

ADMINISTRATIVE INTERVIEWS

This notice is intended to acquaint you with the interview protocol of the Office of the Inspector General under the Children and Family Services Act [20 ILCS 505/35.5 and 35.6]. Rule and Procedures for the Office can be found in DCFS Rules and Procedures 430. The Office of the Inspector General investigates specific incidents or allegations of misconduct and employee licensure complaints. In addition, The Office investigates child deaths or serious injuries in which the family had recent involvement with the child welfare system. Most interviews are intended to gather information that may be used to make recommendations to the Department or private agencies or to initiate charges against a Child Welfare Employee License [89Ill. Adm. Code 412]. Recommendations may be case specific, such as recommendations for discipline or discharge, or may be general recommendations, suggesting systemic reform within the Department, a private agency or the child welfare system. The Office of the Inspector General does not have the power to impose discipline or implement recommendations. If you reasonably believe that information you will provide during the interview may subject you to discipline you have a right to representation during the interview, and a reasonable time to procure representation.

1. Failure to cooperate with the Office of the Inspector General may subject you to discipline, up to and including discharge. Rule 430.50. Cooperation includes:
 - permitting full access to, and production of, information and records in accordance with DCFS Rule 430. *Information and records can be shared with the OIG without violating confidentiality provisions;*
 - fair and honest disclosure of documents and information reasonably requested by the Inspector General in the performance of his/her duties;
 - employees providing complete and truthful answers to questions; and
 - employees not willfully interfering or obstructing the OIG investigation.
2. Please inform the interviewer if any of the following is true:
 - If you are on medication that may inhibit your ability to fully answer the questions
 - if you have any physical or mental condition that may affect your ability to fully answer the questions
 - if you do not understand any question
 - if you believe any prior answer given was incorrect
3. Tape recording provides a reliable method of preserving a complete record of an interview. You may not be tape recorded without consent. If you agree to have your interview tape recorded and any pre-disciplinary actions are taken based on the interview, you will be provided with a copy of the tape.
4. You must answer all questions. If you believe a question seeks information that is privileged or constitutionally protected, you may refuse to answer, but you must state the

basis of your refusal to answer. The constitutional protection of the Fifth Amendment does not, however, apply to information that is used only for administrative purposes.

5. Once a question has been asked, you may not conference with your representative prior to answering the question. After you answer the question, you or your representative may inform the interviewer that clarification is necessary; and you will be permitted to clarify the answer.
6. Reasonable breaks will be permitted during the interview to accommodate you.

Scheduling:

7. Generally, you do not need to clear more than ½ day of your schedule for an interview with the Office of the Inspector General. Some interviews may require additional time. If additional time is needed you will be permitted to reschedule the remainder of the interview for another day.
8. The Office of the Inspector General will schedule interviews with you through telephone contact. If you do not return the call within 48 hours, the Office may use email to notify you that you need to contact our Office. If attempts to contact you fail, the Office will contact your supervisor to arrange an interview time. Failure to appear may subject you to discipline, up to and including discharge. Email will be used only for scheduling purposes and to transmit this Notice once an interview has been scheduled.
9. You may decide whether the interview will occur on state time or after hours. If you are interviewed after hours, you do not need to notify your supervisor.
10. It is your responsibility to arrange for the attendance of any representative sufficiently in advance to permit the required notice to your supervisor and to the OIG (if rescheduling is necessary). If for any reason, you need to cancel the interview, you must call the Office of the Inspector General at least 24 hours prior to the scheduled interview time to cancel the interview and reschedule.