Dear Member:

You are receiving this Instant Info Sheet because you have contacted AAE Legal Services indicating you have been accused of committing a crime.

Regardless of the crime alleged, you should immediately consult with a criminal attorney. There are situations in which you can be accused of a crime but not formally charged. Even if you are not formally charged, your administration may discipline or seek to discipline you.

Consequently, it is very important that you work cooperatively and quickly with AAE Legal Services to protect your rights.

If you have been accused of a crime related to your job, you should:

1. Immediately contact AAE Legal Services.
2. **Do not** speak to the police, child protective services or anyone at your school until you have had the opportunity to consult with legal counsel.
3. **Do not** discuss the matter with anyone other than legal counsel or AAE Legal Services including co-workers, friends, students or your administration.
4. Provide copies of any written documentation given to you to AAE Legal Services and your counsel.
5. If you do not have anything in writing from your administration, request that you be given a written document which details any allegations against you.
6. If you have been placed on leave, suspended or otherwise asked to stay away from work pending an investigation, request a writing which indicates your forced leave as this will insure a more timely processing of your insurance benefits.