**Section 605.40 Investigations**

a) Investigations shall commence upon the opening of an investigation file.

b) The Inspector General shall have the discretion to determine whether reasonable cause exists to warrant the opening of an investigative file and to determine the appropriate means of investigation as permitted by law. All investigations will be conducted in a professional and thorough manner. Investigations will be properly documented and will be submitted in written reports of findings. Proper documentation of an investigation shall include, at a minimum, a description of the alleged misconduct or offense; the events and circumstances surrounding the allegation, including the results of interviews, review of documents and records, and other material information revealed during the investigation; and a recommendation concerning the merits of the allegation.

c) The Inspector General will utilize methods for investigative interviews consistent with current practices and techniques and will observe and comply with all laws and agreements related to the questioning of employees or other individuals.

d) When the Inspector General concludes that there is insufficient evidence that a violation has occurred, the Inspector General shall close the investigation. At the request of the subject of the investigation, the Inspector General shall provide a written statement to the subject of the investigation of the Inspector General's decision to close the investigation. Closure by the Inspector General does not bar the Inspector General from resuming the investigation if circumstances warrant.

e) Monthly Reports

1) The Inspector General shall monthly submit reports to the Auditor General indicating:

A) the number of allegations received since the date of the last report;

B) the number of investigations initiated since the date of the last report;

C) the number of investigations concluded since the date of the last report;

D) the number of investigations pending as of the reporting date;

E) the number of complaints referred to the Attorney General since the date of the last report; and

F) the number of allegations referred to any law enforcement agency since the date of the last report.

2) The monthly report shall be available on the Auditor General's website at www.auditor.illinois.gov.

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