status/location has been determined.

FOR THE SUPERINTENDENT:

James P. Inman
Colonel, US Army (Ret.)
Chief of Staff

DIST: E, Cadets

OPR: Commandant

Annex 1:

Lost Rat SOP

CONCEPT: In the event that cadre/ROC or other VMI supervising entity discovers that a Rat has gone AWOL, these procedures shall be enacted in order to locate the Rat.

EXECUTION:

1. Company, Athletic department, Post hospital, Field hospital, QMD, academic advisor, and ROTC branch that identifies that their accountability is not correct, will immediately report the status of lost rat to the Regimental Operations Center.
 2. All Companies immediately halt, and stay in place (Lock Down). If the rats are not with their companies (e.g. in the QMD); the executive officer and MSG will move to the location of their company to assist with accountability. The company commanders and 1SG's will collocate at the ROC for dissemination of information.
 3. ROC CIC notifies the RS1 Captain of the situation.
 4. All companies take immediate 100% accountability of all rats assigned.
 5. All companies report accountability to the Regimental Operation Center.
 6. All companies ensure that they do not have an extra rat that does not belong to them.
 7. The 1st platoon leaders move to the last location the company was conducting business to ensure that the rat is or is not present.
 8. If the rat has not been found in the initial accountability check; all corporals, and respective OPSGT report to Marshall Arch.
 9. Rat not yet found; RS1 starts a journal to catalogue events.
 10. The ROC notifies the TAC/ATAC's, Deputy Commandant for Support, and the Commandant.
 11. S1 representative reports to the ROC with an updated RAT matriculation list.
 12. The Commandant notifies the chief of staff.
 13. The Commandant/Deputy Commandant notifies the VMI police department.
 14. The RS3 Captain task organizes the OPSGTs, CPLs, EMTs, and ATAC per company and assigns them a location for search. SEE ANNEX (B) FOR INSTITUTE MAP
 15. Rat mass companies stay in current halt location until given guidance to proceed to their next station or training event.
- The commandant is the only authority to lift the halt-stay in place (Lock Down).

See Annex A. for Time Table of Duties

END STATE: If the Institute search is unsuccessful in locating the Rat, the halt and stay may be lifted, outside authorities will be notified, and the search pattern will be widened at the order of the Commandant.

Annex A.

Time Table for Duties

WHO	WHAT	WHEN
	Rat is missing	During matriculation week
RS3 ROC CIC	Halt and Stay in place	Initial report comes to the ROC
RS3 ROC CIC	Notify the REG S1 CPT	After Halt and Stay is issued
CO and 1SG	Collocate at ROC	Initial report comes to the ROC
XO and MSG	100% accountability	Directive from the ROC
XO and MSG	Report accountability	After 100% accountability
1 st Platoon Leader	Move to last place of business	Directive from the ROC
All CPLs and OPSGTs	L/U at Marshall arch	Rat not found at initial 100% accountability
RS3 ROC CIC	Start journal-log	Rat not found
RS3 ROC CIC	Notify TAC/ATAC/CMDT	Rat not found
S1 Representative	Collocate at ROC	Rat not found
Commandant	Notify Chief of Staff	Rat not found
CMDT /Deputy CMDT	Notify VMI Police	Rat not found
OPSGT, CPL, EMT, ATAC	Start Institute Search	Rat not found
Commandant	Lift of Halt and Stay	Rat found or not found