

**141—2.12(2C) Investigative reports.**

**2.12(1) Issuance of reports.** The citizens' aide/ombudsman may prepare a report of the findings of fact, conclusions, and recommendations relevant to an investigation.

*a. Critical reports.* If the citizens' aide/ombudsman determines as a result of an investigation that an administrative action of an agency, officer or employee warrants criticism, the citizens' aide/ombudsman may issue a critical report containing the findings, conclusions and recommendations relevant to that investigation.

*b. Special reports.* A special report may be issued if the findings of fact, conclusions, or recommendations are not critical of an agency, or an officer or employee of an agency, but are of significant interest to the public.

**2.12(2) Publication of reports.** The citizens' aide/ombudsman may publish and send a critical report or a special report to the governor, the general assembly or any of the committees of the general assembly. Any published report sent to the governor, the general assembly or any of its committees becomes public information and may be disseminated to the news media and to any interested members of the general public upon request.

**2.12(3) Prepublication procedure for critical reports.** Before publishing a critical report or announcing a conclusion or recommendation which criticizes an agency, officer or employee, the citizens' aide/ombudsman shall consult with that agency, officer or employee.

*a. Transmission to agency.* The citizens' aide/ombudsman shall transmit a copy of the critical report to the agency and each officer or employee who is a subject of the criticism and allow the agency, officer or employee a reasonable opportunity to reply to the report in writing.

*b. Reply to report.* The agency, officer or employee shall notify the citizens' aide/ombudsman within 7 days from the date the critical report is received of any decision by that agency, officer or employee to make a reply. The agency, officer or employee shall be allowed 30 days from the date of receipt of the critical report to submit a written reply to the citizens' aide/ombudsman. The citizens' aide/ombudsman may for good cause extend the time allowed to submit the reply, if an extension is requested by the agency, officer or employee.

*c. Comment to reply.* The citizens' aide/ombudsman may comment on any reply from an agency, officer or employee. The comments may include modifications by the citizens' aide/ombudsman to any findings, conclusions, or recommendations in the critical report. The citizens' aide/ombudsman shall transmit in writing any comments to the replying agency, officer or employee.

*d. Reply or comment attached to report.* Any unedited reply made by an agency, officer or employee and any written comments by the citizens' aide/ombudsman shall be attached to every critical report which is published, sent, or disseminated by the citizens' aide/ombudsman, unless inclusion of the reply is waived by the agency, officer or employee.

*e. Confidential information not published.* The citizens' aide/ombudsman may not publish any confidential information which the citizens' aide/ombudsman is not authorized to disclose or is prohibited from disclosing by law. The citizens' aide/ombudsman may prepare, for the purpose of publication, an edited version of the critical report, from which confidential information has been deleted or excluded. The citizens' aide/ombudsman shall transmit the edited version of the critical report to the agency, officer or employee and consult with that agency, officer or employee to ensure the report does not contain confidential information that may not be disclosed. Any reply or comment which is attached to this report and which contains confidential information that may not be disclosed shall likewise be edited to delete or exclude the confidential information.