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COMMANDANT OF CADETS
DEAN OF STUDENTS

1 August 2020

Memorandum for: Commandant's Staff

Subject: Standard Operating Procedures for NMMI issued Smart Phones

1. **Purpose:** This Standard Operating Procedure (SOP) details the requirements for NMMI issued Smart Phones, computers, iPads, and/or tablets for SLAs and TLAs
2. **Applicability:** This SOP is effective 9 October 2018 and applies to the Commandant's Staff. It will expire at the discretion of the Commandant of Cadets.
3. **Scope:** The Superintendent directed that NMMI would issue cell phones with enhanced capabilities to ensure the staff is available when in or out of their offices. The issued cell phones have the capability to track messages, email, and provide access to cadet records and digital logs. The Deputy Commandant for Operations established procedures for TLA, SLA, Deputy, and Commandant notification for emergency situations after hours when the staff may be off duty. This process includes a progressive notification and response process. In accordance with the contract provided by the I.S. department, staff members are expected to be reachable 24/7 when cadets are present on campus during the School Year. Parents have a reasonable expectation that every effort will be made to locate missing or unaccounted for cadets with a sense of urgency. The TLA or SLA may be the only person who knows the status of a cadet or how to contact that cadet in the event of an emergency.
4. **Responsibilities:**
 - a. TLAs, SLAs, Deputy Commandants
 - 1) Will have their NMMI cell phone with them at all times when on duty.
 - 2) Will have their NMMI cell phone with them when off duty whenever possible to include overnight.
5. **Procedures:**
 - a. Staff may save key personnel/office/cell phone numbers in the phone to screen incoming calls (e.g. senior staff, CP numbers, and Night Staff numbers) to prevent engaging in conversations unrelated to the emergency contact and notification procedures for cadet emergencies.
 - b. Plugging the phone into the charger overnight with the phone turned on will maintain battery charge for use during the day.
 - c. Every effort to avoid contacting staff members off duty will be made and staff should refrain from contacting off duty staff for routine issues.

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Interim Commandant of Cadets