

From: Rodriguez, Lisa
To: Conrad, Donald; Ahler, Paul; Eckert, Robert; Madsen, Annalisa; Roysden, Beau; Watkins, Paul
Cc: Rodriguez, Lisa
Subject: FW: Bitter Smith documents
Date: Tuesday, November 10, 2015 1:22:30 PM
Attachments: image001.png
2010 Documents-c.pdf
2010 Lobbyist Quarterly Expenditure Reports-c.pdf
2011 Documents-c.pdf
2011 Lobbyist Quarterly Expenditure Reports-c.pdf
2012 Lobbyist Quarterly Expenditure Reports-c.pdf
2013 Lobbyist Quarterly Expenditure Reports-c.pdf
2014 Lobbyist Quarterly Expenditure Reports-c.pdf
2015 Lobbyist Quarterly Expenditure Reports-c.pdf
SWCCA Statement of Dues-c.pdf
Bitter Smith Letter from Novak - 110615.pdf

Please see the attached letter from Ed Novak dated November 6, 2015 along with all the attachments. I will give Eckert the original document. Thanks. Lisa

From: Mark Dawson [mailto:MDawson@Polsinelli.com]
Sent: Tuesday, November 10, 2015 9:17 AM
To: Rodriguez, Lisa
Cc: Edward F. Novak
Subject: Bitter Smith documents

Lisa,

Per our phone conversation, please find attached the scanned documents Bates numbered BITTER_SMITH_000304 – 464.

Let me know if you have any questions.

Mark

Mark Dawson
Paralegal

mdawson@polsinelli.com

602. [REDACTED]
One East Washington St., Suite 1200
Phoenix, AZ 85004-2568

polsinelli.com

 **POLSINELLI**

Polsinelli PC, Polsinelli LLP in California

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From: Rodriguez, Lisa
To: Ahler, Paul; Conrad, Donald
Subject: FW: Bitter Smith
Date: Tuesday, November 17, 2015 3:34:47 PM
Attachments: image001.png

FYI.

From: Mark Dawson [mailto:MDawson@Polsinelli.com]
Sent: Tuesday, November 17, 2015 3:16 PM
To: Rodriguez, Lisa
Subject: Bitter Smith

Hi Lisa,

I will drop the materials off tomorrow around 1:00 pm. Call when everyone is done, and I will come get them. Let me know if that works for you.

Mark

Mark Dawson
Paralegal

mdawson@polsinelli.com

602 [REDACTED]
One East Washington St., Suite 1200
Phoenix, AZ 85004-2568
polsinelli.com



Polsinelli PC, Polsinelli LLP in California

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From: Rodriguez, Lisa
To: Conrad, Donald
Cc: Rodriguez, Lisa
Subject: FW: Brady folder
Date: Friday, December 18, 2015 6:25:56 PM

What is the rule for this? Ted gave access to everyone in CRM, including CRM Appeals. I have recently only given access to GJ Trustees which include CRM AAGs/Staff and SIS. Does SIS need to see the Brady Material? From what I understand, the paralegals are the ones looking at the file and disclosing. Let's talk Tuesday as I'm out on Monday ... for Jess' (hope to be) FINAL doctor appt! Call me if you need me, or see Gilda. Stacey is out all week.

From: Loftus, Charles
Sent: Friday, December 18, 2015 2:40 PM
To: Rodriguez, Lisa
Subject: Brady folder

Can I have access to the Brady folder please? I only see McClain, not the others. Thanks

Charles Loftus Ph.D.
Assistant Chief Special Agent

Office of the Attorney General – Special Investigations Section
1275 W. Washington, Phoenix, AZ 85007
Desk: 602.542.7946 | Cell: 602.763.0768 | Fax: 602.542.4882
Charles.Loftus@azag.gov
<http://www.azag.gov>
Malum est impugnetur

From: Rodriguez, Lisa
To: Conrad, Donald
Subject: FW: Capitol Times article on Civil Forfeiture
Date: Friday, November 13, 2015 11:35:52 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[Report calls Arizona civil forfeiture laws 'among the worst in the country' Arizona Capitol Times.pdf](#)

From: Kim MacEachern [mailto:Kim.MacEachern@apaac.az.gov]
Sent: Friday, November 13, 2015 11:29 AM
To: Kim MacEachern
Cc: Elizabeth Ortiz
Subject: Capitol Times article on Civil Forfeiture

Oddly, Hank Stephenson, reporter at the Capitol Times, is a clever enough fellow to stalk our Council meetings without announcing himself but it was apparently beyond his imagination to ask for a response to this topic from APAAC. Go figure.

Kim MacEachern, Staff Attorney



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602-542-7200
602- [REDACTED] (mobile)
<http://www.apaac.az.gov>

Empowering Arizona's prosecutors to administer justice and contribute to public safety through training and advocacy.



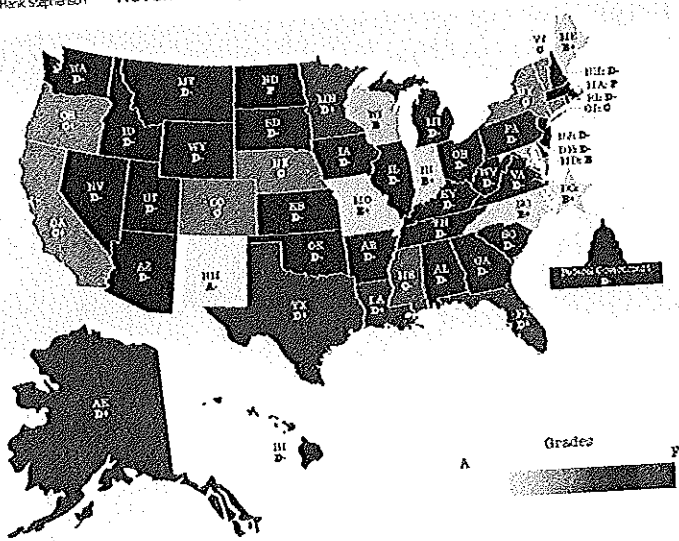
11/13/2015

Report calls Arizona civil forfeiture laws 'among the worst in the country' | Arizona Capitol Times

ARIZONA CAPITOL TIMES

non-daily  newspaper of the year

By: Mark Stephenson November 12, 2015, 2:03 pm



The amount of money and property that Arizona law enforcement agencies have seized from suspected criminals under the state's civil asset forfeiture laws has skyrocketed in the last decade, making Arizona one of most active states for seizures in the nation.

The haul for police and law enforcement agencies across Arizona quadrupled from 2002 to 2012, when seizures peaked at \$43 million, according to an analysis of state records released on Nov. 10 by the Institute for Justice, a national advocacy group leading a politically diverse coalition calling for reform of state and federal civil forfeiture laws.

The Institute for Justice report called Arizona's laws "among the worst in the country."

The group rated all 50 states and Washington, D.C., on the financial incentives for law enforcement, the standard of proof required to seize property and whether the burden of proof falls on defendants or the government.

The Grand Canyon State scored a D-. Only Massachusetts and North Dakota scored worse.

The state, however, did earn kudos from the organization for putting data about civil asset forfeiture online.

Critics of the state's civil asset forfeiture laws say abuse, overuse and a lack of oversight have subverted the laws' intended purpose: to undercut organized crime bosses by allowing prosecutors to use civil courts to seize the personal assets used to run the illegal businesses.

They argue the laws often amount to nothing more than state-sanctioned theft from citizens who usually have not been charged with a crime, let alone convicted, and that the laws create a "policing for profit" scheme that weakens private property rights and undermines the legal system by turning the concept of innocent until proven guilty on its head.

