**Section 1620.320 Case Initiation Form − Contents**

The case initiation form shall set out:

a) the name of the employee or officer who is alleged to have committed misconduct;

b) the identity of the State agency by which the employee or officer is employed;

c) the name, address and telephone number of the complainant, unless filed anonymously;

d) the date and time of the alleged misconduct;

e) a description of the acts and circumstances that surrounded the alleged misconduct;

f) the names of any other person who witnessed, participated in, or was subjected to, alleged misconduct of any kind;

g) an address to which the completed form may be mailed;

h) a statement of the confidentiality of the identity of the complainant (see 5 ILCS 430/20-90(a));

i) a statement that penalties may be applied for intentionally making a false report alleging an ethics violation (see 5 ILCS 430/50-5(d)); and

j) such other information that the Executive Inspector General reasonably requires.

(Source: Amended at 47 Ill. Reg. 12045, effective July 31, 2023)