Inspector General Department

Hotline & Anonymous Tips Online Reporting

Guidelines for submitting a successful "Tip"

Process:

Preliminary review of allegations is made to determine probability that the alleged acts could have occurred. Referrals are made to Local Law Enforcement (LEO) and/or the State Attorney's Office when there is evidence suggesting a criminal activity is or may have occurred.

What Do I Need To Know When Contacting The IG?

There are several things to keep in mind when reporting fraud, waste and abuse "Tips." Immediate reporting is necessary, while facts are still fresh in the mind of the complainant. All reports must answer the questions who, what, when, where, why and how.

- Who was involved? (Names, addresses, phone numbers, if available)
- What happened? (Summary of events, additional sources of evidence)
- When did it happen? (Date, time, frequency)
- Where did it happen? (Location, city, state)
- Why was it done? (Any known motive for committing such act)
- How did it happen? (What scheme was used?)

The most successful IG cases are those that include supporting documentation. "Tips" that are too vague or cannot be substantiated can result in a case being closed without any action taken.

What happens if you do not open a case based on my "Tip" to the Inspector General's (IG) office?

A number of the "Tips" that the IG Hotline & Anonymous Tips Online Reporting receives are program-related or administrative matters and do not result in a case being opened. In these situations, we refer the complaint when appropriate, to the appropriate department or agency.

Optional Information:

Your Name	Your mailing address	Your email address	Your telephone #

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