For law enforcement agencies around the state, the increased seizures have meant a windfall of additional funding

to pay for salaries, equipment and community programs. Jimm Mann, executive director of the Arizona Fraternal Order of Police, said the laws ensure that criminal enterprises cannot keep the illegal fruits of their labor, and help law enforcement agencies cover the costs of investigation into and prosecution of criminal enterprises.

"Any time criminals are paying for their own prosecution, that's a good thing," he said.

In the "policing for profit" report, the Institute for Justice examined civil forfeiture records in the 26 states where the

<http://azcapitoltimes.com/news/2015/11/12/report-calls-arizona-civil-forfeiture-laws-among-the-worst-in-the-country/>

11/13/2015

Report calls Arizona civil forfeiture laws 'among the worst in the country' | Arizona Capitol Times

data was available. It found that Arizona ranked second only to Texas in the amount of money brought in by the seizures in 2012, the latest year that nationwide data was available.

Under Arizona's civil asset forfeiture laws, law enforcement seized \$412 million worth of cash and property between 2000 and 2015. The state brought in an additional \$93 million during that period from joint seizures with federal agencies.

The laws allow police and sheriffs offices to keep any money, cars, homes or other property seized as part of an

Year	Reported Forfeiture Proceeds
2000	\$9,367,216
2001	\$9,649,223
2002	\$11,362,722
2003	\$12,414,334
2004	\$13,807,621
2005	\$21,989,986
2006	\$20,606,931
2007	\$15,345,610
2008	\$19,335,890
2009	\$27,491,832
2010	\$5,904,233
2011	\$12,712,374
2012	\$13,036,040
2013	\$12,118,485
2014	\$36,281,212
Total	\$111,225,033
Average per year	\$27,161,669

Source: Quarterly reports of state and local forfeiture monies compiled by the Arizona Criminal Justice Commission and made publicly available on its website. These numbers are reported for fiscal years and represent the value of cash and property sold.

investigation into certain types of crimes. And in order to seize and keep the property, police and prosecutors in Arizona need only show a "preponderance of the evidence" that it was likely used in crime – even if the property does not belong to the person suspected of committing the crime. No criminal convictions, or even charges, are necessary to seize property.

The report shows that the explosive growth of civil asset forfeiture in Arizona is mirrored at the federal level. Between 2004 and 2014, the total annual forfeiture deposits to the Department of Justice and the Department of Treasury increased more than five-fold and now total more than \$5 billion annually.

Stories of abuse in the system combined with the rapid increase in use of civil forfeiture laws, has Republican Rep. Bob Thorpe of Flagstaff eyeing a reform of the state civil forfeiture laws for next year.

Thorpe said he is planning to introduce legislation in January that would require a criminal conviction for seizures, though he knows police organizations and prosecutors will fight him tooth-and-nail over the bill.

The report notes that reform legislation in states around the country usually faces "fierce opposition" from law enforcement, "especially in the face of efforts to stem the flow of forfeiture money into agency coffers."

But that hasn't stopped some states from reforming their civil forfeiture laws in recent years, including Arizona's neighbor to the east, New Mexico, which earned an A- rating from the Institute for Justice's report after lawmakers there made significant changes to their state's civil forfeiture laws this year.

Thorpe said he plans to model his legislation after the New Mexico bill that effectively abolished civil forfeitures in the state.

Under New Mexico's old laws, the state scored a D- when the Institute for Justice did their first state-by-state ranking in 2010.

New Mexico now requires a criminal conviction with proof beyond a reasonable doubt for all forfeitures; after securing a conviction, the government must prove in the same criminal proceeding that seized property is connected to the crime by "clear and convincing evidence."

The new law also eliminated law enforcement's financial incentive to pursue forfeitures, according to the report.

Before the reform, New Mexico police agencies were allowed to keep 100 percent of forfeiture monies, just like in Arizona. But the new law requires all forfeiture monies be deposited in the state's general fund.

"New Mexico's reforms set a clear example for other states to follow in protecting people from unjust forfeitures," the report states.

Tweet (9) Like (6) +1 (0) Share



From: Rodriguez, Lisa
To: Maya, Autumn; Green-Wolfe, Katie
Cc: Opp, Melissa; Rodriguez, Lisa
Subject: FW: Case Close Out
Date: Wednesday, December 23, 2015 3:14:05 PM

On this Close-Out, on the top right hand corner and by the Property Release statement it states "co-defendant on warrant status." Therefore, only this 002 defendant is being closed. SIS would not need a close-out completed as this case is now in warrant status. You need to read these close-outs and understand them. Please ensure you are not closing it in Legal Files. If you have any questions, please see me. Lisa

From: Opp, Melissa
Sent: Wednesday, December 23, 2015 2:43 PM
To: Rodriguez, Lisa
Subject: FW: Case Close Out

Melissa Opp
Special Agent

Office of the Attorney General
Criminal Division – Major Fraud
1275 W. Washington, Phoenix, AZ 85007
Desk: [REDACTED] Cell: [REDACTED] Fax: 602.542.4882
[REDACTED]@azag.gov
<http://www.azag.gov>

From: Green-Wolfe, Katie
Sent: Friday, December 18, 2015 11:19 AM
To: Opp, Melissa
Subject: Case Close Out

Hello,

The admin unit has been notified that the case(s) listed below have been closed by prosecution. If you have not done so, please complete a blue SIS Case Close out.

P-2013-1312

Thank you,

Katie Green

Financial Analyst



Office of the Attorney General – SIS
1275 W. Washington, Phoenix, AZ 85007
Desk: 602.542. 7905 | Fax: 602.542.4882
Katie.Green-Wolfe@azag.gov

From: Rodriguez, Lisa
To: Cardenas, Sandra; Maya, Autumn
Cc: Rodriguez, Lisa; Perkovich, Mark; Gadow, Blaine; Martinez, Gilda; Perreira, Ron; Sterrett, Ron
Subject: FW: Case Opening - [REDACTED]
Date: Wednesday, December 09, 2015 9:58:10 AM
Attachments: [REDACTED] Case Opening.pdf
PHX-#4801112-v1-SIS - PROCEDURE - CASE OPENING SHEETS.PDF
PHX-#4758644-v1-P-2015-XXX-OTH-SIS CASE OPENING.DOC

There is a problem with this case. I see that a Case Opening was drafted on 11/9/15 in HDM by Sandra; however, nothing was uploaded into LF ... including an approved/signed COS. Where is it? In addition, some of the LF windows are not updated, such as Case Phase, File Related People, File Facts, Name Cards, etc. We must solve the problem of communication between the AFCTF and SIS Admin with opening/processing cases. With the new procedures drafted, it is important that whomever is responsible for opening the SIS cases, complete the entire job. See attached procedures newly drafted and approved by SIS and CRM. So, since November 5th this case was to be opened and "assigned" to prosecutor, Gadow. However, the prosecutor cannot open the prosecution case without a signed SIS COS. This holds up the process of the prosecution case opening, the issuance of SGJ subpoenas and the overall investigation. Please help us rectify this issue immediately so that Gadow can open his case.

In addition, I spoke to Shaylin yesterday about another case assigned to Metz and signed by the Division Chief on Monday. That case was also drafted by Sandra; however, not returned to the OA as of yet. Shaylin researched it and stated that she just received that COS yesterday. I bring this scenario to your attention because she insinuated that since Sandra drafted it, it was not processed the same way. I explained to her, that no matter who drafted the SIS COS, once it was returned to SIS Admin, we must follow the same procedure. I believe this has been cleared up, but I will trust Autumn will ensure all procedures are followed.

Thanks.
Lisa

From: Martinez, Gilda
Sent: Wednesday, December 09, 2015 9:23 AM
To: Rodriguez, Lisa
Subject: FW: Case Opening

From: Gadow, Blaine
Sent: Wednesday, December 09, 2015 8:29 AM
To: Martinez, Gilda
Subject: FW: Case Opening

Did Don and Paul sign off on a COS for this yet?

