

**CLOVER PARK TECHNICAL COLLEGE  
PROCEDURE**

CHAPTER	SECTION	TITLE	HISTORY		
			2	7P	<b>WHISTLEBLOWER NOTIFICATION (Improper Governmental Action)</b>
			Revised 2009,2018		Next review 2021

**Who can report:**

Any current Washington State employee may report a suspected improper governmental action through the Whistleblower Program.

**Where to report:**

Reports may be made:

1. To the College's Vice President for Finance and Administration, who will forward the assertions to the State Auditor's Office within 15 calendar days of receipt; OR
2. To the State Auditor's Office at:

Mail: Washington State Auditor Office

Attention: State Employee Whistleblower Program

P.O. Box 40031 Olympia, WA 98504-0031

Facsimile: (360) 586-3519

E-Mail: [whistleblower@sao.wa.gov](mailto:whistleblower@sao.wa.gov)

Web: <http://www.sao.wa.gov/whistleblower/WBReportForm.htm>

**When to report:** For an improper governmental action to be investigated by the State Auditor's Office, it must be provided to the Auditor or other public official within one year after occurrence of the action, under RCW 42.40.040(1)(a).

Whistleblower assertions may be submitted anonymously.

The identity and identifying characteristics of a whistleblower shall be kept confidential unless the Auditor determines that the information has been provided other than in good faith, under RCW 42.40.040(5)(c).

College employees shall not retaliate against any whistleblower or perceived whistleblower, or against any witness who provides information during an investigation or who is perceived to be a witness.

If you feel you are being retaliated against as a result of filing an assertion or providing information during an investigation, or because you are believed to have filed a whistleblower report or provided information, you may file a claim with the Washington State Human Rights Commission at [www.hum.wa.gov](http://www.hum.wa.gov). See <http://www.hum.wa.gov/Whistleblower/Index.html>

The College will notify each employee annually of the Whistleblower Act.

APPROVAL:

By: 

Larry Clark

Date: 1-4-19