

Policy Title	Annual Security Report
Policy Number:	ADM 9.03
Department:	SOMI
Functional Area:	Administration
Contributing Department	
Approved by:	RHEI Leadership Team
Effective Date:	8/1/2025
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

The Jeanne Clery Campus Safety Act, (Clery Act) requires St. Mary's Hospital School of Medical Imaging (SOMI) to prepare, publish, and distribute a report concerning campus crime statistics and security policies on an annual basis.

III. Purpose

To provide guidance aimed at keeping SOMI in compliance with the Clery Act.

IV. Scope

This policy applies to all SOMI faculty, staff, students, and visitors.

V. Policy Details

The Dean of Administration compiles SOMI's Annual Security Report. The report contains statistics about specific crimes and incidents that have been reported to SOMI's administration over the past three years and which occurred either on-campus, in off-campus buildings or property owned or controlled by SOMI,

or on public property adjacent to the campus, collectively referred to as the SOMI Clery Geography. The Report also contains policies and practices pertaining to campus security, crime reporting, alcohol and drugs, victims' assistance programs, student discipline, campus resources, community safety alerts, crime prevention, access to campus facilities, and personal safety tips. The Report describes how and to whom students may report crimes.

In compliance with the Jeanne Clery Campus Safety Act (Clery Act), by no later than October 1st, SOMI posts its Annual Security Report (ASR) to the Consumer Information portion of its website. SOMI also notifies the campus community of the ASR posting once available. Copies of the annual Report may be obtained in person from the Office of the Dean of Administration. Electronic copies may be obtained at <https://smhsomi.edu/campus-safety-and-security>. Copies of the report will be provided to any prospective SOMI student or associate upon request.

VI. Definitions

SOMI Clery Geography includes any space used by the SOMI community that is considered (1) on campus, (2) on public property within or immediately adjacent to the campus, and (3) in or on non-campus buildings or property that our institution owns or controls.

Space is "controlled" by SOMI when a written agreement for the use of space allows SOMI to lease, borrow, or use the space during or for a specified time.

On Campus

- Any building or property owned or controlled by SOMI within the same reasonably contiguous geographic area and used by SOMI in direct support of, or in a manner related to, SOMI's educational purposes; and
- Any building or property that is within or reasonably contiguous to the area identified above, that is owned by SOMI but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).
- SOMI has only one campus located at 8550 Magellan Parkway, Suite 700, Richmond, VA 23227 as well as 8570 Magellan Parkway Suite 100, Richmond, VA 23227. "On campus" includes all physical property owned or controlled by SOMI which is contiguous to these addresses.

Public Property

- All public property, including thoroughfares, streets, sidewalks, and parking facilities, located within the campus, or immediately adjacent to and accessible from the campus.
- All sidewalks and streets adjacent to the above SOMI campus location make up its public property geography. This includes the overflow parking lot located South of the 8555 Magellan Parkway building.

Non-Campus

- Any building or property owned or controlled by a student organization that is officially recognized by SOMI; or
- any building or property owned or controlled by SOMI that is used in direct support of, or in relation to, SOMI's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of SOMI.

VII. Attachments

N/A

VIII. Related Policies and Procedures

ADM 9.10 Campus Safety and Security

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	9/16/2013	N/A	Original Policy	N/A	Dean of Administration
1.1	5/11/2020	N/A	Revisions (legal) and new template	1.0	Dean of Administration
1.2	5/2/2023	N/A	Minor Changes	1.1	Dean of Administration
1.2	4/17/2024	N/A	Reviewed – No Revisions	1.2	Dean of Administration
1.3	3/21/2025	3/21/2026	Minor Changes	1.2	Dean of Administration
1	3/21/2025	3/21/2027	Version Changed – BSMH	1.2	Dean of Administration

			Template Adopted		
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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.