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Policy Name: Voluntary Reporting of a Crime  
Policy Number: ADM 9.02  
Title of Policy Owner: Dean of Administration  
Approved by: Administrative Cabinet  
Effective Date: 8/1/2020  
Version: 1.0  
Policy Status: Approved

I. Policy

Voluntary Reporting of a Crime

II. Purpose

To provide a mechanism for any Bon Secours Memorial College of Nursing crime victim who wishes to report a crime to do so.

III. Scope

This policy applies to students and associates of the Bon Secours Memorial College of Nursing.

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 and Provost
- Dean of Student Services
- Dean of Administration
- Dean of Nursing
- Dean of Finance
- Director of Student Success
- Academic Advisor
- Career Counselor

**V. Policy Details**

The College Administration encourages anyone who is a victim or witness to any crime to promptly report the incident to the Dean of Administration or any College official\*. Any member of the campus community who is the victim of a crime and does not want to pursue action within the College 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 College 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 College 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 College's website at <https://www.bsmcon.edu/report-crime> 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**

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

**VI. Attachments**

None

**VII. Related Policies**

None

**VIII. Disclaimers**

- a. Nothing in this policy creates a contractual relationship between Bon Secours Memorial College of Nursing (BSMCON) and any party. BSMCON, 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

Version	Date	Description	Prepared by
1.0	10/14/2019	Policy approved	Dean of Administration