

## Whistleblower Complaint Report Form

The District will handle all complaints with strict confidentiality. The process has been designed to protect your identity when communicating your concern. It is important for employees or stakeholders making a complaint to understand that the investigation of a complaint will be most effective if they have provided their name and contact information, when submitting a complaint. Should you not wish to provide your name, reported incidents will still be accepted and investigated as appropriate.

### Whistle Blower's Contact Information (Not Required)

Name		Position	
Department/School		Work Phone	
Address		Home Phone	
Best Time/Place to Contact You			

### Suspect(s) Information

Name		Position	
Department/School		Work Phone	
Home Address/Home Phone (If Non-Employee)			

### Witness (es) Information

Name		Position	
Department/School		Work Phone	
Name		Position	
Department/School		Work Phone	

**COMPLAINT:** Briefly describe the improper activity and how you know about it. Specify what, who, when, where and how. If there is more than one allegation, number each allegation and use as many pages as necessary.

What improper activity occurred?

For how long has this improper activity been taking place?

Who participated in the improper activity?

Where did this improper activity happen?

What enabled this improper activity to happen (how)?

### **EVIDENCE**

Please describe how an investigator could locate supporting documentation or attach a copy of evidence that you already have in your possession. You should NOT ATTEMPT TO OBTAIN evidence for which you do not have a right of access. As such, whistle blowers are “reporting parties” not investigators.