

POLICY

Policy Name: Voluntary Reporting of a Crime
Policy Category & Number: S10
Person Responsible: Campus Safety & Security Officer
Approved by: Dean
Effective Date: October 16, 2020
Version:1.0
Policy Status: Approved

- I. Policy:
Voluntary reporting of a crime.

- II. Purpose:
To provide a mechanism for any Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) crime victim who wishes to report a crime to do so.

- III. Scope:
This policy applies to the entire SOMI community: faculty, staff, and students.

- IV. Policy Details:
The School Administration encourages anyone who is a victim or witness to any crime to promptly report the incident to the safety & Security Officer or any School official*. Any member of the campus community who is the victim of a crime and does not want to pursue action within the School system or the criminal justice system may still want to consider making an anonymous report. The purpose of an anonymous report is to comply with the wish to keep the identity of the complainant private, while taking steps to ensure the future safety of everyone on campus. With such information, the School can keep an accurate written record of the number of reported incidents involving students, determine whether there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the School and reported in the Annual Security Report. All crimes may be reported by calling the Henrico County Police Department at (804)501-5000 or by logging onto the School's website at <https://www.bonsecours.com/jobs-education/schools-education/st-marys-hospital-school-of-medical-imaging/somi-report-a-crime> where a Campus

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Security Authority (CSA) reporting form or an anonymous report can be completed and submitted to the Campus Safety & Security Officer (Operations Coordinator).

Confidential Reporting to a Counselor

Faculty, staff, and students may also contact the REACH Student Assistance Program. Information regarding this program can be obtained from the Program Coordinator.

V. Definitions:

In keeping with the Clery Act, an official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution. For the purposes of this policy, the issue to be addressed is campus safety and security. An official in this sense is then noted as any of the following:

- Dean (SOMI)
- Vice President and Provost (BSMCON)
- Dean of Administration (BSMCON)
- Dean of Finance
- Academic Advisor (SOMI)
- Operations Coordinator (SOMI)

VI. Attachments:

None

VII. Related Policies:

None

VIII. Disclaimers:

- a. Nothing in this policy creates a contractual relationship between Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) and any party. SOMI, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

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IX. Version Control:

Version	Date	Description	Prepared by
1.0	10-16-2020	Revisions and new template	Safety & Security Officer