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Policy Name:	Annual Security Report
Policy Number:	ADM 9.03
Title of Policy Owner:	Dean of Administration
Approved by:	Policy Committee/Administrative Cabinet
Effective Date:	08/01/2020
Version:	1.0
Policy Status:	Approved

I. Policy

*The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, (Clery Act) requires Bon Secours Memorial College of Nursing (BSMCON) to prepare, publish, and distribute a report concerning campus crime statistics and security policies on an annual basis.*

II. Purpose

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

III. Scope

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

IV. Definitions

BSMCON Clery Geography includes any space used by the BSMCON 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 BSMCON when a written agreement for the use of space allows BSMCON to lease, borrow, or use the space during or for a specified time.

On Campus

- *Any building or property owned or controlled by BSMCON within the same reasonably contiguous geographic area and used by BSMCON in direct support of, or in a manner related to, BSMCON’s educational purposes; and*
- *Any building or property that is within or reasonably contiguous to the area identified above, that is owned by BSMCON but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).*

- BSMCON has only one campus located at 8550 Magellan Parkway, Suite 1100, Richmond, VA 23227. “On campus” includes all physical property owned or controlled by BSMCON which is contiguous to this address.

#### 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 BSMCON 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 BSMCON; or*
- *any building or property owned or controlled by BSMCON that is used in direct support of, or in relation to, BSMCON’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of BSMCON.*
- The property located at 7900 Shrader Road, Suite 200, Richmond, VA 23294, which is used as additional classroom and skills lab space for BSMCON students, is the main non-campus property as defined by the Clery Act.

#### V. Policy Details

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

The Dean of Administration will send a notice to all BSMCON students and associates by October 1 of each year advising that the report is available for distribution. Copies of the annual Report may be obtained in person from the Office

of the Dean of Administration located on-campus. Electronic copies may be obtained at <https://www.bsmcon.edu/index.php/campus-safety-and-security>. Copies of the report will be provided to any prospective BSMCON student or associate upon request.

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	5/11/2020	Revisions (legal) and new template	Dean of Administration