

**Whistleblower Protection Policy**  
**Auditing Official**  
**Process and Procedure for Investigation of Complaints**

**I. Reporting an Improper Governmental Action or Retaliation**

- a. If a City employee believes that they have witnessed an improper governmental action, as defined in the City's Whistleblower Protection Policy, the employee must submit a written report of the improper governmental action to the Auditing Official. The City will provide a written form that the employee may, but is not required, to use.
- b. If a City employee believes that they have been retaliated against for reporting improper governmental action, or cooperating in the investigation, or procedure involving an improper government action, the employee must make the report of such alleged retaliation to the Auditing Official within 60 days of the retaliatory action taking place.
- c. The Auditing Official may transfer the complaint to another auditing official, including the State's Attorney, if they determine that it is appropriate.
- d. If the Auditing Official is the subject of the complaint, the employee may file the complaint with the Peoria County State's Attorneys' Office.

**II. Investigation of the Complaint**

- a. Identify of the Employee
  - i. The Auditing Official will keep the identity of the complainant confidential to the extent allowed by law.
  - ii. The complainant may waive confidentiality in writing to the Auditing Official.
- b. The Auditing Official shall investigate the complaint promptly and thoroughly and conclude whether or not the evidence gathered through such investigation warrants merit of a finding that either an improper governmental action, or retaliation for filing such a complaint or complying with such investigation occurred or did not occur.
- c. The investigation of the Auditing Official may include:
  - i. Interviews of the complainant and witnesses;
  - ii. Interview of governmental officials who may have knowledge about the complaint or may be subject of the complaint;
  - iii. Inspection of documentation relevant to the complaint;
  - iv. Take any other appropriate measure to ensure that the complaint has been thoroughly investigated; and
  - v. Make a determination whether the complaint has merit or whether the complaint does not have merit.

**III. Determination and Remedial Action if Necessary**

- a. If the Auditing Official determines that the complaint has no merit, they can dismiss the complaint.
- b. If the Auditing Official determines that the complaint has merit, they may take remedial action on behalf of the complainant, including reinstatement, reimbursement for lost wages or expenses, promotion or other remedial action that the Auditing Official deems appropriate. The Auditing Official may also make their investigation finding available to the complainant's attorney if the Auditing Official finds that restitution is not sufficient.
- c. Any person who engages in prohibited retaliation under Section 4.1 of the Public Officers Prohibited Activities Act may also be subject to fines, appropriate employment action, civil or criminal prosecution or any combination of these activities.