

[Redacted]

Cc:

[Redacted]

Subject: Overdue Evidence Charge Out Report as of 08/09/2020 --- UNCLASSIFIED

Date: Mon, 10 Aug 2020 16:17:26 +0000

Importance: Normal

Priority: normal

Attachments: Overdue_Charge_Outs_8.9.2020.xlsx

Good Morning,

You are currently 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:

1. Physically bring your evidence to the Evidence Control Unit (ECU) located [REDACTED] for storage and or the RA's when the ECT's are present.
2. 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) [Sentinel Data as of 8/9/2020](#)

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.

IF YOU DO NOT KNOW HOW TO RECHARGE PLEASE CONTACT US AND WE WILL SHOW YOU!!!!!!

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Thank you so much.

Best Regards,

[REDACTED]
Office Services Supervisor (OSS)
New York Field Office
Federal Bureau of Investigation
Evidence Main line: [REDACTED]
Desk: [REDACTED]