

Policy Name: Voluntary Reporting of a Crime
Policy Number: ADM 9.02
Title of Policy Owner: Executive Council
Approved by: Executive Council
Effective Date: 8/15/2021
Version: 1.0
Policy Status: Approved

I. Policy

Voluntary Reporting of a Crime

II. Purpose

To provide a mechanism for any Southside College of Health Sciences (SCHS) crime victim who wishes to report a crime to do so.

III. Scope

This policy applies to students and associates of SCHS.

IV. Definitions

In keeping with the Clery Act, an official is defined as any person who has the authority and the duty to act 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
- Director of Business Operations
- Director of Student Services
- Director of Nursing
- Director of Radiation Sciences
- Director of Diagnostic Medical Sonography

V. Policy Details

The College Administration encourages anyone who is a victim or witness to any crime to promptly report the incident to the Director of Student Services 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 regarding 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 Colonial Heights Police Department at (804) 520-9300 and informing a college official.

Associates and students may also contact the Student Assistance Program. Information regarding this program can be obtained from the college website.

VI. Attachments

None

VII. Related Policies

None

VIII. Disclaimers

Nothing in this policy creates a contractual relationship between Southside College of Health Sciences (SCHS) and any party. SCHS, 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	8/1/2021	Revised and new template	Executive Council