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THE UNIVERSITY OF ARIZONA

October 30, 2024, 2:30 p.m.



## University Compliance

### Dear colleague,

This message serves as an annual reminder that you have been identified as a **Campus Security Authority** (CSA). We want to ensure you are aware of your responsibilities, the updated annual training available in EDGE Learning, and new CSA resources on the Clery Act website.

### Your CSA Designation

The university identifies CSAs based on position descriptions and employment functions. A CSA is most simply an employee with significant responsibility for student and campus activities. You are entrusted to promptly notify the university of crimes reported to you but **are not responsible** for investigating a crime or determining if a crime has occurred.

### Your Obligations as a CSA

- Encourage crime victims and witnesses to report Clery crimes to University of Arizona Police Department or local law enforcement.
- Advise reporting individual(s) that you must report the crime as a statistic but need not identify victims or witnesses in the report.
- Complete the **Campus Security Authority Report form** as soon as possible and within 24 hours of becoming aware of a reportable crime.
- Provide survivors of sexual assault, domestic violence, dating violence, and stalking with **written information on their rights and options**.

### Your CSA Training

It is important to have a clear understanding of your role as a CSA. If you have not already done so this year, please complete the recently updated training as soon as possible. **Log in to EDGE Learning**, go to the “My Learning” section and select “Annual Campus Security Authority Certification.”

## Updated CSA Resources

We have recently launched our new [Clery Act website](#) that features additional [resources for CSAs](#) including:

- [Forms used](#) when completing CSA and other university reporting obligations.
- A [video library](#) highlighting CSA responsibilities and detailed explanations of Clery crimes and geography.
- Helpful [quick-guides and print resources](#) for CSAs, including the Victims' Rights & Options Brochure.

The new Clery website also consolidates information that was previously hosted on the sites of other campus partners, including information about reporting fires and student travel.

Thank you for your continued collaboration in this important work.

Sincerely,

**University Compliance Office**

The University of Arizona

## Resources and Support

- [CSA role, responsibilities, and training](#)
- [Resources for Reporting Clery Crimes](#)
- [Additional resources are available in the Resource Library on the Clery Act website.](#)
- If you have any questions regarding your reporting obligations or need help, contact [cleryact@arizona.edu](mailto:cleryact@arizona.edu).
- For assistance with EDGE Learning: [24/7 Support Center](#).

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*This email was sent to university employees identified as a Campus Security Authority.*

### 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.*