**Section 605.30 Opening an Investigative File**

a) An investigative file shall be opened upon receipt of a complaint form meeting the requirements of this Part. Multiple complaint forms that relate to the same alleged acts of misconduct may be consolidated for purposes of investigation.  In the absence of a completed complaint form, the Inspector General may create an investigation file and assign the file a unique tracking number if, upon information received, the Inspector General reasonably believes that misconduct may have occurred within the Inspector General's jurisdiction.

b) The investigation file shall contain the complaint form or, if none, so much of the information that would normally appear on the complaint form as is known to the Inspector General at the inception of the matter.

(Source: Amended at 34 Ill. Reg. 11477, effective August 13, 2010)