



OFFICE OF INSPECTOR GENERAL CITY OF JACKSONVILLE

REPORTING FORM

The Office of Inspector General accepts complaints of potential fraud, waste, abuse, and mismanagement as it relates to the City of Jacksonville, its Constitutional Officers, its Independent Agencies, and contractors/vendors doing business with the Consolidated Government. Your information will be reviewed and assessed for potential violation(s) of governing laws, rules, policies, and procedures, in order to determine appropriate handling. You will be notified upon the completion of this review process, unless your information has been submitted anonymously.

Please complete the provided form in its entirety, where applicable.

Reporting Date:

- I am a:** Current Employee of the Consolidated Government
 Current Contracted Employee of the Consolidated Government
 Former Employee of the Consolidated Government
 Contractor/Vendor
 Private Citizen

- Do you wish to remain anonymous?** When reporting fraud, waste, or abuse, you may remain anonymous if you wish. You are encouraged to identify yourself so that we may follow-up on your complaint via e-mail, telephone, or in person and obtain additional information that may be helpful to our review of the matter. **(If you wish to remain anonymous do not fill in #11.)**
 YES NO

- Do you wish to request whistleblower status?** In order to be granted whistle-blower status your complaint(s) must allege an act or suspected act of gross mismanagement, malfeasance, misfeasance, gross waste of public funds, or gross neglect of duty committed by an employee or agent of an agency or independent contractor or any violation or suspected violation of any federal, state, or local law, rule, or regulation committed by an employee or agent of an agency or independent contractor which creates and presents a substantial and specific danger to the public's health, safety, or welfare. You must provide your name in order to be considered for whistleblower status. **(ONLY current employees or current contracted employees of the Consolidated Government may be granted whistleblower status, in accordance with Part 5, Chapter 602, Ordinance Code.)**
 YES NO

Please provide the following information about the person(s), department, agency, entity, contractor, or vendor about which you are alleging committed waste, fraud, misconduct, mismanagement, or other abuse.

4. **Who is the subject(s) of your complaint?** Include first and last name, job title, place of employment, and address, if known.

5. **Describe the incident/event you wish to report.** Include specific dates, times, and locations. Please be as detailed as possible. (You may email additional information to support this complaint, to include attachments, photos, etc. to: InspectorGeneral@coj.net)

6. Who else has knowledge of this incident/event? Include first and last name, job title, place of employment, and address, if known.

7. What rule, regulation, or law do you think the subject(s) violated?

8. Please describe the efforts you have made to resolve this problem.

9. Have you previously contacted or do you intend to contact the Department or Agency directly responsible for this issue?

YES NO

Department or Agency Contacted: Date:

Provide the name of the person(s) you spoke with and the action taken, if known, by the office listed above:

10. What outcome do you anticipate?

11. Your Contact Information: (Due to Florida's broad public record laws, do not complete if you wish to remain anonymous.)

First Name: MI: Last Name:

Street Address: City:

State: Zip/Postal Code:

Home Telephone (Area Code & Number):

Work Telephone (Area Code & Number):

Email Address:

12. Are you willing to be interviewed in order to provide further information?

YES NO

13. How would you prefer to be contacted?

Home Telephone Work Telephone Email In Person

14. What is the best time M-F, between 8am and 5pm, to contact you?

Send completed form with any supporting documentation to:

Office of Inspector General
P.O. Box 43586
Jacksonville, FL 32203

Fax: (904) 630-8003

Email: InspectorGeneral@coj.net