







1. Date of the report
2. Name(s) of the individual(s) making the report
3. Nature of the alleged violation (including the policy or procedure violated)
4. Date(s) of the violation(s)
5. Name(s) of the individual(s) involved and others who may have direct knowledge of the violation(s)

B. Individuals should submit their written report within 14 calendar days of the incident or becoming aware of the incident to the departments listed below depending on the nature of the violation.

1. Academic misconduct matters – Academic Dean
2. Criminal matters - Tohono O'odham Police Department
3. Employment matters - Office of Human Resources
4. Financial matters - Dean of Finance
5. Student matters - all matters involving students, in the non-student-employment setting, and not covered by the offices listed above - Dean of Student Services
6. Matters involving any Deans - College President
7. Matters involving Workforce and Community Development Programs - Chair of Academic Programs
8. Matters involving a Board of Trustee member - the Nation's Attorney General
9. All other matters - Human Resources

C. Departments receiving written reported violations shall investigate the allegations of misconduct in a timely manner. The College shall take appropriate corrective or disciplinary actions based on the findings of the investigation in coordination with the Human Resources Department.

D. The College President shall report to the Chairperson of the Board of Trustees any violation of the College Whistleblower policy within 5 working days of receipt of the reported violation(s).