From: Sterrett, Ron
Sent: Thursday, November 05, 2015 10:39 AM
To: Cardenas, Sandra

Cc: Martinez, Gilda; Conrad, Donald; Gadow, Blaine
Subject: Case Opening

Sandra,
May we please get a SIS Case Opening Number for this case?

Blaine,
This is the investigation that Ron Perreira talked to you about that resulted from the recent search warrants and arrests that were made on 10-21-15, which might have more to do with Human Trafficking than what we were able to show in the last case.

Thanks,
ron

*Ron Sterrett #379
Special Agent Supervisor
HIDTA - Arizona Financial Crimes
Office of the Attorney General, State of Arizona
1275 W. Washington Street, Phoenix, AZ 85007
Cell: [REDACTED]
Email: [REDACTED]@azag.gov*

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SIS PROCESS FOR CASE OPENING SHEETS:

- 1) All new investigations must be first reviewed by the Chief Agent to determine that the matter is one appropriate to be investigated by the AGO. The criteria for such a decision should include, but not be limited to, a consideration of resources, legal jurisdiction, and/or the propriety of a referral to another agency. Upon determining that an investigation is appropriate to be opened, the Chief Agent shall give approval to enter the investigation into the Legal Files (LF) database and instruct the assigned Special Agent (SA) to create a Case Opening Sheet (COS) and forward it to SISAdmin email for opening in LF.
 - a. SIS Administrative staff will input into LF on the day received and/or no later than two days.
 - i. If the SA needs the case opened immediately, they must communicate that with the SIS OA.
 - b. Unless already discussed with a particular Section Chief, SAs will not input an AAG's name as assigned attorney. Otherwise, the AAG field is left blank for the Special Agent Supervisor (SAS) to discuss with the assigned Section Chief who provides an AAG assignment. AAG assignment does not have to be at the beginning of an investigation.
 - c. COS must contain the HDM#.
 - d. COS will be printed on yellow paper for review by SAS and Chief Agent.
 - e. Those SAs assigned to outside law enforcement task forces, must also comply with this process.
 - 2) Once the case is opened in LF, the Chief Agent will review and sign the COSs.
 - a. The completed and signed COS shall be forwarded to the Chief Counsel of the Criminal Division for approval/disapproval.
 - b. COS will be given to the Division OA to ensure a quick turn-around in obtaining approval signature.
 - c. If the Chief Agent needs to discuss a COS with the Division Chief, he will do so immediately or at his weekly meeting.
 - 3) Once the COSs are signed by the Division Chief, they will be returned to the SIS OA.
 - a. SISAdmin will immediately scan and send the completed COS to the assigned SA, Section OA, if an AAG is assigned, and upload it into LF.
 - b. SAs will not begin a formal investigation until it receives a completed COS which has been reviewed/signed by the Chief Counsel of the Criminal Division or his designee, except for initial fact finding and problem resolution by the Duty Agent or in order to address exigent circumstances.
 - c. Once the investigation reaches a point that an AAG must be assigned to the case, the SAS will discuss AAG assignment with the Section Chief, by contacting the Section OA to schedule a meeting.
 - d. The previously signed COS will be updated by SIS per the Section Chief's instruction regarding AAG assignment and forwarded to the Section OA for ensuring the prosecutor's COS is completed.
 - i. Reminder: In order to issue SGJ subpoenas, the AAG assigned must have a signed prosecution COS by the Division Chief.
 - 4) If a case is opened under a particular Operation or a suspect name, but is later changed due to additional information found, SA will prepare a Case Modification Form (CMF).
 - a. Provide explanation as to why the case is being modified, ie, name of suspect's true identity was different than what was provided on the COS; or changing case name from an Operation name to the main suspect's name.
 - b. If additional suspects are added to the investigation, the CMF must contain all suspect information and include a brief synopsis of their involvement.
 - c. Never open a case under the victim's name.
 - d. CMF will be printed on salmon colored paper for review and signature by the SAS and Chief Agent. If this case is also assigned to an AAG, provide a copy to the Section OA.
 - 5) SIS Administrative staff will upload into HDM and import to LF the signed COS and/or CMF. In addition, the COS and/or CMF in Word/PDF format must also be imported to LF.
 - a. File will be created and provided to the SA.
- cc: Section Chiefs/OAs
SIS Agents/Staff

#4696642 – Lisa Rodriguez – 12/7/15

For Office Use Only

- Conflict Check
- Name Cards
- File Set-Up
- File Related People
- File Manager
- Case Phase
- Physical File Location

**STATE OF ARIZONA
OFFICE OF THE ATTORNEY GENERAL
SPECIAL INVESTIGATIONS**

CASE OPENING FORM

Check One

PHX-# _____

- Open Case
- Open & Close
(Info Only Report)
NO Case Closing Required

Open Date: _____

LF No.: _____

Case Name:
[REDACTED]

- Suspect
- Victim
- Complainant

Other Suspects/Suspect Business/Victims to be indexed (Please Indicate Role in Case (S), (V), (W))

Role	Name (Last, First and Middle)	DOB	SSN
S	[REDACTED]	[REDACTED]	[REDACTED]
S	[REDACTED]	[REDACTED]	[REDACTED]

Law Enforcement Assist? NO YES

Type of Report:

Money Laundering

If Yes, Agency:

Assigned Agent(s)

Supervisor

Assigned Attorney

Perreira/Taylor

386

Sterrett

No investigation is to proceed until this form is approved by the Criminal Division Chief.

Chief Special Agent
Mark Perkovich

Approval

Chief Counsel
Don Conrad

Approval

Is the subject of the investigation a client agency, an elected official, governmental entity and/or a matter of political sensitivity? YES NO

Synopsis of Allegation/Complaint (Include approx. dates of offense, estimated loss, estimated number of victims):

Agent Ron Perreira and co-case agent Tim Taylor will investigate information from [REDACTED] that [REDACTED] and [REDACTED] are operating at least three massage parlors and using these establishments for acts of prostitution. Further information from [REDACTED] indicates these subjects are storing large amounts of US currency in a concealed compartment inside their residence. During an analysis of banking documents held by [REDACTED] revealed anomalies consistent with human trafficking.

Check One

PHX-# 4758644

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STATE OF ARIZONA OFFICE OF THE ATTORNEY GENERAL SPECIAL INVESTIGATIONS

CASE OPENING FORM

- Open Case
- Open & Close
(Info Only Report)
NO Case Closing Required

- Conflict Check
- Name Cards
- File Set-Up
- File Related People
- File Manager
- Case Phase
- Physical File Location
- 11/9/15 - S.Cardenas

Open Date: 11/09/2015

LF No.: P-2015-1903

Case Name:

[REDACTED]

- Suspect
- Victim
- Complainant

Other Suspects/Suspect Business/Victims to be indexed (Please Indicate Role in Case (S), (V), (W))

Role	L Name	F Name	M Name	DOB	SSN
(S)	[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]
(S)	[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]

Law Enforcement Assist? NO YES
If Yes, Agency:

Type of Report:
Money Laundering

Senior 60+ YES
Vulnerable YES
(Only one type can be checked in LF.)

Assigned Agent(s)		Supervisor		Assigned Attorney	
R. Perreira/T. Taylor	386	R. Sterrett			

No investigation is to proceed until this form is approved by the Criminal Division Chief.

