



NEW MEXICO MILITARY INSTITUTE

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COMMANDANT OF CADETS
DEAN OF STUDENTS

1 August 2020

Memorandum for: Corps of Cadets

Subject: Standard Operating Procedures for Constabulary

1. **Purpose.** This Standard Operating Procedure (SOP) specifies the duties, responsibilities and actions for the Constabulary Detail.
2. **Applicability.** This SOP is effective 9 October 2018, applies to the Constabulary Detail, and will expire at the discretion of the Commandant of Cadets.
3. **Scope.** This SOP provides guidance to the Constabulary Detail on their duties, responsibilities and actions.
4. **Responsibilities.**
 - a. The Campus Police sponsors the Constabulary Detail.
 - b. The Regimental Provost Marshall:
 - 1) Is responsible for the Constabulary Detail.
 - 2) Plans support for all designated campus events.
 - 3) Trains Constabulary members.
 - 4) Executes missions as directed by the Commandant of Cadets, Campus Police and the Regimental Commander.
 - c. Constabulary Detail, while on duty will:
 - 1) Have impeccable military courtesy and bearing.
 - 2) Maintain order at assigned post.
 - 3) Help assist and guide civilian visitors to sign in at the TLA CP or Enrollment and Development Center (Except for sporting activities and major campus events).
 - 4) Uphold SOP and Blue Book standards.
 - 5) Present a professional appearance:
 - a) Uniform will match the Corps, except they will wear the Blue Beret, Whistle and Badge.
 - b) No ribbons will be worn while on Duty.
 - c) The Marksmanship award is the only authorized award while on duty.
 - d) The Constabulary Cord will be worn only if the person has earned it.
 - e) All Constabulary will wear shined and/or cleaned boots.

- f) Whistle, Cord, and Badge will be worn on the Left Shoulder.
 - g) Reflective belt with chest strap and/or reflective vests will be worn when on Traffic Detail or posted as a guide.
 - h) Nametag, status bars, Honor Star (when applicable) will also be worn.
 - i) Constabulary will not wear rank, except for the Provost Marshall, NCOIC, and the Senior NCO.
5. **Procedures.**
- a. **General:**
 - 1) **Constabulary members must be cadets in “good standing.”**
 - 2) The Constabulary helps assist and guide civilian visitors on post. All visitors must sign in and wear appropriate visitor badge. Every effort will be made to answer questions and provide assistance to visitors. **Under no circumstances should Constabulary members try to chase, apprehend or become confrontational with civilians.** Problems must be immediately reported to Provost Marshal, Campus Police or the Commandant’s Staff.
 - 3) Constabulary members must be extremely familiar with every building name and location, street names and troop areas. They should have on their person phone numbers for the Campus Police, Infirmary, Hagerman Guard Box, the Deputy Commandants and Commandant.
 - 4) Under the supervision of Campus Police or Commandant Staff, they will help guide traffic and direct visitors to designated parking.
 - b. **Football Games:**
 - 1) Maintain Cadet Safety at all times. Keep Full accountability of cadets who have authorization from their ISGs, TCs, or persons of higher authority to leave the bleachers area. Keep cadets off the railing around the bleachers. Keep cadets on the cadet side during a game play, unless cadet is authorized by ISGs, TCs, or persons of higher authority. Uphold any rule or regulation that has been put forth by the Regimental Commander or Commandant (e.g., no one to the concessions stand).
 - c. **Basketball/Volleyball Games:**
 - 1) Maintain cadet safety at all times. Keep Full accountability of cadets who have authorization from their ISGs, TCs, or persons of higher authority to leave bleachers area. Keep cadets off the ground level bleacher in Cahoon Armory, during game play (this is for cadet, player and referee safety). Making sure that no cadet leaves Cahoon Armory during game play, unless authorized. Make sure that cadets enter and exit Cahoon Armory through the right entrance or exit and in an orderly fashion.
 - d. **Uniform Inspection (UI):**
 - 1) One Constabulary member will be posted with each troop and will stand at a spot designated by the Regimental Inspector General. The Constabulary member is required to secure the safety of the cadets without breaking formation, interrupting the inspector, or disturbing any of the cadets, unless the situation arises that

requires the Constabulary member to assist an ailing cadet (i.e., a cadet who is passing out or has done so). If a cadet has passed out, the Constabulary will notify the TC and 1st SGT and send one person to retrieve the two Constabulary members who are in charge of the Stretcher. The cadet will then be taken to the nearest water point and will be allowed to rest for the remainder of the inspection. TLA or duty will be notified if the situation requires the cadet be taken to the infirmary; the Constabulary members in charge of the stretcher will take the cadet to the Infirmary and explain the situation.

e. **In Rooms Inspection:**

- 1) The Constabulary will be posted throughout the Saunders and Hagerman Barracks and will conduct room checks for unauthorized items. Constabulary will also check the sinks for laundry, which will be posted by the respective troop guide-on, and items being hidden in the showers, urinals, toilets, or laundry room garbage bins. All unauthorized items will be confiscated and taken to the TLA after the inspection is concluded. The constabulary member that is responsible for the finding of laundry or any unauthorized items is also responsible that the proper steps are taken to ensure that the property will be returned to the cadet. Laundry found inside of the washer or dryer will report to the inspector.

f. **Parades:**

- 1) Provost Marshall will form up all Constabulary members on Stapp Field 15 minutes prior to parade. He/she will ensure water and stretchers are present. Once the Corps has moved on line the constabulary members will position themselves behind each troop. Any cadets falling out of formation will be approached by Constabulary members and assisted off the field. A list of Cadet falling out during parade will be provided to the Regimental Inspection General

g. **Special Events:**

- 1) Constabulary will be posted at the areas specified by either the Provost Marshall or the Regimental Commander. They will follow orders given to them by the Campus Police, Provost Marshall, Regimental Commander, or the Staff running the Special Event (e.g., ROTC at the Confidence Course). Constabulary will not exceed the limits of their designated post, and will not interfere with Civilians except to “help, assist, and guide” them. They may assist in handing out programs.

Arthur C. Houghtby II
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Interim Commandant of Cadets