

# NIH Form 2938

## Restricting, Removing and/or Banning Individuals from NIH Work Places

NIH POLICY MANUAL 2300-752-3 (SUPPLEMENTAL REPORT)

### PART I: To be filled out by the **COMPLAINANT**

<u>Complainant</u>		<u>Individual Requested to be Banned or Restricted</u> Fill in all known information
Name		Name
Classification (Choose an item)		Classification (Choose an item)
Work Phone		Work Phone
Work Cell Phone		Work Cell Phone
Work Email		Work Email
		Description of Offending Individual
Nature of Incident (Choose an item)		
Incident Date	Incident Time	
Incident Location		
Police Response (Choose an item)		
<i>Please provide a written description of the incident(s) in the space provided below.</i>		

Upon completing the above report please forward to an appropriate Executive Officer for review.

<b>PART II: To be filled out by the EXECUTIVE OFFICER (EO)</b>	
Executive Officer Name	Work Phone
Institute/Center	Work Cell Phone
<b>Work Email</b>	I recommend banning/restricting from the following locations
Executive Officer Recommendation (Choose an item)	
*(Number of days recommended)	

Upon completing Part II please forward (email) to the DCSO for review [MC2300-752-3@NIH.GOV](mailto:MC2300-752-3@NIH.GOV).

<b>PART III: To be completed by the DEPUTY CHIEF SECURITY OFFICER (DCSO)</b>	
EO Recommendation (Choose an item)	Date received

Notifications Made	
Applicable NIH Institute/Center	Division of Police
Applicable Human Resource Office	Requesting EO
Person receiving the ban	DPSAC

<b>PART IV: Executive Officer can APPEAL the Deputy Chief Security Officer's decision</b>	
Appeal decision of Deputy Chief Security Officer (Choose an item)	
Reason for the Appeal	

Appeals must be forwarded to the Chief Security Officer.

<b>PART V: Appeal review by the CHIEF SECURITY OFFICER (CSO)</b>	
Decision by Chief Security Officer (Choose an item)	Date received

Notified (Choose an item)	
Applicable NIH Institute/Center	Division of Police
Applicable Human Resource Office	Requesting EO
Person receiving the ban	DPSAC
Original Complainant	DCSO