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| **INVESTIGATION CLOSING CHECKLIST** *(Revised 9/20/2018)* | | |
| **Case Number: «CaseNumber»** | | |
| **Complainant: «Complainant»** | | |
| **Respondent: «Respondent»** | | |
| **Date Case Opened: «DateCaseOpened»** | | |
| **Item** | **Item Description** | **Check Off and Enter Date Confirmed Completed** |
| 1. | Respondent contacted to obtain its version of the allegations (if allegations are going to be investigated). | N/A  Date: |
| 2. | Allegation letter (ALGL) sent to respondent and response to allegation letter (RRAL) received from respondent. | N/A  Date: |
| 3. | Investigator determines if allegations are violations. If so, uses resolution guidelines to address violations through either educational or enforcement resolution. Takes violations repeated within two years of prior violation into account. | Date: |
| 4. | Verify CCCL, CLC, IL, or WL is sent indicating closure of case. Case is set to status 90 with disposition indicated in Versa. | Date: |
| 5. | If this is a split case, it must be related to its related case(s) in Versa. Indicate those case numbers here. | N/A  Date:  Case Nos. «RelatedCaseNumbers» |
| 6. | OND and PSTU are completed if investigation is over 90 days old. PSTU sent to complainant every 30 days after first. | N/A  90 days: «90DayPSTU»  120 days: «120DayPSTU»  150 days: «150DayPSTU»  180 days: «180DayPSTU»  210 days: «210DayPSTU»  240 days: «240DayPSTU» |
| 7. | Before case is closed, confirm all allegations are correct and complete in Allegations screen with language from closing letter. Provide a brief summary on the Summary screen. | Date: |
| 8. | Closing letter to complainant and respondent addresses all allegations identified in CCCL. If split case, closing letter addresses other case. | Date: |
| 9. | If consent or final order, all compliance screens completed in Versa. | N/A  Date: |
| 10. | If case went AA, any proven allegation coded as a violation in Versa at closing of case. | N/A  Date: |
| 11. | Case coded “Public” in Versa if a consent or final order was issued. | N/A  Date: |

INVESTIGATOR’S SIGNATURE: **Danny Brown**

DATE: **«Date»**