Chief Special Agent	Approval	Date	Chief Counsel	Approval	Date
Mark Perkovich			Donald Conrad		

Is the subject of the investigation a client agency, an elected official, governmental entity and/or a matter of political sensitivity? YES NO

Synopsis of Allegation/Complaint (include approx. dates of offense, estimated loss, estimated number of victims):
Agent Ron Perreira and co-case agent Tim Taylor will investigate information from [REDACTED] that [REDACTED] and [REDACTED] are operating at least three massage parlors and using these establishments for acts of prostitution. Further information from [REDACTED] indicates these subjects are storing large amounts of US currency in a concealed compartment inside their residence. During an analysis of banking documents for accounts held by [REDACTED] revealed anomalies consistent with human trafficking.

From: Rodriguez, Lisa
To: Conrad, Donald
Subject: FW: Cases submitted to AGO for criminal prosecution from DPS HIT Squad 2015
Date: Monday, December 14, 2015 8:44:03 AM

From: Perkovich, Mark
Sent: Sunday, December 13, 2015 11:13 AM
To: Rodriguez, Lisa
Subject: Re: Cases submitted to AGO for criminal prosecution from DPS HIT Squad 2015

At some point tomorrow, I'd like to get an idea as to the purpose behind this request.

Thanks-
Mark

On Dec 12, 2015, at 1:00 PM, Loftus, Charles <Charles.Loftus@azag.gov> wrote:

Fyi

Sent from my Droid

----- Original message -----

From: "Peterson, Norman"
Date: 12/11/2015 15:28 (GMT-07:00)
To: "Loftus, Charles"
Subject: Cases submitted to AGO for criminal prosecution from DPS HIT Squad 2015

Charlie,

Here is a list of the cases that were submitted through the AG's Office for prosecution in 2015 and also time frame of I-10 shooter investigation.

Norman Peterson
Special Agent

Office of the Attorney General – SIS
1275 W. Washington, Phoenix, AZ 85007
Desk: [REDACTED] Cell: [REDACTED] Fax: 602.223.2332
[REDACTED]@azag.gov
<http://www.azag.gov>

<PHX DPS HIT SQUAD CASES SUBMITTED TO PHX AGO.doc>
<DPS I-10 Shooter time entry.docx>

From: Rodriguez, Lisa
To: Edwards, Michael
Cc: Arvizu, Francisco; Conroy, Dorothy; Woods, Dan; McClain, Mark
Subject: FW: Change of supervisor status for Dorothy Conroy
Date: Wednesday, November 04, 2015 11:15:03 AM

Mike – From what Don has submitted to HR, the Izzy/Dottie transfer will take place on 11/9, if approved by HR by then. In addition, we have already sent the PDQ with supervisor changes for Dottie. It may take a couple ETEs to get into the system. We will ensure she is approved in ETE.
Lisa

From: Arvizu, Francisco
Sent: Wednesday, November 04, 2015 11:07 AM
To: Rodriguez, Lisa
Subject: FW: Change of supervisor status for Dorothy Conroy

Francisco Arvizu
Consumer Fraud Supervisor

Office of the Attorney General – SIS
1275 W. Washington, Phoenix, AZ 85007
Desk: [REDACTED] Fax: 602.542.4882
[REDACTED]@azag.gov
<http://www.azag.gov>

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From: Edwards, Michael
Sent: Wednesday, November 04, 2015 10:57 AM
To: 'HRISHelpdesk@azdoa.gov'
Cc: Arvizu, Francisco; Conroy, Dorothy; Woods, Dan
Subject: Change of supervisor status for Dorothy Conroy

Please change the direct reports in payroll to reflect that Dorothy Conroy now reports to Frank Arvizu instead of Michael Edwards. This should have been effective as of the start of this pay period.

From: [Rodriguez, Lisa](#)
To: [Conrad, Donald](#)
Subject: FW: Constructs of Critical Indecent Stress
Date: Friday, November 20, 2015 2:40:05 PM

Please let me know if you want to pay that or have them wait for another class.

From: Powell, Audrey
Sent: Friday, November 20, 2015 2:16 PM
To: Rodriguez, Lisa
Subject: Constructs of Critical Indecent Stress

Hi Lisa,
I was signing Mark and Melissa up for the class that is happening on 12/11/2015. However the price for the class has changed and makes the total 335.99 instead of 150.00. Please let me know if you want me to proceed with this order.

Thank You

Audrey Powell
Procurement Technician
Office of the Arizona Attorney General Mark Brnovich
1275 W. Washington St. Phoenix, AZ 85007
Phone: 602.542.8035/Fax: 602.251.2285

From: Rodriguez, Lisa
To: McGary, Mary; Smith, Annette
Cc: Rodriguez, Lisa; Conrad, Donald
Subject: FW: COURT PAPERWORK REQUEST
Date: Thursday, December 10, 2015 8:40:56 AM

I understand that this defendant has been served. Please see request below for the SGJ Warrant.
Can you get me a copy please? Thanks. Lisa

From: Diaz, Bethany
Sent: Wednesday, December 09, 2015 3:22 PM
To: Garcia, Mia; Conrad, Donald; Anderson, Ryan; Rodriguez, Lisa
Subject: RE: COURT PAPERWORK REQUEST

Looping in Lisa Rodriguez.

-Bethany

From: Garcia, Mia
Sent: Wednesday, December 09, 2015 3:22 PM
To: Conrad, Donald; Anderson, Ryan; Diaz, Bethany
Subject: Fwd: COURT PAPERWORK REQUEST

Sent from my iPhone

Begin forwarded message:

From: "Watson, Eric" <ewatson@12NEWS.COM>
Date: December 9, 2015 at 2:48:35 PM MST
To: "Garcia, Mia" <Mia.Garcia@azag.gov>
Subject: COURT PAPERWORK REQUEST

Mia,
This email is KPNX-TV's request for the Grand Jury Warrant for Mohamed
Shahin / S-0700-CR-2015005692.
Thank you for your time on this request.
Sincerely,
Eric Watson
KPNX-TV
602 444 1212

ERIC WATSON
Assignment Editor

| 200 East Van Buren, Phoenix, Arizona, 85004
ewatson@12news.com | P. 602 444 1212 | 12news.com

From: Rodriguez, Lisa
To: McGary, Mary; Smith, Annette
Cc: Conrad, Donald; Rodriguez, Lisa
Subject: FW: COURT PAPERWORK REQUEST
Date: Thursday, December 10, 2015 8:42:59 AM

NVM.

From: Garcia, Mia
Sent: Thursday, December 10, 2015 8:42 AM
To: Rodriguez, Lisa; Diaz, Bethany; Anderson, Ryan
Subject: RE: COURT PAPERWORK REQUEST

Lisa – the county attorney's office gave media the warrant – not sure why. Found this out last night.
No need to track down.

Thanks!

From: Rodriguez, Lisa
Sent: Thursday, December 10, 2015 8:42 AM
To: Diaz, Bethany; Garcia, Mia; Anderson, Ryan
Cc: Rodriguez, Lisa
Subject: RE: COURT PAPERWORK REQUEST

I understand this defendant has been served. I'm tracking down a copy of the warrant and will get it to you Bethany.

From: Diaz, Bethany
Sent: Wednesday, December 09, 2015 3:22 PM
To: Garcia, Mia; Conrad, Donald; Anderson, Ryan; Rodriguez, Lisa
Subject: RE: COURT PAPERWORK REQUEST

Looping in Lisa Rodriguez.

-Bethany

From: Garcia, Mia
Sent: Wednesday, December 09, 2015 3:22 PM
To: Conrad, Donald; Anderson, Ryan; Diaz, Bethany
Subject: Fwd: COURT PAPERWORK REQUEST

Sent from my iPhone

Begin forwarded message:

From: "Watson, Eric" <ewatson@12NEWS.COM>
Date: December 9, 2015 at 2:48:35 PM MST
To: "Garcia, Mia" <Mia.Garcia@azag.gov>
Subject: COURT PAPERWORK REQUEST

Mia,
This email is KPNX-TV's request for the Grand Jury Warrant for Mohamed
Shahin / S-0700-CR-2015005692.

