



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
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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