
Annual Reminder: Your CSA Reporting Obligations (Spring 2026)

From CleryAct <CleryAct@arizona.edu>

Date Tue 3/31/2026 10:19 AM

To CleryAct <CleryAct@arizona.edu>



University Compliance

Dear colleague,

The University Compliance Office would like to remind you of your reporting obligations as a designated Campus Security Authority (CSA).

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 crime 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.

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 2025 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.

Training

To ensure you have information about 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. For assistance with EDGE Learning: **24/7 Support Center**.

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

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