

Notification to Alleged Offender

**Appendix H**

(OIEP Employees, Contractors, and Consultants Only)



# United States Department of the Interior

BUREAU OF INDIAN AFFAIRS

Office of Indian Education Programs

Human Resources Office

P.O. Box 769

Albuquerque, New Mexico 87103

IN REPLY REFER TO:

[Date]

## Memorandum

To: [Name, Title, and School/Organization of Alleged Offender]

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

Subject: Suspected Child Abuse/Neglect Report

On [insert date] a Suspected Child Abuse/Neglect (SCAN) Report was completed alleging you as the suspected offender. The following is being released to you for your information:

Type of Abuse Alleged: [Indicate whether physical abuse, sexual abuse, emotional abuse, or neglect]

Serious Level Indicated: [Indicate specific seriousness level, 1, 2, or 3]

Summary of Allegation: [Provide a short summary on the specific allegation.]

You are advised that in accordance with the Indian Child Protection and Family Violence Prevention Act and the Crime Control Act of 1990, you are being removed from contact with or control over Indian children pending a determination as to whether your continued contact with Indian children poses an eminent threat to the well being of children. It is expected that you will be in this status for a period of one to five days while an Administrative Inquiry Team reviews the SCAN Report and provides their recommendations to your Principal/Education Line Officer in accordance with the OIEP SCAN Protocol. While in this status you must be available for contact in the event management at [insert school name] requires you to report back to duty or a member of the Administrative Inquiry Team, law enforcement representatives, or child protection services representatives need to contact you for a statement or interview.

The role of the Administrative Inquiry Team is to ensure that the SCAN Report was completed accurately and to assist management in ensuring the school continues to function in an efficient and effective way without further impact on the involved child or any additional children. The role of law enforcement is to initiate an investigation into the allegations documented on the SCAN Report.

You are further advised that if the allegations of suspected child abuse by you are substantiated, it may result in administrative action that may impact your employment status and/or your suitability to work with children.

You will be advised, in writing, of the final outcome of the SCAN Report through a SCAN Closure Notification. If you should have any questions, please contact [**Identify the school/Line Office designated point of contact**].

Please acknowledge receipt of this memorandum in the space provided below and return it to me. Your signature does not mean that you agree with the contents of this notice, but merely reflects that you received it.

I hereby acknowledge receipt

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

cc: OIEP Security Services