



Date _____

Report A Concern

The Fraud, Waste, and Abuse Hotline is made available by Washoe County School District through the Internal Audit Department to allow employees, and in some instances, related third parties, the opportunity to report legal and ethical issues or concerns related to the operations and business functions of the district. The Internal Audit Department is independent of the District and answers to the Board of Trustees. Your use of this program is subject to applicable laws and regulations governing the disclosure of your personally identifiable information. Your intentional, bad-faith, misuse of the program may result in civil or criminal liability.

The information you supply about yourself, your colleagues, or any aspect of the district's operations may result in actions or decisions that affect others. We therefore ask you to provide only information that, to the best of your knowledge, is correct. You will not be sanctioned for submitting information in good faith. However, if you knowingly provide false or misleading information, it may result in disciplinary action, and in some instances, civil and/or criminal liability.

The information you submit will be treated confidentially. We encourage you to identify yourself so that the Internal Audit Department can follow up with you with questions it may have. The district can better protect you against any retaliation for your use of the program if it can identify you. Anonymous reports are discouraged and should only be used due to exceptional circumstances. However, if necessary, with special exceptions, you may submit an issue or concern without identifying yourself. Please note that you are also not obliged to provide names or personal information of co-workers.

Except for the information provided by you to the program, we collect no other identifying information concerning you including, without limitation, ISP addresses, browser information or any other similar types of information. The Website does not use cookies.

You are welcome to report your concern anonymously. If you do, you may contact us at 775-325-2020 or reportfraudwasteandabuse@gmail.com to learn the outcome.

I wish to remain Anonymous Confidential Not Applicable

First Name: _____

Last Name: _____

Telephone No: _____

Email Address: _____

Type of Issue:

Please select the issue type that best describes the issue you are reporting.

<input type="radio"/> Safe and Respectful Environment _____	<input type="radio"/> Employee Relations _____	<input type="radio"/> Environmental, Health & Safety _____
<input type="radio"/> Financial Concerns _____	<input type="radio"/> Misuse or Misappropriations of Assets _____	<input type="radio"/> Other _____
<input type="radio"/> Policy or Process Integrity _____		

Issue Summary

Use this area to briefly describe your concern. Examples include:

- I observed John Smith steal a new computer from the loading dock on Thursday, October 14, 2009.
- I observed Jane Jones, a co-worker, make a physical threat to another employee.

Please limit this summary to 200 characters in length. You will give more details in the next sections.

Issue Details

What is your involvement in the issue?

- It happened to me
- I was involved
- I observed it
- I overheard it
- Someone told me about it

Is this an ongoing issue?

- Yes
- No
- I do not know

What is the date of the most recent occurrence?

What is your relationship with Washoe County School District?

- Employee
- Vendor
- Other
- Parent
- Student
- Citizen

Have you reported this issue to anyone within the organization?

- Yes
- No

Do you believe anyone has taken steps to hide this issue?

- Yes
- No
- I do not know

Where did the issue occur?

- At a Washoe County School District location
- At an off-site location
- I do not know

Please identify the Washoe County School District location where the issue occurred, or where the people involved are employed or enrolled.

Specific Details Use this area to provide as many specific details about the issue. Details should include:

- The date and time the issue occurred and whether or not it is recurring.
 - The people involved in the issue.
 - The description of the issue.
 - If you wish to remain anonymous, please ensure that you do not provide details that will reveal your identity.
 - The reason you are reporting this issue.
- 2000 characters maximum.

Please list the people involved in the issue other than yourself, and indicate each person's role in the issue.

Role in Issue	Name	Job Title	Contact Info: Tel. # - Email

For confidential and full disclosure submissions: Please select the button. This will submit this form through e-mail to the Chief Auditor at Washoe County School District.

For Anonymous submissions: Please select the button to print this form with only the data you have entered.

Please mail via US Postal Service to
 Chief Auditor
 Internal Audit Department
 Washoe County School District
 P O Box 30425
 Reno, NV 89520
 Please mark your envelope Confidential.

For Department Use Only		
Date Received _____	Case # _____	Referred To: _____

For Report Follow-up / Action. Please select Investigator or Case Manager and Date Received

Investigator Case Manager

Date Received: _____