



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**DEPARTMENT WIDE**

REVISION DATE  
11/27/23

PAGE NUMBER  
1 of 3

NUMBER  
**DOC 190.300**

**POLICY**

TITLE  
**REPORTING STATE EMPLOYEE MISCONDUCT/  
WHISTLEBLOWER**

**REVIEW/REVISION HISTORY:**

- Effective: 12/31/96
- Revised: 5/18/04
- Revised: 4/23/07
- Revised: 5/29/08
- Revised: 7/22/08 AB 08-018
- Revised: 5/22/09
- Revised: 4/8/11
- Revised: 3/18/13
- Revised: 2/1/14
- Reviewed: 12/17/15
- Revised: 9/6/21
- Revised: 11/27/23

**SUMMARY OF REVISION/REVIEW:**

Major changes. Read carefully!

**APPROVED:**

Signature on file

\_\_\_\_\_  
**CHERYL STRANGE**, Secretary  
Department of Corrections

10-30-23  
\_\_\_\_\_  
Date Signed

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**REFERENCES:**

DOC 100.100 is hereby incorporated into this policy; [RCW 42.40](#); [Whistleblower Program - Office of the Washington State Auditor](#)

**POLICY:**

- I. The Department will provide employees with information for reporting improper governmental actions as established by the Office of the Washington State Auditor Whistleblower Program per RCW 42.40.

**DIRECTIVE:**

- I. General Requirements
  - A. Department employees are encouraged to disclose, without fear of retaliation, improper governmental actions to the Office of the Washington State Auditor.
    1. The identity of a reporter will be kept confidential.
  - B. For a complaint to qualify for the Whistleblower Program, it must meet one of the following:
    1. The reporter must be a current employee of the State of Washington.
    2. The alleged violation must have occurred in the last 12 months.
    3. Cannot be a personnel matter (e.g., grievances, appointments, promotions, reprimands, suspensions, dismissals, harassment, discrimination).
  - C. Employees will not, directly or indirectly, use or attempt to use their official authority or influence to intimidate, threaten, coerce, command, or influence another person who has the right to:
    1. Disclose information concerning improper governmental action, or
    2. Identify rules warranting review or provide information to the Rules Review Committee.
- II. Responsibilities
  - A. Human Resources will provide information regarding Washington State employee whistleblower, including protections, procedures, and reporting

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improper governmental actions as established by the Office of the Washington State Auditor.

- B. The Audit Director/Ethics Administrator will inform employees of the Whistleblower Act annually.
  - 1. Annual notices will include a list of public officials authorized to receive whistleblower reports and will be prominently displayed in all Department facilities/offices.

### III. Filing a Whistleblower

- A. Employees may report state employees who violate state law/rules:
  - 1. Directly through the [Office of the Washington State Auditor](#), or
  - 2. By submitting DOC 03-427 Whistleblower Reporting electronically to the Audit Director/Ethics Administrator.

### DEFINITIONS:

The following words/terms are important to this policy and defined in the glossary section of the Policy Manual: Retaliation. Other words/terms appearing in this policy may also be defined in the glossary.

### ATTACHMENTS:

None

### DOC FORMS:

DOC 03-427 Whistleblower Reporting