Thank you for your time on this request.

Sincerely,
Eric Watson
KPNX-TV
602 444 1212

ERIC WATSON
Assignment Editor

| 200 East Van Buren, Phoenix, Arizona, 85004
ewatson@12news.com | P. 602 444 1212 | 12news.com

From: Rodriguez, Lisa
To: Rodriguez, Lisa
Subject: FW: CRM/OVS - Advocate Raises - SAG0393
Date: Wednesday, December 30, 2015 4:26:08 PM
Attachments: Untitled.PDF - Adobe Acrobat Pro.pdf

From: Rodriguez, Lisa
Sent: Wednesday, December 30, 2015 2:54 PM
To: Gee, Kay; Human Resources; Welch, Leslie
Cc: Rodriguez, Lisa; Verver, Phillip
Subject: CRM/OVS - Advocate Raises

Kay/Leslie – Please see the attached Memo requesting salary increases for the following CRM/OVS positions per a new grant received:

SAG0657 – Briana Bobertz
SAG0394 – Marisol Villagran
SAG0393 – Brian Bickes
SAG0501 – Alexandra Rucker
SAG0433 – Lucrece Garrett
SAG0504 – Alexandra Fimbres

I will bring you the original memo as well.

Phil – FYI.
Lisa



OFFICE OF ATTORNEY GENERAL MARK BRNOVICH
CRIMINAL DIVISION/OFFICE OF VICTIM SERVICES

MEMORANDUM

*OK
Conrad
12/30/15*

TO: Don Conrad, Criminal Division Chief
FROM: Kirstin Flores, Director
Amy Bocks, Program Manager
DATE: December 8, 2015
RE: Memorandum Requesting Increased Employee Salaries

The Office of Victim Services (OVS) requests salary increases for the six advocates assigned to the Phoenix and Tucson offices.

Employee	Position	New Funded Salary	Old Salary
Briana Bobertz	Lead Advocate	\$43,890.00	\$38,655.00
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Brian Bickes	Advocate	\$38,116.00	\$33,435.00
Alexandra Rucker	Advocate	\$38,116.00	\$33,435.00
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During the Arizona Department of Public Safety's Federal Fiscal Year (FFY) 2016 Victims of Crime Act (VOCA) Assistance grant application period, OVS requested increased funding for salaries and fringe benefits for the six advocates. On December 4, 2015, OVS learned that the funding for salaries and fringe benefits was approved at the requested rate. This means that funding is available for use, retroactive to October 1, 2015, to increase the salaries of the OVS advocates.

OVS requests that the salaries for the six advocates listed above be increased retroactively to the beginning of FFY2016, October 1, 2015.

Rodriguez, Lisa

From: Verver, Phillip
Sent: Tuesday, December 15, 2015 10:22 AM
To: Conrad, Donald; Rodriguez, Lisa
Subject: FW: Request for Increased Advocate Salaries
Attachments: PHX-#4804829-v1-Memo_req_Increased_Advocate_Salaries.docx

Funding is available for the requested increases.

Phillip Verver
Budget Analyst
602-542-8381

From: Rodriguez, Lisa
Sent: Tuesday, December 15, 2015 9:26 AM
To: Verver, Phillip
Cc: Rodriguez, Lisa; Conrad, Donald
Subject: FW: Request for Increased Advocate Salaries

Phil – Can you please review and ensure funds are available for further processing by Don? Thanks! Lisa

From: Flores, Kirstin
Sent: Thursday, December 10, 2015 9:22 AM
To: Conrad, Donald
Cc: Rodriguez, Lisa
Subject: Request for Increased Advocate Salaries

Don,

Our recently approved VOCA grant included salary increases for the victim advocates. Attached is the memo requesting and justifying the increases that needs to be approved through you, HR and Budget by ADOA.

Thank you.

Kirstin

From: Rodriguez, Lisa
To: Rodriguez, Lisa
Subject: FW: CRM/OVS - Advocate Raises - SAG0394
Date: Wednesday, December 30, 2015 4:25:58 PM
Attachments: Untitled.PDF - Adobe Acrobat Pro.pdf

From: Rodriguez, Lisa
Sent: Wednesday, December 30, 2015 2:54 PM
To: Gee, Kay; Human Resources; Welch, Leslie
Cc: Rodriguez, Lisa; Verver, Phillip
Subject: CRM/OVS - Advocate Raises

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SAG0504 – Alexandra Fimbres

I will bring you the original memo as well.

Phil – FYI.
Lisa



OFFICE OF ATTORNEY GENERAL MARK BRNOVICH
CRIMINAL DIVISION/OFFICE OF VICTIM SERVICES

MEMORANDUM

*OK
Don Conrad
12/30/15*

TO: Don Conrad, Criminal Division Chief
FROM: Kirstin Flores, Director
Amy Bocks, Program Manager
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From: Verver, Phillip
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Attachments: PHX-#4804829-v1-Memo_req_Increased_Advocate_Salaries.docx

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Budget Analyst
602-542-8381

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Cc: Rodriguez, Lisa; Conrad, Donald
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Phil – Can you please review and ensure funds are available for further processing by Don? Thanks! Lisa

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Sent: Thursday, December 10, 2015 9:22 AM
To: Conrad, Donald
Cc: Rodriguez, Lisa
Subject: Request for Increased Advocate Salaries

Don,

Our recently approved VOCA grant included salary increases for the victim advocates. Attached is the memo requesting and justifying the increases that needs to be approved through you, HR and Budget by ADOA.

Thank you.

Kirstin

From: Rodriguez, Lisa
To: Rodriguez, Lisa
Subject: FW: CRM/OVS - Advocate Raises - SAG0433
Date: Wednesday, December 30, 2015 4:26:39 PM
Attachments: Untitled.PDF - Adobe Acrobat Pro.pdf

From: Rodriguez, Lisa
Sent: Wednesday, December 30, 2015 2:54 PM
To: Gee, Kay; Human Resources; Welch, Leslie
Cc: Rodriguez, Lisa; Verver, Phillip
Subject: CRM/OVS - Advocate Raises

Kay/Leslie – Please see the attached Memo requesting salary increases for the following CRM/OVS positions per a new grant received:

SAG0657 – Briana Bobertz
SAG0394 – Marisol Villagran
SAG0393 – Brian Bickes
SAG0501 – Alexandra Rucker
SAG0433 – Lucrece Garrett
SAG0504 – Alexandra Fimbres

I will bring you the original memo as well.

Phil – FYI.

Lisa



OFFICE OF ATTORNEY GENERAL MARK BRNOVICH
 CRIMINAL DIVISION/OFFICE OF VICTIM SERVICES

MEMORANDUM

*OK
 Don Conrad
 12/30/15*

TO: Don Conrad, Criminal Division Chief
 FROM: Kirstin Flores, Director
 Amy Bocks, Program Manager
 DATE: December 8, 2015
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Employee	Position	New Funded Salary	Old Salary
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Sent: Tuesday, December 15, 2015 10:22 AM
To: Conrad, Donald; Rodriguez, Lisa
Subject: FW: Request for Increased Advocate Salaries
Attachments: PHX-#4804829-v1-Memo_req_Increased_Advocate_Salaries.docx

Funding is available for the requested increases.

Phillip Verver
Budget Analyst
602-542-8381

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To: Verver, Phillip
Cc: Rodriguez, Lisa; Conrad, Donald
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Phil – Can you please review and ensure funds are available for further processing by Don? Thanks! Lisa

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Sent: Thursday, December 10, 2015 9:22 AM
To: Conrad, Donald
Cc: Rodriguez, Lisa
Subject: Request for Increased Advocate Salaries

Don,

Our recently approved VOCA grant included salary increases for the victim advocates. Attached is the memo requesting and justifying the increases that needs to be approved through you, HR and Budget by ADOA.

