

Administratively Restricted

Administrative Inquiry Team
Recommendation(s) Memorandum
Revised December 2005

Appendix I

Administratively Restricted

Revised December 2005



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

From: Administrative Inquiry Team, **[Insert Name of Education Line Office]**

Subject: Suspected Child Abuse/Neglect Report in the case of **[Alleged Offender]**

On **[insert date]** a Suspected Child Abuse/Neglect (SCAN) Report was completed alleging **[Name and Title of Alleged Offender]** as the suspected offender. The SCAN Report and the merits of the incident were reviewed by the assigned Administratively Inquiry Team. We have confirmed the following:

Type of Abuse Alleged: **[Indicate whether physical abuse, sexual abuse, emotional abuse, or neglect or none found]**

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

Our recommendations are as follows:

[Provide summary of recommendations. The recommendations must address returning the individual to their position and corrective and/or proactive measures to prevent a similar incident from occurring in the future.]

cc: OIEP Security Services