

**Policy Name:** Voluntary Reporting of a Crime  
**Policy Number:** ADM 9.02  
**Title of Policy Owner:** Dean of Administration  
**Policy Type:**  RHEI/Shared Services  BSMCON  SCHS  SOMI  
**Approved by:** RHEI Leadership Team  
**Effective Date:** 8/1/2024  
**Version:** 1.4  
**Policy Status:** Approved

## I. Policy

Voluntary Reporting of a Crime.

## II. Purpose

To provide a mechanism for any St. Mary's School of Medical Imaging crime victim who wishes to report a crime to do so.

## III. Scope

This policy applies to students and associates of the St. Mary's School of Medical Imaging.

## IV. 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:

- Vice President, Richmond Higher Education Institutions
- Dean of Student Affairs
- Associate Dean of Student Affairs
- Dean of Administration
- Campus Director and Dean of Academic Affairs
- Chief Financial Officer
- Dean of Clinical Simulation & Learning Center
- Director of Information Technology
- Director of Compliance & Risk Management
- Director of Student Success
- Assistant Director of Student Success
- Manager of Career Services
- Building Operations Manager
- Director of Student & Alumni Affairs

## **V. Policy Details**

The School Administration encourages anyone who is a victim or witness to any crime to promptly report the incident to the Dean of Administration 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://smhsomi.edu/report-incidentcrime> where a Campus Security Authority (CSA) reporting form or an anonymous report can be completed and submitted to the Dean of Administration who also serves as the Campus Safety Administrator.

### **Reporting to a Counselor**

If in need of counseling or to report to a confidential reporting resource, faculty, staff, and students may contact the StudentLife Student Assistance/Wellness Program, the institution's mental health support vendor. Information regarding this program can be obtained from the Director of Student Success.

## **VI. Attachments**

None

## **VII. Related Policies**

None

## **VIII. Disclaimers**

Nothing in this policy creates a contractual relationship between 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.

**IX. Version Control**

<b>Version</b>	<b>Date</b>	<b>Description</b>	<b>Prepared by</b>
1.0	10/14/2019	Revisions and new template	Dean of Administration
1.1	02/23/2022	Revisions	Dean of Administration
1.2	02/06/2024	Minor revisions	Dean of Administration
1.3	5/8/2024	Minor Revisions	Dean of Administration
1.4	7/24/2024	Corrected links	Dean of Administration