

# CSA Reporting



THE UNIVERSITY OF ARIZONA  
University Compliance

## Quick Reference Guide

### Your Duties as a CSA

- **Call 9-1-1 for an emergency requiring police, fire, or medical assistance.**
- **Encourage crime victims and witnesses to report crimes to UAPD or local law enforcement.** Reporting a Clery Crime to a CSA does not initiate an investigation. UAPD can provide support to help victims connect with local law enforcement.
- **Help connect the person with available options and resources.** Provide anyone reporting to you with the Victims' Rights & Resources brochure available at [clery.arizona.edu](http://clery.arizona.edu).
- **Include reports from witnesses, third parties, victims, or offenders.** Tell the person who disclosed the crime that you must report that information as a statistic. Personally identifiable information, including victim names, is not made available to the public.
- **Complete the online CSA Reporting Form.** If informed of a crime or an incident that may be a crime, you must complete the CSA Reporting Form as soon as possible and within 24 hours. The form is available at [clery.arizona.edu](http://clery.arizona.edu).
- **Share the information as relayed by the person.** Detailed information will help correctly categorize the crime.
- **CSAs are not responsible for determining whether a crime took place.** You are responsible only for gathering the facts. Do not investigate the incident.
- **Any student housing fire that is reported to any University official must be documented in the Fire Log.** If you receive information about a fire, including fires that have already been extinguished, please notify Risk Management at [RMS-Contact@arizona.edu](mailto:RMS-Contact@arizona.edu).
- **Some individuals may have multiple University reporting obligations and may need to submit multiple types of reports based on their roles.** For an explanation of the university's various reporting obligations, visit [youthprotection.arizona.edu](http://youthprotection.arizona.edu).

## The 3-Part Test

Not all crimes or incidents are Clery-reportable. Crimes should be reported if you answer "Yes" to all questions of the 3-part test.

1. **Was the crime reported to a CSA?**
2. **Is the crime Clery-reportable?** Only the crimes listed to the right are Clery crimes.
3. **Did the crime occur on or within the University of Arizona's Clery geography?** If the crime occurs at a private residence or at an off-campus location that is not owned or controlled by the University or a student organization, it is not typically Clery-reportable.

When in doubt, report.

For the full definitions of Clery crimes and geography, please visit [clery.arizona.edu](http://clery.arizona.edu).

Questions about the Clery Act? Please email [CleryAct@arizona.edu](mailto:CleryAct@arizona.edu)

## Clery- Reportable Crimes

- **Primary Criminal Offenses:** Murder and Non-Negligent Manslaughter, Manslaughter by Negligence, Rape, Fondling, Incest, Statutory Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson
- **Hate Crimes:** All Clery Primary Offenses above + Larceny Theft, Simple Assault, Intimidation, Destruction/Damage/Vandalism of Property. Reported Hate Crimes should also indicate one of eight bias categories: Disability, Ethnicity, Gender, Gender Identity, National Origin, Race, Religion, or Sexual Orientation
- **Violence Against Women Act (VAWA):** Dating Violence, Domestic Violence, Stalking
- **Weapons Law, Drug Abuse, and Liquor Law Violations:** Any arrests or disciplinary referrals for violations involving weapons, drug, or liquor laws
- **Hazing:** Any instances connected to membership in a student organization.

## Clery Geography Summary

- **On Campus:** On campus is any building or property owned or controlled by the university within or reasonably close to the main campus (within 1 mile) OR any building or property owned or controlled by another person that is used in direct support of, or in relation to, the university's educational purpose and is frequented by students.
- **On-Campus Student Housing Facility:** A subset of On Campus property, this is any student housing that is owned or controlled by the university or is located on property owned or controlled by the university within or reasonably close to the main campus.
- **Public Property:** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from campus.
- **Noncampus:** Any building or property owned or controlled by an officially recognized student organization OR any building or property owned or controlled by the university that is used in direct support of, or in relation to, the university's educational purpose, is frequented by students, and is not within the reasonably contiguous area of the main campus (about 1 mile).