

Notification of Closure to
Alleged Offender

Appendix K



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 (SCAN) Closure Notification

On [insert date] a SCAN Report was completed alleging you as the suspected offender. Our findings, conclusion, and corrective/proactive actions are as follows:

ALLEGATION. [Indicate type of abuse (physical abuse, sexual abuse, emotional abuse, neglect or none was confirmed), the seriousness level confirmed and provide a short summary of the specific allegation.]

FINDING(S). [Provide a summary of the findings to include the results of the administrative inquiry. If a law enforcement investigation was conducted, the results of the investigation should be provided. Emphasis should be on the facts of the case and include no opinions or speculation.]

CONCLUSION. [The conclusion will state the results of the findings as they relate to the individual's position. The conclusion should include action(s) that the supervisor believes may be required to address the incident/conduct identified within the finding(s) such as, training; verbal counseling; performance improvement; referral to Employee Assistance Program; disciplinary or adverse action; etc. Additionally, if the individual is on administrative leave, the conclusion should address their return.]

CORRECTIVE ACTION/PROACTIVE PLAN. [Recommendations for corrective measures to prevent a similar incident from occurring in the future and/or proactive measures must be included in each Closure Notification.]

This memorandum shall serve to notify you that the SCAN Report dated [insert date], has been closed. If the disposition of the SCAN Report has resulted in the contemplation of disciplinary measures, you will be notified through separate correspondence.

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