
Reporting for Clery Separate Campuses

Desktop Reference Guide

Reporting Active Crimes & Emergencies

Clery Campus Administrators and Campus Security Authorities (CSAs) who become aware of a significant emergency or dangerous situation occurring on their separate campus that involves an immediate threat (i.e. an imminent or impending threat) to the health or safety of students should take the following steps:

- **Call or Text 9-1-1 for an emergency requiring police, fire, or medical assistance.**
- **Provide All Relevant Information:** This includes the caller's name, the exact campus location, the nature of the threat, and any additional information about the incident or how to access the site.
- **Follow the directions provided by the dispatcher and first responders.**

After Calling 9-1-1

- **If there is someone on your campus with the authority to issue UAlerts (PBC and CAST Campuses):** Attempt to notify these individuals prior to calling University of Arizona Police Department (UAPD). If unavailable, do not wait. Proceed with contacting UAPD.
- **Call UAPD at (520)621-8273:** Identify yourself as a Clery Campus Administrator or specifically designated Campus Security Authority. Alternately, you can contact UAPD via the LiveSafe mobile application.
- **UAPD will evaluate the situation to determine if a UAlert or alternative form of emergency notification should be issued:** Certain campuses (currently the PBC and CAST Campuses) have designated personnel with the authority to issue localized UAlerts.

Duties for All Administrators and CSAs When Receiving Any Report of a Clery Crime

- **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.
- **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.
- **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.
- **Some individuals may have multiple university reporting obligations and may need to submit multiple types of reports based non their roles.** For an explanation of the university's various reporting obligations, visit youthprotection.arizona.edu.



THE UNIVERSITY OF ARIZONA

University Compliance

For the full definitions of Clery crimes and geography, please visit clery.arizona.edu.
Questions about the Clery Act? Please email CleryAct@arizona.edu.