

From:

To:

Cc:

Subject: Caution Charged Out Evidence --- UNCLASSIFIED

Date: Thu, 26 Dec 2019 15:18:13 +0000

Importance: Normal

Priority: normal

Attachments: 122619_Charged_Out_Evidence_Caution.xlsx; Recharge_Limit_Reset_2.0.pdf

Classification: UNCLASSIFIED

Good Day,

You are currently approaching delinquent with your charged out evidence. This is a NY Health Measure and affects the office!!! There are a few options for you to get this issue resolved:

- Physically bring your evidence to the Evidence Control Unit (ECU) located on the 27th Floor of 26 Federal Plaza for storage and or the RA's when the ECT's are present.
- Recharge the evidence yourself in Sentinel. Bring up the case the evidence is associated with and click the recharge button. (Select recharge from the "Actions" drop-down on the right hand corner menu in Sentinel).
- Have one of our ECTs (Evidence Control Technicians) reset the recharge for you, as it only allows you 3 recharges.

(IF THIS HAS BEEN HANDLED, KINDLY DISREGARD) Data pulled from Sentinel as of [12/25/2019](#))

EFTA00172186

Please complete this task as soon as possible to remove your name from the delinquency list. Please advise via email when completed so that I may document compliance. Attached is the evidence unit's webpage for further guidance if needed. <https://internal.fbinet.fbi/teamsites/NY/ADMIN/BranchB/ECU/default.aspx> or call ext: 3462 and an Evidence Tech will assist.

Most up to date reports can be found on: <https://go.fbinet.fbi/field/NY/Pages/NYO-ERP-Dashboard.aspx>

Thanks,



-Garage Front Desk
-Cell

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