

February 4, 2025, 2:39 p.m.



University Compliance

Dear colleague,

This annual notice from the University Compliance Office serves to remind you of your reporting obligations as a designated **Campus Security Authority** (CSA) and provides an important update to the **Clery Act**, adding hazing to the list of Clery-reportable crimes.

Your Obligations as a CSA

As a CSA, you are entrusted to promptly notify the university of crimes reported to you, but you are not responsible for investigating a crime or determining if a crime has occurred. When someone discloses that a **Clery-reportable crime** has occurred, you are obligated to:

- Encourage victims and witnesses to report crimes to University of Arizona Police Department (UAPD) or other local law enforcement.
- Provide **resource information** to reporting individuals for help and support.
- 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.

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**.

The Stop Campus Hazing Act Amends the Clery Act to Include Hazing

In December 2024, the Clery Act was amended by the Stop Campus Hazing Act to include hazing among the list of crimes required to be disclosed in the university's Annual Security and Fire Safety Report among other requirements. You can read more about this change on the university's **Clery Act website**.

What does the Stop Campus Hazing Act mean for you as a CSA?

All CSAs who become aware of an incident of hazing related to any university student club or organization which occurred on or after Jan. 1, 2025 should complete the CSA Reporting Form. Any incident of hazing which matches the [definition of hazing](#) should be reported.

Clery Reporting Guidelines

Complete the [CSA Clery Crime Reporting Form](#) as soon as possible and within 24 hours 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 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.

Note: If you work within a department that uses an alternative system to report Clery crimes due to the high volume of reports received (e.g. UAPD, Housing & Residential Life, Dean of Students, etc.), please continue to use your department's established reporting procedures.

Your CSA Training

To ensure you have information about your role as a CSA, we provide annual CSA training in EDGE Learning. If you have not already done so, please complete the training as soon as possible. To access the training, [log in to EDGE Learning](#), scroll down to the “My Learning” section and select “Annual Campus Security Authority Certification.”

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

Thank you for your continued collaboration in this important work.

Sincerely,

University Compliance Office

The University of Arizona

CSA Resources and Support

- [CSA role, responsibilities and training](#)
- [Resources for Reporting Clery Crimes](#)
- [Clery Act Resource Library](#)
- [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.
- For assistance with EDGE Learning: [24/7 Support Center](#).

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.