



Hotline Program of the Office of the Utah State Auditor

The "State Auditor Hotline" provides an avenue for citizens, including government employees, to report suspected financial improprieties or violations of laws or regulations by state and local governments; waste of public funds or resources; and/or constructive suggestions for improving state and local governments regarding financial-related matters, internal control, or compliance. The Hotline coordinates the efforts of existing resources, rather than duplicating efforts of authority already in place.

All submissions to the Office of the Utah State Auditor Hotline are taken seriously and reviewed by experienced members of the Audit staff. However, some submissions should be submitted to other entities, so please review the list below to make sure the Office is the correct destination for your concerns.

For personnel grievances, contact:

◆ The Career Service Review Board

If you are a state employee and have a personnel grievance with your state employer contact the Career Service Review Board at (801)538-3048 to resolve your grievance. The State Auditor does not handle personnel grievances.

Contact these entities first:

◆ The entity from which the concern originated

Contacting those in authority at the entity of concern gives the government officials directly involved in the issue(s) the chance to take action or modify procedures. However, if the government entity is not responsive, the concern is with improper actions of top management, or anonymity is desired, the Hotline may be contacted without first contacting the entity.

◆ The Office of Recovery Services (if applicable)

For Department of Human Services, Office of Recovery Services (ORS) complaints, you must first contact ORS Customer Service / Quality Assurance at (801)536-8500.

◆ Fleet Operations (if applicable)

Contact the Division of Fleet Operations for complaints regarding inappropriate actions or use of a state-owned vehicle at the Division of Fleet Operations website: <http://fleet.utah.gov> and click on the Driver Complaints link or call Dianne Davis at (801) 537-9187.

If you are not satisfied after contacting the above entities, you may submit your Hotline complaint to the State Auditor's Office as outlined below, or contact State Finance (Marcie Handy at 801-538-1678).

Hotline Complaint Process:

We request that complaints be reported using the **Hotline Reporting Form** (see below) and emailed to jwrigley@utah.gov or faxed to (801) 538-1383. Use of this form helps to ensure that the specific details of the concern are appropriately addressed.

It is important to note that the Office's resources are not unlimited and complaints must be prioritized based on significance and internal resources. One important way that concerned citizens can establish the significance of their concerns is by providing solid information and substantiated data with their complaint. Specific examples and documentation, such as budget documents, minutes or meeting notes, rather than vague "concerns" or hearsay, significantly increase the likelihood the Office will be able to pursue the complainant's concerns. Concerned citizens are strongly encouraged to provide the Office with all data that they have related to the complaint with the initial submission.

- **A detailed description of the improper governmental action(s).**
- **The name of the employee(s) involved.**
- **The agency, division, and location where the action(s) occurred.**
- **When the action(s) occurred.**
- **Any other details that may be important for our investigation - other witnesses, documents, evidence, etc. More detail here helps the investigation process.**
- **The specific law or regulation that has been violated if known.**
- **Your name, address, and phone number****
- **Each improper action should be noted separately and supported with as much specific information as possible.**
- **Supplying detailed information contributes to a thorough and efficient investigation. The Hotline Reporting Form is designed to help you supply the needed information.**

****Confidentiality**

Contacts to the Hotline may be anonymous. However, we request that the complainant leave their name and phone number so that any further questions the Office may have during the investigation can be asked and so that the Office can investigate the complaint as thoroughly as possible and can also report back to the complainant the results of any review or investigation. The identity of the complainant is considered protected information under the Utah Government Records Access and Management Act (Utah Code Section 63-2-304) if the complainant requests anonymity from parties outside the office. Additionally, the State whistle blower statute (Utah Code Section 67-21) protects **government employees** from reprisal by an employer for reporting to the State Auditor, in good faith, suspected illegal acts or waste of public funds. A complaint made to the Hotline, identifying yourself, will provide the necessary communication to invoke the protection of the whistle blower statute.



Auditor's Office Use Only

Hotline Case # _____

Special Project # _____

Email completed form to:

jwrigley@utah.gov

or Fax to:

Julie Wrigley
(801) 538-1383

or Send to:

Office of the Utah State Auditor
Attn: Julie Wrigley
Utah State Capitol Complex
PO Box 142310
Salt Lake City, Utah 84114-2310

HOTLINE REPORTING FORM

Complainant Information:

Complainant to remain anonymous? Yes No		
Complainant would like a response? Yes No		
Name	Check One ____ State Employee ____ Local Government Employee ____ Citizen/Contractor	Date
Home Address		
Phone/cell/e-mail		
Work Address and information (if applicable)		

Information Concerning the Complaint (Please complete one form for each separate complaint)

Each improper action should be noted separately and supported with as much specific information as possible. Supplying detailed information contributes to a thorough and efficient investigation. This form is designed to help you supply the needed information.

Who is the person(s) the complaint is against? (Please provide name, position, agency, division, and phone #)

Who is the above person's supervisor? (Please provide name, position, and phone#)

What is the assertion of improper governmental activity? Please describe in detail.

When did the event(s) take place? Please include dates, time, and frequency.

Where did the event(s) occur?

Are there any other persons who might provide information or who witnessed the event? If so, what are their names, positions, agencies, divisions, and their contact information?

Is there evidence that can be examined or documentation that can be reviewed? (Please provide any documentation you have)

How do you know about the improper action? Did you see it occur? Did you see documentation indicating it occurred? Did you hear about it from someone else?

What specific law or state regulation has been violated?