Thank you.

Kirstin

From: Rodriguez, Lisa
To: Rodriguez, Lisa
Subject: FW: CRM/OVS - Advocate Raises - SAG0501
Date: Wednesday, December 30, 2015 4:26:27 PM
Attachments: Untitled.PDF - Adobe Acrobat Pro.pdf

From: Rodriguez, Lisa
Sent: Wednesday, December 30, 2015 2:54 PM
To: Gee, Kay; Human Resources; Welch, Leslie
Cc: Rodriguez, Lisa; Verver, Phillip
Subject: CRM/OVS - Advocate Raises

Kay/Leslie -- Please see the attached Memo requesting salary increases for the following CRM/OVS positions per a new grant received:

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SAG0394 -- Marisol Villagran
SAG0393 -- Brian Bickes
SAG0501 -- Alexandra Rucker
SAG0433 -- Lucrece Garrett
SAG0504 -- Alexandra Fimbres

I will bring you the original memo as well.

Phil -- FYI.

Lisa



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 CRIMINAL DIVISION/OFFICE OF VICTIM SERVICES

MEMORANDUM

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 12/30/15*

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To: Conrad, Donald; Rodriguez, Lisa
Subject: FW: Request for Increased Advocate Salaries
Attachments: PHX-#4804829-v1-Memo_req_Increased_Advocate_Salaries.docx

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Kirstin

From: Rodriguez, Lisa
To: Rodriguez, Lisa
Subject: FW: CRM/OVS - Advocate Raises - SAG0504
Date: Wednesday, December 30, 2015 4:26:49 PM
Attachments: Untitled.PDF - Adobe Acrobat Pro.pdf

From: Rodriguez, Lisa
Sent: Wednesday, December 30, 2015 2:54 PM
To: Gee, Kay; Human Resources; Welch, Leslie
Cc: Rodriguez, Lisa; Verver, Phillip
Subject: CRM/OVS - Advocate Raises

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I will bring you the original memo as well.

Phil -- FYI.
Lisa



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Thank you.

Kirstin

From: [Rodriguez, Lisa](#)
To: [Rodriguez, Lisa](#)
Subject: FW: CRM/OVS - Advocate Raises - SAG0657
Date: Wednesday, December 30, 2015 4:25:46 PM
Attachments: [Untitled.PDF - Adobe Acrobat Pro.pdf](#)

From: Rodriguez, Lisa
Sent: Wednesday, December 30, 2015 2:54 PM
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Cc: Rodriguez, Lisa; Verver, Phillip
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Thank you.

Kirstin

From: Rodriguez, Lisa
To: Loftus, Charles; Duncan, Lola; Jackson, Ronald; Cuellar, Paul
Cc: Perkovich, Mark; Rodriguez, Lisa; Maya, Autumn
Subject: FW: Current Federal Funding
Date: Friday, October 30, 2015 8:17:19 AM
Attachments: Select Account Template Guide.docx

According to FSS, you all have been adding the Fed Asset paycode in ETE for the past three pay periods. In addition, the supervisor has also been approving it. Pursuant to FSS, we are not to use Fed Asset for payroll expenses. You are to use RICO for OT only. Otherwise, your funding should be defaulted and you should not manually be entering a Function Code.

If you are not manually entering a Function Code, please advise asap so that we can get to the bottom of it with GAO and fix the ETE.

Please see me if you have any questions.


Autumn – When auditing ETEs, please ensure that ARAB30059 is never used.


Lisa

How to Access and Select an Account Template

1 – You will need to log into YES

2 – You will need to open you “ETE Labor Timecard

3 – Click on the  drop down menu button next to the field for the Account Template

4 – Now you will need to click on the  drop down menu button next to “Department Account Templates” and you will see the next drop down menu. You will want to select “Agency Account Templates”.

5 – Once you click on the “Agency Account Templates” button you will get a list of all the Account Templates for the Attorney General’s Office. You will need to page through them until you find the Account Template you are looking for. Once you find the correct Account Template click on it and the Account Template (Function Code) will populate in the field.

The reason for selecting your Account Template instead of just typing it in is that the one you select will populate all the other required fields correctly, where if you type it in you may not be pulling in the correct program period. There also will be no typo errors, such as typing a “T” when it should be a “F”.

If you have any questions or need help in being able to select the correct Account Template please email Payroll@azag.gov or call 602-542-4349 and someone will be able to help you or transfer you to the correct person who can.

From: [Rodriguez, Lisa](#)
To: [Maya, Autumn](#); [Perkovich, Mark](#)
Subject: FW: Dan Wood's Phone
Date: Tuesday, December 22, 2015 11:34:47 AM

I understand Woods brought SIS items this am. Please advise Cindy if he did return his phone. Normally we disconnect them to save money during the hiring process, but if we need to keep it on for a couple months, that will be okay. Thanks. Lisa

From: Palmer, Cindy
Sent: Tuesday, December 22, 2015 11:18 AM
To: Rodriguez, Lisa
Subject: Dan Wood's Phone

Hi Lisa,

I just wanted to check-in on Dan's phone? Did you or Autumn retrieve it? Please let me know if you would like for me to cancel the phone number.

Thank you,

Cindy Palmer
Sr. Procurement Specialist
Operations Division
Phone: 602.542.7986

From: [Rodriguez, Lisa](#)
To: [Conrad, Donald](#)
Subject: FW: Departure:
Date: Wednesday, October 07, 2015 9:50:33 AM

From: Loftus, Charles
Sent: Wednesday, October 07, 2015 9:49 AM
To: Rodriguez, Lisa
Subject: FW: Departure:

From: Dison, Wes
Sent: Wednesday, September 30, 2015 3:45 PM
To: Loftus, Charles; Ortiz, Kim
Cc: Nusbaum, Roger; Hill, Virginia; Acosta, Danya; Spencer, Kevin; Shaw, Michele; Vasquez, Roberta; Orosco, Laura (Laura.Orosco@azahcccs.gov); Morrow, Nanette; Armendariz, Rosa; Rivera, Jessica
Subject: Departure:

I have had the opportunity to speak with both of you earlier today, and would ask that you now consider this my notice of intent to leave the agency. I have accepted an offer to assume the duties of Assistant Director of the Arizona Department of Emergency & Military Affairs, Arizona Division of Emergency Management. This is an advancement (rank and pay grade) in my career that offers additional possibilities for growth and development in the near future. My last day with the AGO will be Friday October 16, 2015, and I will assume my new position the following Monday.

It has truly been my distinguished honor to serve in the SIS, and the Tucson Criminal Section. As I have often touted, Tucson is an emerging front both in terms of the number of cases, and the pure talent and dedication of the agents, prosecutors and staff that work in this office. Through the leadership of SIS and Criminal (current and past), Tucson has grown and continues to demonstrate the success that comes from effective leadership. There remains a great deal of work and growth to be accomplished, and I hope the momentum we have gained will continue to drive that effort forward. Unfortunately, I do not see growth potential at the supervisory level in Tucson, so in order to pursue my continued goal of progressive career development, this opportunity is not one I feel I should let pass.

To the group here in Tucson: Virginia, Roger, Danya, Kevin, Michele, Roberta, Madi, Laura and Jose- You are such dedicated and outstanding public servants. Be proud!

Working with these people each day, serving warrants, conducting surveillance, making arrests, or just having lunch at the "table of knowledge", are fond memories I will take with me. Kim, Nanette and the other attorneys and staff in Criminal hold an equal place in my heart.

Our office staff, Rosa and Jessica, keep us running...without them we would be lost!

I will miss the daily relationships that have formed, and I will miss the work. This is a dedicated and

honorable profession, and after 32+ plus years in law enforcement, leaving is certainly bitter sweet.

