# United States Department of the Interior

BUREAU OF INDIAN EDUCATION

[School Name]

[School Address]

[City, State and Zip Code]

Memorandum

Date: August 11, 2022

To: [Employee’s Name, Title]

 [School Name]

From: [Principal/Administrator’s Name, Title]

 [School Name]

Subject: **Notification to Alleged Offender – Employee Incident Report**

On **[insert date of report]**, an Employee Incident Report was filed, in which you are named as the alleged offender. The following is related information:

Type of Incident Alleged: **[Indicate type of alleged misconduct by staff to student, e.g., verbal, mental, or emotional abuse, neglect, etc.]**

Summary of Allegation(s): **[Provide a short summary of the specific allegation(s)]**

In accordance with the ***Suspected Child Abuse and Neglect (SCAN) and Employee Incident Reporting Protocol (Revised 2019),***you ***may*** be removed from contact with or control over Indian children pending a determination of whether your continued contact with Indian children poses an eminent threat to the well-being of children.

In the event you are removed from contact with or control over Indian children, it is expected that you will be in this status while I, the Principal/Administrator, review the Employee Incident Report and reach a resolution to the issue(s) outlined therein. While in this status, you must be available for contact by management.

[ ] You **will be** removed from contact with children.Please be advised that you are **[reassigned to (identify a location) or are placed on Administrative Leave]** until such time a determination is made.

[ ] You **will not be** removed from contact with children.

The role of the Principal/Administrator is to ensure that the Employee Incident Report is filed in complete and accurate form, and to ensure that the school continues to function efficiently and effectively without further impact on the named child or other children. Consultation with Employee/Labor Relations and the Program Specialist (SCAN) will be exercised as necessary.

Please be advised that should the allegation(s) be substantiated, it may result in administrative action which may impact your employment status and/or your suitability to work with children.

When the outcome of the Employee Incident Report has been determined, you will be advised, in writing, via the ***Notification of Case Closure***. If you have any questions, please contact **[identify Principal or Administrator at School Name]**.

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

Administrator’s Signature Date

cc: BIE Program Specialist (SCAN)

**For those placed on Administrative Leave Only**:

Employee’s Physical/Location of Home:

Contact numbers:

 Cell Phone No.:

 Home Phone No.: