

Policy Title	Voluntary Reporting of a Crime
Policy Number:	ADM 9.02
Department:	SOMI
Functional Area:	Administration
Contributing Department	
Approved by:	RHEI Leadership Team
Effective Date:	8/1/2024
Version:	1
Status:	Approved
Manual	To be entered by Compliance360 System administrators or N/A if not in C360
Section	ADM 9

I. Mission, Vision and Values

This policy reflects our commitment to human dignity, integrity, compassion, stewardship, and service by guiding decisions and actions that uphold respect for all individuals and promote excellence in our work.

This policy aligns with our mission of extending the compassionate ministry of Jesus by improving the health and well-being of our communities and providing good help to those in need, especially the poor, dying, and underserved by ensuring that our practices support ethical, effective, and accountable service across all areas of the organization.

II. Policy

Voluntary Reporting of a Crime.

III. 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.

IV. Scope

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

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. 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

VII. Attachments

N/A

VIII. Related Policies and Procedures

None

IX. Regulatory Notices

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

X. Version Control

Version	Effective Date	Next Review Date	Description	Supersedes, if applicable	Prepared By
1.0	10/14/2019	N/A	Revisions and new template	N/A	Dean of Administration
1.1	2/23/2022	N/A	Revisions	1.0	Dean of Administration
1.2	2/6/2024	N/A	Minor Revisions	1.1	Dean of Administration
1.3	5/8/2024	N/A	Minor Revisions	1.2	Dean of Administration
1.4	7/24/2024	7/24/2027	Corrected Links	1.3	Dean of Administration
1	7/24/2024	7/24/2027	Version changed – BSMH Template Adopted	1.3	Dean of Administration

This policy/procedure/guideline is not intended to establish a standard of clinical or non-clinical care or practice. Rather, this policy/procedure/guideline creates a general tool to help guide decision-making with the understanding that different action(s) may be necessary in response to the totality of the circumstances presented.

Sites revised 05/06/2025- Bon Secours Mercy Health adopts the above policy, procedure, policy & procedure, guideline, manual / reference guide / instructions, or principle / standard / guidance document for all Bon Secours Mercy Health entities including, but not limited to, facilities doing business as Mercy Health – St. Vincent Medical Center, St. Vincent – St. Charles Hospital, St. Vincent – St. Anne Hospital, Mercy Health – Perrysburg Medical Center, Mercy Health – Tiffin Hospital, Mercy Health – Willard Hospital, Mercy Health – Defiance Hospital, Mercy Health Allen Hospital LLC, Mercy Health - Lorain Hospital, Mercy Health St. Elizabeth Youngstown Hospital, Mercy Health St. Joseph Warren Hospital, Mercy Health - St. Elizabeth Boardman Hospital, Mercy Health - St. Rita's Medical Center, Mercy Health – Springfield Regional Medical Center, Mercy Health - Urbana Hospital, Mercy Health - Anderson Hospital, Mercy Health - Clermont Hospital, Mercy Health – Fairfield Hospital, Mercy Health - West Hospital, The Jewish Hospital – Mercy Health, Mercy Health – Kings Mills Hospital, LLC, Mercy Health - Lourdes Hospital LLC, Mercy Health – Marcum and Wallace Hospital, Chesapeake Hospital Corporation DBA Rappahannock General, Maryview Hospital, Bon Secours Richmond Community, Bon Secours Memorial Regional Medical Center, Bon Secours – St. Mary's Hospital, Bon Secours St. Francis Health System, Bon Secours St. Francis Medical Center, Bon Secours Mary Immaculate Hospital, Bon Secours - Southside Medical Center, Bon Secours Mercy Health Franklin, LLC, Southern Virginia Medical Center, and Bon Secours Harbour View Medical Center. This also may apply to Bon Secours Mercy Health Medical Group LLC and its medical group affiliates.