"Leadership is the art of accomplishing what the science of management says cannot be done." (General Colin Powell)

"If you can touch the bar, the bar is too low." (Me)

Thank you all for the support and for the amazing dedication you demonstrate every day!

Wes J. Dison #380
Special Agent Supervisor

Office of the Attorney General
Criminal Division, Special Investigations Section
400 W. Congress Ste. S-315, Tucson, AZ 85701
Desk: 520.209.4325 | Cell: 520.449.0542
Wes_Dison@azag.gov
<http://www.azag.gov>

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From: Rodriguez, Lisa
To: Conrad, Donald
Subject: FW: Don
Date: Tuesday, December 08, 2015 2:18:15 PM
Attachments: image001.png

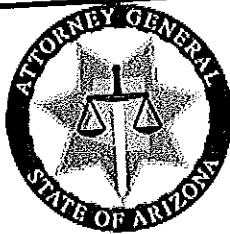
Re: Phone.

From: James, Michelle
Sent: Tuesday, December 08, 2015 2:12 PM
To: Rodriguez, Lisa
Subject: Don

I've submitted a work to have it reset. I will notify you once it's been completed.

Thank you,

Michelle James -Facilities Management Specialist



Office of the Attorney General
Operations Division-Facilities Management
Section
1275 W Washington St Phx. AZ 85007
Main Phone #: (602) 542-8558
Direct Phone #: (602) 542-8075
FacilitiesManagement@azag.gov

From: Rodriguez, Lisa
To: Perkovich, Mark; Maya, Autumn
Subject: FW: ETE Issue - Perkovich
Date: Friday, November 06, 2015 11:51:26 AM

Hopefully this will be fixed by next PPE. If it is not, let me know. Lisa

From: Rodriguez, Lisa
Sent: Friday, November 06, 2015 11:51 AM
To: Knebel, April; Human Resources
Cc: Rodriguez, Lisa; Welch, Leslie
Subject: ETE Issue - Perkovich

April – I have confirmed that Mark has taken his supervisor ETE training; however, he has no access to approve his direct reports' ETEs. He does have access to enter his own ETE, so there must be a problem with the way he is set up. Could you please ensure that he has Yes Authorization? Perhaps that is the problem. In addition, he has no proxy access to all of SIS staff. Thanks for your help. Lisa

Lisa Rodriguez
Legal Administrator
Arizona Attorney General's Office
Criminal Division
(602) 542-8488
lisa.rodriguez@azag.gov

From: Rodriguez, Lisa
To: Martinez, Gilda; Duplissis, Steve; Edwards, Michael; Ahler, Paul; Ortiz, Kim; Loftus, Charles; Conrad, Donald
Cc: Smith, Annette; Jimenez, Maritza; Maya, Autumn; Rodriguez, Lisa
Subject: FW: Excess Annual Leave
Date: Tuesday, December 15, 2015 9:09:06 AM
Attachments: image001.png

Please note the leave balances below as of 12/04/15. Some may have taken time off last PPE. Please ensure they use any remaining leave by the end of the year so they don't lose it. Thanks! Lisa

Please see below for employees currently with Excess Annual Leave for PPE 12/04/2015.

EMPLOYEE NAME	CURRENT BALANCE	PROJECTED BALANCE	HOURS LOST		Supervisor
DUPLISSIS, STEVEN J.	435.23	442.62	42.62	*400 Eligible	Conrad - CRM
ABRIL, ROSIE A.	252.28	258.75	18.75		Martinez - FSP
BUHROW, LAUREN J.	350.92	357.39	37.39		Edwards - SIS
MOAN, CHRISTINA B.	359.6	366.07	46.07		Ahler - FSP
MORROW, NANETTE C.	326.79	333.26	13.26		Ortiz - BCS
JACKSON, RONALD J.	334.28	340.75	20.75		Loftus - SIS
ULLAH, FAISAL H.	326.57	333.04	13.04		Duplissis - HCFA

Thank you,

Kay Gee

Human Resources Section



Attorney General Mark Brnovich
 1275 W. Washington, Phoenix, AZ 85007
 Desk: 602-364-0680
kay.gee@azag.gov

From: Rodriguez, Lisa
To: Maya, Autumn; Smith, Annette
Subject: FW: Funding Has Changed to Federal Funding
Date: Friday, November 20, 2015 10:44:27 AM
Attachments: [Select Account Template Guide.docx](#)

FYI.

From: Payroll
Sent: Friday, November 20, 2015 9:47 AM
To: Fuentes, Ismael
Cc: McClain, Mark; Rodriguez, Lisa; Verver, Phillip
Subject: Funding Has Changed to Federal Funding

Hi Ismael,

Accounting has been notified that there has been a change to how your position is funded and you are now partially funded by federal funds. To ensure compliance with federal reporting requirements, employees who work on and who are funded by federal programs are required to identify the programs they are working on through the Employee Time Entry (ETE) system using the Account Template feature.

Currently, our records indicate that your *default* funding is:

Function #FFAB30973 - Medicaid Fraud with an Account Template of FFAB30973.FFY16

When entering in regular hours worked or over-time worked, you are required to select the appropriate Function in the Account Template based on your actual hours worked by program during that time period. However, the use of the Account Templates is not necessary when recording leave time since your time will be charged based upon your default funding.

I have attached instructions on how to select the Account Template in ETE.

If you have any questions on the use of Account Templates or how to record your time, please contact your supervisor or you may contact Payroll at (602) 542-8037.

Thank you,

Payroll - ET





Attorney General Mark Brnovich
1275 W. Washington, Phoenix, AZ 85007
Phone: 602-542-8037 | Fax: 602-542-5940
Payroll@azag.gov
<http://www.azag.gov>

How to Access and Select an Account Template

1 – You will need to log into YES

2 – You will need to open you “ETE Labor Timecard

3 – Click on the  drop down menu button next to the field for the Account Template

4 – Now you will need to click on the  drop down menu button next to “Department Account Templates” and you will see the next drop down menu. You will want to select “Agency Account Templates”.

5 – Once you click on the “Agency Account Templates” button you will get a list of all the Account Templates for the Attorney General’s Office. You will need to page through them until you find the Account Template you are looking for. Once you find the correct Account Template click on it and the Account Template (Function Code) will populate in the field.

The reason for selecting your Account Template instead of just typing it in is that the one you select will populate all the other required fields correctly, where if you type it in you may not be pulling in the correct program period. There also will be no typo errors, such as typing a “T” when it should be a “F”.

If you have any questions or need help in being able to select the correct Account Template please email Payroll@azag.gov or call 602-542-4349 and someone will be able to help you or transfer you to the correct person who can.

From: Rodriguez, Lisa
To: Conrad, Donald; Ahler, Paul
Subject: FW: FYI - Stolen Laptop
Date: Friday, December 04, 2015 4:30:49 PM
Attachments: 201512041442.pdf

FYI.

From: Garcia, Bobbie
Sent: Friday, December 04, 2015 2:48 PM
To: Rodriguez, Lisa
Subject: FYI - Stolen Laptop

Douglas A. Ducey
Governor



Craig C. Brown
Director

ARIZONA DEPARTMENT OF ADMINISTRATION

RISK MANAGEMENT DIVISION
Property, Liability and Insurance Section
100 NORTH FIFTEENTH AVENUE • SUITE 301
PHOENIX, ARIZONA 85007
(602) 542-2180

December 1, 2015

State of Arizona Office of the Attorney General
Attn: Mike Dailey
1275 West Washington Street
Phoenix, AZ 85007-2997

Re: Our Claim Number: P201530384
Date of Incident: 5/28/15
Type of Incident: Going through TSA at Airport- grabbed wrong laptop

Dear Mr. Dailey:

It is our understanding that Eric Rothblum, A.G. Attorney, was at Sky Harbor Terminal 4 going through the TSA checkpoint on 5/28/15. Because he had a cast on, TSA requested further scanning. Mr. Rothblum grabbed a laptop computer off the scanner conveyor and was scanned by TSA and allowed into the terminal for his flight.

