# United States Department of the Interior

BUREAU OF INDIAN EDUCATION

[School Name]

[School Address]

[City, State and Zip Code]

Memorandum

Date: August 4, 2022

To: [Employee’s Name, Title]

[School Name]

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

[School Name]

Subject: **Notification to Alleged Offender – Suspected Child Abuse/Neglect (SCAN)**

On **[insert date of report]** a Suspected Child Abuse/Neglect (SCAN) Report was filed, in which you are named as the alleged offender. The following is related information:

Type of Incident Alleged: **[Indicate type of abuse (e.g., Physical, Sexual)]**

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 are being 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. It is expected that you will be in this status for a period of time while law enforcement officials review the SCAN Report and make a determination regarding the validity of the allegation(s). The role of law enforcement is to initiate an investigation to the allegation(s) documented on the SCAN Report and determine whether criminal charges will be filed. Upon completion of the investigation and a disposition determined, law enforcement officials will notify and update the Program Specialist (BIE) who will then work with management officials.

Please be advised that you are **[reassigned to (identify a location) or are placed on Administrative Leave]** until such time the investigation is completed and a disposition is determined. If you are placed on administrative leave, you must be available for contact in the event management at **[School Name]** requires you to return to duty or law enforcement officials need to contact you regarding a statement or an interview.

Be further 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 SCAN Report has been determined, you will be advised, in writing, via the ***Notification of Case Closure***. If you have any questions, please contact **[identify the 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.: