

**City of Tampa Personnel Manual**  
**B. Directives and Benefits**  
**B23.3 Whistleblower Policy**

*Issue Date: 11/03/00*

**B23.3A Policy**

1. Policy – The City of Tampa is committed to enforcement and adherence to all employment policies (state, federal, and City) as well as the detection and elimination of acts of fraud (B23.1), violations of the Code of Ethics (B23), improper use of government office, gross waste of funds, time and expense abuses, kickbacks, discrimination, labor law implications, waste, harassment, environmental violations, or any other abuse or gross neglect of duty on the part of any City of Tampa official, employee, or contractor. The intent of this policy is to provide a mechanism for employees to provide information or complaints even when the information or complaint may not be the reporting of an illegal activity.
2. This policy does not replace the state law’s “Whistleblower’s Act” (FS 112.3187). Employees may utilize the state law procedure in addition to or in place of the various internal complaint procedures.
3. Any employee who has information or complaints they believe need to be reported may contact the Director of Administration and deliver that information either in person, in writing, or by telephone.
  - a. The Director of Administration shall refer the employee to the applicable internal complaint procedure such as the applicable collective bargaining agreement’s grievance procedure, Americans With Disabilities (ADA) grievance procedure, non-bargaining unit grievance procedure (Personnel Manual), Civil Service Board appeal procedure, Equal Employment Opportunity complaint procedure, Fraud Policy (B23.1), Code of Ethics (B23), or any other applicable procedures.

- b. It is the employee's responsibility to review the applicable procedures and to determine which procedures to utilize. The Director of Administration's referral to applicable procedures shall not be considered to be advice or determination of the procedure to utilize.
  
- c. It is anticipated that employee information or complaints are applicable to the various internal complaint procedures as specified in 3a (above). In the event that the employee does not utilize procedures available, the Director of Administration may conduct an administrative review of the information or complaints to determine if additional investigation is required in order for the City to take action deemed necessary to prevent or cease violations of City policy. The City of Tampa may be required to investigate potential incidents that come to its attention and consequently, whether or not the employee is willing to file a complaint, the situation may be investigated. This occurs regardless of the source of the information (i.e. even if the employee does not report it). All reports received will be investigated as provided in B23.1.

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