

From  
To  
Cc

**Subject:** FW: Charged-Out Evidence Report for March 2020 --- UNCLASSIFIED//FOUO

**Date:** Wed, 06 May 2020 19:38:02 +0000

**Importance:** Normal

**Priority:** normal

**Attachments:** RMT\_User\_Guide.pdf; Recharge\_Instructions.pdf; May\_5\_2020\_-\_Charged\_Out\_Evidence\_Report.xlsx

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Classification: UNCLASSIFIED//FOUO

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Sent for Approval for RECORD//Sentinel Case 321A-BS-C85322-C

Good Afternoon [REDACTED],

(U) Attached is the 'Charged-Out Evidence' report dated 5/5/2020. Please review and disseminate this list to your personnel regarding any charged-out evidence in need of recharging and/or any updates pertaining to serialized documents in Sentinel authorizing the disposal of the identified items.

(U) The attached spreadsheet has four tabs.

2. Overview – Visual overview showing what is charged out, with a breakdown of past due items by type and by squad, and color key \*(for tabs 2 and 3).
3. Reportable – All charged out reportable evidence (drugs, firearms, and valuables) that is past due.
4. General/Digital – All charged out general/digital evidence that is past due.
5. All Charge-Outs – All evidence which is charged out at the time the report is run.

\* (U//FOUO) Field Evidence Management Policy Guide section 4.14.1 states: The ECT must review the report and add notations for all items that have been on previous charge-out reports (i.e., "2nd time," "3rd time," etc.).

(U) Please keep in mind that personnel with evidence charged out to them that is more than one recharge cycle past due (ie. 30 days for reportable and 60 days for non-reportable) will have **one (1) week** to recharge their evidence. If they fail to do so, a lead with a **three (3) day** deadline will be set to the Squad SSA or SSRA. Failure to cover this lead within this time frame will result in an e-mail to the Evidence Room Supervisor, who will follow-up with upper level management.

(U) There is a recharge button located on the Sentinel desktop reminding all agents with charged-out items to recharge them by the due date listed. ECTs and OSTs do not have the capability to recharge items for agents. Attached below are instructions on how to re-charge an item in Sentinel.

**(U//FOUO) Effective September 1<sup>st</sup>, 2016 the Field Evidence Management Policy Guide only allows an Agent/TFO/Professional Support Staff member to recharge an item three (3) times before an Evidence Technician needs to review the item and reset the recharge limit. This reset can be done in person or via a video call on Lync.**

(U//FOUO) Per FEU and Evidence Program policy, reportable evidence (drugs, firearms, valuables) must be recharged every 30 days. In addition, supervisory approval for reportable recharges must be provided via a non-transitory (for-record) e-mail to the ECTs and serialized to the case file. Please submit approval to [REDACTED]. Attached below are instructions for creating a non-transitory (for-record) e-mail.

If you have any questions regarding the report or the recharge process please contact feel free to contact the Boston Evidence Unit via email at [REDACTED] or phone at 857-386-2201.

Thank you,

## *Boston Evidence Unit*

*FBI - Boston*

*Evidence Main Line: 857-386-2201*

*E-mail: [REDACTED]*

*Please Visit the [Boston Evidence Team Site](#) for Updates about the ECR*

### *Evidence Room Operating Hours*

*M, Tu, Th - 8:00 am to 5:00 pm*

*Wed - 8:00 am to 12:00 pm*

*Friday - 12:00 pm to 5:00 pm*

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