WHISTLEBLOWER CASE MANAGEMENT

INTAKE WORKFLOW

INTAKE

Web-based form
Email
In-person
Hotline/Phone

AUTO REPLY OR FRONT LINE INTAKE/CASEWORKER

Acknowledge receipt and provide timeline for expected follow up

ENSURE YOU HAVE KEY FACTS

1. Name
2. Contact information
3. Issue being disclosed
4. Type of assistance sought
5. Confidentiality desired
6. Employment status & employer
7. Represented by a lawyer?
8. Goals in working with Congress

UPDATE SECURE TRACKING SYSTEM

Restrict access to those with need-to-know

INITIAL SCREENING

Within office jurisdiction?
Could this matter be an office priority?

NO

POTENTIALLY

INVESTIGATE FURTHER

How was evidence obtained?
Limitations on further use?

PRIORITIZE

Does this matter fit within office’s priorities?

NO

YES

FOLLOW-UP WITH WHISTLEBLOWER’S CONSENT

1. Protect Whistleblower
2. Advance Disclosures
3. Additional Investigation
4. Additional Referrals

DISCLAIMERS

• Right to communicate with Congress
• Risk of retaliation, consult experienced counsel
• Blow the whistle on own time with own resources
• Your office’s jurisdiction
• No classified information over unsecured channels
• Office confidentiality practices, and right to confidentiality

DISCUSS

• Do not provide legal advice
• Desired confidentiality?
• Boundaries around further use of information
• Obtain consent prior to any sharing
• Share Survival Tips and menu of government and non-government referral options, advise them to obtain experienced counsel
• Refrain from accepting documentary evidence until you feel sure that you can accept it safely

VET THE ALLEGATIONS

• Homework assignments for potential whistleblower – timelines and detailed summaries of key evidence
• Consider alternate ways to safely get evidence
• Are there corroborating witnesses?
• Disclosures to other entities? (e.g. congressional offices, watchdogs)
• Any investigative reports for review?
• With consent, query to third-parties

NEXT STEPS

• Request a briefing from employer/whistleblower office/OIG
• Document requests for additional evidence
• Press release/floor statement
• Hold a hearing and consider remedial legislation
• More whistleblowers coming forward? New evidence to consider?
• Share menu of referral options

Contact the Office of the Whistleblower Ombuds for a confidential case consultation, or to help your office develop intake procedures and to access our templates at whistleblower.house.gov