

# CSA Reporting



THE UNIVERSITY OF ARIZONA  
University Compliance

## Quick Reference Guide

### Your Duties as a CSA Working with Non-Enrolled Minors

- **Call 9-1-1 for an emergency requiring police, fire, or medical assistance.**
- **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).
- **If a Clery Timely Warning or Emergency Notification is issued during your program,** you are responsible for informing program personnel and parents/guardians of these notices and sharing relevant resources and instructions (see below).
- **If supervising additional personnel, be sure to provide information about reportable crimes to your team.** Inform them of their obligation to report Clery crimes to you as soon as possible. Additional information and resources are available including the list and definitions of Clery reportable offenses at [clery.arizona.edu/print-materials](http://clery.arizona.edu/print-materials).
- **As someone working with minors, you may have multiple University reporting obligations and may need to submit multiple types of reports based on your role.** For an explanation of the university's various reporting obligations, visit [youth-protection.arizona.edu](http://youth-protection.arizona.edu)
- **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.
- **Share the information as relayed by the person.** Detailed information will help correctly categorize the crime.

### Emergency Notifications

In the event of an emergency or crime that represents a serious or on-going threat, UAPD will issue a notice to the campus community either as a UAlert or Clery Timely Notice. If you receive one of these communications during the duration of your program, please complete the following steps:

1. Share or forward the notification to all program personnel including employees, designated campus colleagues, and volunteers.
2. Inform all parents or guardians of the notice and share any relevant resources or instructions as soon as possible.
3. Print and post the notification in high-visibility locations such as common areas, info desks, etc.

### When am I a CSA?

If you have not otherwise been designated as a permanent CSA based on your role at the university, you are only considered a CSA when working within the scope of your role as a youth program coordinator. If you receive a report of a Clery crime associated with your program, please report it as soon as possible.

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).