

Clarification re: Annual CSA Reporting Reminder

CleryAct <CleryAct@arizona.edu>

Thu 5/16/2024 2:20 PM

To:CleryAct <CleryAct@arizona.edu>

Good afternoon-

Yesterday, an Annual Reporting Reminder (included below) was sent to all University employees designated as a Campus Security Authority (CSA). It instructed you to complete the Campus Security Authority (CSA) Reporting form for any crimes you have not yet reported for 2023 and 2024.

Several units, including UAPD, Housing & Residential Life, the Dean of Students Office, and certain staff in the Office of Public Safety have separate reporting systems due to the high volume of reports received. As a member of one of these departments, we wanted to clarify that if you are using an established alternate system to report Clery crimes, you should continue to do so. You do not need to use the CSA Reporting Form or file duplicate reports within that system.

The reminder email sent yesterday also referenced the available annual training offered through EDGE learning. We also wanted to clarify that while we offer specialized training to CSAs in high volume and/or specialized departments this personalized training supplements the annual training offered through EDGE.

If you have any questions or concerns, please reach out to CleryAct@arizona.edu, and we will be happy to assist. Thank you for your collaboration,

The UA Compliance Team

From: University Compliance Office <ComplianceOffice@comms.arizona.edu>

Sent: Wednesday, May 15, 2024 09:26

Subject: Annual Reminder: Your CSA Reporting Obligations

[To view this email as a web page, go here.](#)

THE UNIVERSITY OF ARIZONA

May 15, 2024, 9:26 a.m.



University Compliance

Dear Colleague,

The University's Compliance Office would like to remind you of your reporting obligations as a designated [Campus Security Authority](#) (CSA) under the [Clery Act](#).

Reporting Reminders

Please follow these important guidelines for Clery reporting:

- Complete the [CSA Clery Crime Reporting Form](#) as soon as possible any time someone has reported a Clery crime to you.
- One form should be completed for each report you have received.
- If you have received crime reports during 2023 or 2024 that you have not already reported, please complete the reporting form at this time.
- If you are a newly designated CSA, please note you are only responsible for reporting crimes that have been disclosed to you after your designation.

Reporting Responsibilities

As a CSA, you have unique responsibilities when receiving reports of Clery-reportable crimes including obligations to:

- Encourage victims and witnesses to report crimes to UAPD or other local law enforcement.
- Provide [resource information](#) to reporting individuals for help and support.
- Inform reporters that you must report this information but will not personally identify them.
- Complete the [CSA Clery Crime Reporting Form](#) as soon as possible and within 24 hours of becoming aware of a reportable crime.

Your timely reporting ensures that all Clery crimes are included in the University of Arizona's Daily Crime Log, are evaluated for the issuance of a Clery Timely Warning, and that campus crime statistics are accurately reflected in the Annual Security and Fire Safety Report.

Training

To ensure you have a clear understanding of your role as a CSA, we provide an **annual CSA training** available in EDGE Learning.

To access the training, [log in to EDGE Learning](#), go to "My Learning" section and select "Campus Security Authority (CSA)." If you have not already done so, please

complete this annual training as soon as possible.

If you have questions about the Clery Act or your obligations as a CSA, please visit the [Clery Act website](#) for more information.

Thank you for your continued collaboration in this important work.

Sincerely,
The University Compliance Team

Resources and Support

- [CSA role, responsibilities and training](#)
- [Clery Act](#)
- If you have any questions regarding your reporting obligations or need help, contact cleryact@arizona.edu.
- For assistance with EDGE Learning: [24/7 Support Center](#).

This email was sent to University employees identified as a Campus Security Authority (CSA).

Privacy Statement

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Land Acknowledgment

We respectfully acknowledge the University of Arizona is on the land and territories of Indigenous peoples. Today, Arizona is home to 22 federally recognized tribes, with Tucson being home to the O'odham and the Yaqui. Committed to diversity and inclusion, the University strives to build sustainable relationships with sovereign Native Nations and Indigenous communities through education offerings, partnerships, and community service.