

VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
NUMBER 60)

8 October 2024

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 applies to new cadets and upper-class cadets beginning at 2200 hours on the day the Old Corps returns for both the fall and spring semesters. Procedures to locate new cadets during the early return period are disseminated each August as part of the Matriculation Week SOP.
 - 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 via a review of computer sign out records, looking in barracks or locker rooms, etc.
 - 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 @ ext. 7718. The Commandant's Office then takes immediate action to locate the cadet. Actions include contacting roommates, coaches, teammates, dykes, and other individuals who may possess firsthand information on the cadet's whereabouts. The Commandant's Office also calls the cadet on their mobile and home phone numbers. Following these initial efforts, the Deputy Commandant or Administrative Assistant for Accountability immediately notifies the Commandant and 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 Officer in Charge at 540-784-6937. 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 reviewing computer sign out records, looking in barracks or locker rooms, or contacting roommates, teammates, dykes, and other individuals who may possess firsthand information on the cadet's whereabouts. The Officer in Charge also attempts to contact the cadet via their mobile or home phone. The Officer in Charge notifies the VMI Police if the cadet has still not been located.

- 4) 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). The Commandant notifies the Superintendent in accordance with General Order 95 (wake up at night / immediate notification during the day).
- 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) Cadets will acknowledge and update each semester their Missing Cadet information as a part of their enrollment. Each semester, cadets are asked to review and confirm their emergency and missing contact information through the EMERGENCY INFORMATION link in Postview.
 - 2) During enrollment each semester, cadets 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.
 - 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:

John M. Young
Colonel, Virginia Militia
Chief of Staff

DIST: E, Cadets

OPR: Commandant