

Request for Review Memorandum  
to Law Enforcement Services  
Revised December 2005

**Appendix F**

**REQUESTED INFORMATION CONTAINED IN BRACKETS AND IN BOLD MUST BE COMPLETED**

[Insert date]

Memorandum

To: [Name of Local Law Enforcement Agency/BIA Law Enforcement Agency] or [OIEP/BIA Designated Law Enforcement Representative]

From: School Supervisor/Principal, [Insert Name of School] or Education Line Officer, [Insert Name of Education Line Office]

Subject: Request for Review of Suspected Child Abuse/Neglect Report – Seriousness Level 2

A Suspected Child Abuse/Neglect (SCAN) Report was completed for [name of alleged offender, position title, school/duty location]. Attached is a completed copy of the SCAN Report in question. It is requested that you review and provide a recommendation as to whether the suspected child abuse identified in the attached SCAN Report meets the definition of child abuse in accordance with the Indian Child Protection and Family Violence Prevention Act (Public Law 101-630) and/or the Crime Control Act (Public Law 101-647).

In accordance with the Office of Indian Education Programs SCAN Protocol that went into effect March 2004, we are asking for a 24 hour turn-around time for your response. Upon receipt of your response we will immediately make all required notifications and take appropriate action regarding the SCAN Report.

Thank you for your assistance in this matter. Please forward your response to my attention at FAX: [Indicate school/agency fax number]. Questions can be directed to [indicate point of contact's name and telephone number].

Attachment – SCAN Report (Pages 1-4 and any other SCAN related information (i.e., victim/witness statements, statement from alleged offender, etc.))

	If checked, no response from local law enforcement was received within 24 hours. Distribution to OIEP/BIA Designated Law Enforcement Representative made on [Insert Date and Time].
--	---

↓ Bottom Portion to be completed by Local Law Enforcement Agency/BIA Law Enforcement Agency or OIEP/BIA Designated Law Enforcement Representative ↓

This SCAN Report was received by OIEP Security Services personnel and forwarded to BIA Office of Law Enforcement Services (OIEP) Child Abuse –Point of Contact for review/response by:		
Date/time	PRINTED NAME/TITLE & SIGNATURE	Telephone Number

<b>NOTIFICATION OF REVIEW – The referenced SCAN Report has been reviewed by the (Name of Local Law Enforcement Agency/BIA Law Enforcement Agency or OIEP/BIA Designated Law Enforcement Representative). THE SUSPECTED ABUSE:</b>
---

	<b>DOES MEET</b> the definition of child abuse in accordance with Public Law 101-630 and/or Public Law 101- 647. <b>You are hereby advised to immediately report the suspected abuse to your local law enforcement agency and child protective services.</b>	
	<b>DOES NOT</b> meet the definition of child abuse in accordance with Public Law 101-630 or Public Law 101-647.	
Date/time	PRINTED NAME/TITLE & SIGNATURE	Telephone Number