

## How to submit a web report

1. You may access the Clackamas County Fraud Hotline via the County's intranet link or by going to [www.EthicsPoint.com](http://www.EthicsPoint.com) , select "file a new report" and entering "Clackamas County".
2. You will be presented with a list of possible Violations to which your report may relate. Choose the violation category that best describes the incident you wish to report.
3. Identify the location to which your report relates. Please be as specific as possible. If you choose not to disclose it, you have the option of skipping the location selection.
4. Complete the form with as many details as possible about your concern.
5. Confirm whether or not you wish to remain anonymous. Please note that investigating your concern will be easier, and we may be able to perform a more comprehensive investigation if you let us know who you are and how to reach you. We will make every attempt to keep your identity confidential.
6. Before submitting your report, you will be asked to choose a password, and upon submitting your report, you will be given a Report Key. You are asked to return to the site after five working days, at which time we hope to be able to give you an update on the report, or we may ask you for additional information to help us investigate the matter further. You will need to enter your Report Key and your password to access your report.

## How to submit a telephone report

1. You can call 1-866-294-9315. Your call will be answered in English by a qualified EthicsPoint call center specialist.
2. You will be asked whether or not you wish to remain anonymous. Please note that investigating your concern will be easier, and we may be able to perform a more comprehensive investigation if you let us know who you are and how to reach you. We will make every attempt to keep your identity confidential.
3. You will be prompted for information relevant to the report by the call center specialist.
4. At the end of the call, you will be given a Report Key and will be asked to create a password.
5. You may call back after five working days to follow-up on your report and to check whether we require any further information from you. You will need to give EthicsPoint your Report Key and password.

## Follow-Up on a report

If you make a report via the web, you are encouraged to return to the site after five working days and click on the ***Follow-Up on Your Report*** button on the website homepage. You will be asked to enter your private Report Key and password that were assigned to you upon completing your report. At that time, we may have information on your report, or may ask you for further information in order to proceed with the investigation.

## **Our Commitment to Anonymity and Confidentiality**

Through the EthicsPoint independent service your anonymity is assured. When you report, please remember the following concerning confidentiality and anonymity:

- Even if you report anonymously, once the report has been filed and the investigation begins your co-workers or others who are familiar with the situation you are reporting may still be able to guess your identity.
- Whether you report anonymously or not, we will treat your report confidentially and will make every attempt not to disclose information concerning your report outside of the investigative team.
- It is not possible to guarantee absolute confidentiality in all circumstances. Disclosure to others inside or outside Clackamas County may be required by law in certain cases.

Please do not let these possibilities discourage you from reporting an incident.