

**Office of the Auditor General Inspector General
COMPLAINT FORM**

Please type or clearly print information.

INSTRUCTIONS:

You are not required to provide information about yourself. The Inspector General accepts anonymous complaints. If you choose to provide information about your identity, there may be circumstances under which your identity may be revealed (for instance, if your complaint is referred to a law enforcement agency).

Individuals who file complaints are not normally informed of the existence, status or outcome of an investigation. Generally, you will only be contacted again if there is a need for additional information or clarification.

The Inspector General does not represent any party or agency in an investigation and does not investigate “on behalf” of any individual or agency. If an individual is seeking legal representation, she or he should consult with an attorney.

OPTIONAL INFORMATION:

Your name: _____ Date: _____

Address: _____

Street Address

City

State

Zip Code

Phone: _____

E-mail: _____

Are you a State of Illinois employee? Yes No

If “YES”, which agency?: _____

Is the alleged violation related to your State employment? Yes No

INFORMATION ABOUT ALLEGED VIOLATION:

Is your complaint against an employee of the Office of the Auditor General? Yes No

If “NO”, this office lacks the authority to review or investigate the alleged violation and the complaint will be returned or referred to the appropriate authority. If “YES”, complete the following concerning the nature of the alleged violation.

Please provide as much detailed information as possible about the person who committed the alleged violation:

Subject’s Name: _____ Phone: _____

Title (if known): _____

Address: _____

Street Address

City

State

Zip Code

Have you notified any other Federal, State or local agency of your complaint or filed a lawsuit or grievance related to these matters? Yes No

If yes, with what agency did you file a complaint? _____

What is the complaint number? _____

Has your complaint been resolved? Yes No

If yes, briefly summarize the results: _____

May we refer your complaint to the appropriate agency if necessary? Yes No

Please be aware that complaints relating to management issues may be referred back to the agency. Once your complaint is referred, you may be contacted by that agency as part of its investigation.

Please (1) describe the acts and circumstances that surrounded the alleged violation; (2) state the date and time of the alleged violation; (3) state the names of any other persons who witnessed or participated in the alleged violation; (4) provide any other relevant information; and (5) submit any relevant materials. (Add additional pages if necessary)

Other person(s) who could be a witness to the complaint you have alleged:

Name

Any other identifying information (Agency, Title, Phone Number, etc.)

Name

Any other identifying information (Agency, Title, Phone Number, etc.)

WAIVER OF CONFIDENTIALITY:

If you have identified yourself, your identity as the person reporting an alleged violation is confidential unless you waive confidentiality or unless disclosure is required by law or rule. This right of confidentiality does not preclude the disclosure of the identity of a person in any capacity other than as the source of an allegation.

Do you wish to waive your right to confidentiality? Yes No

If "YES", please sign here: _____

MATERIALS EXEMPT FROM DISCLOSURE:

The Office of the Auditor General's Inspector General's investigatory files and reports are confidential and exempt from disclosure under the Freedom of Information Act, but may be shared as permitted and appropriate for the proper conduct and conclusion of an investigation. Upon conclusion of an investigation, a report regarding the investigation may be completed and provided to the head of the State agency responsible for managing the complaint or carrying out any recommended actions. When supported by investigative findings, an investigative report may also be provided to the Attorney General or a law enforcement agency for review, to determine whether or not the underlying facts support a criminal prosecution.

WHERE TO RETURN THIS FORM:

Return completed form by mail to:
Don Kliment
Office of the Auditor General Inspector General
740 E. Ash St., Springfield, IL 62703
Phone: 217/782-6046; TTY: 888/261-2887

Please mark your envelope "confidential."

Any person who intentionally makes a false report alleging a violation of the State Officials and Employees Ethics Act to an ethics commission, an inspector general, the State Police, a State's Attorney, the Attorney General, or any other law enforcement official is guilty of a Class A misdemeanor. 5 ILCS 430/50-5(d).

SIGNATURE (optional): _____ Date: _____