Mr. Rothblum arrived in Washington D.C. and discovered that the laptop he grabbed was not the State Owned HP SN#: 5CB3080M8N. A check with Sky Harbor Airport and the TSA did not find the lost State Owned laptop. It is not known if the laptop he picked off the conveyor (the wrong laptop) was turned into the Sky Harbor lost and found. The loss of the state owned laptop was reported to Sky Harbor Security lost and found but we are not aware of a report number or if it has since been recovered.

A.R.S 41-622B states that property losses arising from obsolescence, nonserviceability, mysterious disappearance, mechanical or electrical breakdown, ordinary wear and tear and inventory shortage are excluded.

Mysterious Disappearance is what resulted in the loss of the State Owned laptop. There is no evidence of theft or presumption of theft of the state owned laptop. The unknown person who grabbed it by mistake did so much like Mr. Rothblum who we know is not a thief and no theft occurred. Without the presumption of theft the loss would fall within the mysterious disappearance definition as there are baffling circumstances, puzzling speculation and arousal of wonder as to what happened to the state owned laptop and we know that unknown person who accidentally grabbed it is probably not a thief either.

Based on our understanding, we must respectfully deny this claim on Mysterious Disappearance.
Should you have any tangible documentation that would affect our findings, please provide it immediately.

Sincerely,



PAUL A. MAHACEK

Sr. Property Adjuster | Property & Liability Section
ADOA - Risk Management Division | State of Arizona
100 North 15th Avenue, Suite 301, Phoenix, AZ 85007
p: 602-542-1848 | FAX: 602-382-2360 | paul.mahacek@azdoa.gov
<https://staterisk.az.gov>

From: Rodriguez, Lisa
To: Conrad, Donald
Subject: FW: Google Alert - Mark Brnovich
Date: Wednesday, December 02, 2015 2:41:56 PM
Attachments: image004.png

From: Piper, Audra
Sent: Wednesday, December 02, 2015 10:33 AM
To: Rodriguez, Lisa
Subject: FW: Google Alert - Mark Brnovich

Nice mention of Don in this article.

From: Google Alerts [<mailto:googlealerts-noreply@google.com>]
Sent: Wednesday, December 02, 2015 6:13 AM
To: Piper, Audra
Subject: Google Alert - Mark Brnovich

| |

Mark Brnovich

As-it-happens update · December 2, 2015

NEWS

Arizona AG Mark Brnovich Exhibits Backbone in Going After Corrupt Institution's Chairwoman

Phoenix New Times

Thus it was with Attorney General Mark Brnovich's post-Thanksgiving press conference, where he carved up Arizona Corporation Commission ...

AG wants utility regulator legally removed from office - Verde

Independent

Full Coverage

| | | | |

Flag as irrelevant

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Send Feedback

From: Rodriguez, Lisa
To: Conrad, Donald; Ahler, Paul
Subject: FW: Graven cases, laptops
Date: Thursday, December 31, 2015 5:31:35 PM
Attachments: Untitled.PDF - Adobe Acrobat Pro.pdf

Fyi.

From: Rodriguez, Lisa
Sent: Thursday, December 31, 2015 5:30 PM
To: Perkovich, Mark
Subject: RE: Graven cases, laptops

Hi Mark.

Sorry for the delay in getting back to you. According to my records and my conversation with Gilda, whom loaned the FSP laptop to Dan, our AG Asset Tag number is 9454. Per the Property Agreement attached to your email, it lists serial number CNU02613SF. I have done further research have confirmed that that serial number matches the Asset Tag number for 9454. Gilda remembers loaning the laptop to Dan for the purpose of someone coming into the AGO to review documents. Never did we know that the laptop was sent out of the office.

As for the other laptop, Toshiba 5A067587H that too belongs to FSP with an Asset Tag number 9568. I checked that out to SA Connell/SA Griffiths on 7/22/14 with a note that they were to return it by 8/2/14. On 8/21/14, Dan reported that SIS was still using laptop 9568. Please see the attached log relating to 9568.

As for why the asset tag numbers are not on Dan's agreements, I have no idea.

These were older laptops that were going to be used as a last option, if needed for distribution to FSP AAGS, as we had received approximately three new laptops to check-out.

Hope this helps. Let me know if you have any additional questions.

Lisa

From: Perkovich, Mark
Sent: Thursday, December 31, 2015 9:49 AM
To: Rodriguez, Lisa
Subject: Graven cases, laptops

Good morning, Lisa. At my 1:1 with Don yesterday, he provided me a handwritten paper titled "Check Out". It appears this may be a check out sheet for a laptop and other office peripherals. In my research of the AGO issuing laptops on behalf of the Graven case (Dan Woods), I was able to locate the attached documents. On the handwritten sheet, the number "9454" appears next to Dan's name but nowhere on the attached docs does the same numbers appear. While it looks like the check-out date was 8/21/14, the issuance date of the laptops on the attached receipts is September 2014. Any additional thoughts moving forward?

Thanks-
Mark

5/5/14

Joe Laptop #9443 Splatters & borrowed DRG

9454 not working

In Focus 4872 (projector)
5/12/14 black out, orange cable

5/19/14

Todd laptop #9454

~~7/15/14~~

~~Carol R.~~

~~Projector / Speakers
EXT CORD~~

7/22/14

SA Connell
SA Griffiths

#9568 -
→ still works
per Woods on 8/2/14

Return by
8/2/14

~~8/7/14~~

~~T. Lawson~~

~~#9454~~

~~8/21/14~~

~~Dan Woods~~

~~#9454 Speaker port not working~~

~~Returned~~

~~Bev~~

~~?~~

~~#6748~~

~~Laptop~~

~~8/22/14
BOH~~

~~1/2/15~~

~~John~~

~~#9716~~

~~Lawson~~

~~Screen~~

1/26/15 laptop Michelle 9569

(Gilda started new log on yellow pad)

Check out

8/21/14 Dan Woods 9454

~~8/26/14 Todd Lawson 9443~~

9/4/14 Carol Sgoviano 6745 projector

~~9/4/14 Carrie Macias 10627 (New laptop)~~

9/4/14 Beverly Rudnick Video camera 8/33
tripod

~~9-11-14 10625 LAPTOPS TANIKA
10626~~

~~9/12/14 Screen Gura/Naft~~

~~9/24/14 Ted Projector over
org card. Barb~~

~~9/24/14 Ted Laptop 10624 (Ted laptop)~~

~~9/24/14 Ted Projector 10627 12/21/14~~

10/6/14 Connell Waters projector 542)

~~10/7/14 Waters laptop 10624~~

~~10/27/14 Mann 10623~~

~~11/1-11/21 Projector Keffer~~

OFFICE OF THE ATTORNEY GENERAL
 PHYSICAL FIXED ASSET INVENTORY
 FY 2014

Asset Tag	Purchase Cost	Purchase Date	Serial Number	Asset Description	Current Location	At Current Location? Circle One	If No, Provide New Location	Other Comments and Updates
7D3PGX1	\$967.29	6/5/13	7D3PGX1	PERSONAL COMPUTER OptiPlex 7010	2030	<input checked="" type="radio"/> Yes <input type="radio"/> No		<u>Para</u>
8338	\$209.00	5/30/07	CNN7132WFX	MONITOR HP 19" MONITOR	2032	<input checked="" type="radio"/> Yes <input type="radio"/> No		<u>PDC RM</u>
9734	\$179.45	1/9/12	RPX114841307	MONITOR ViewSonic 24" Black Monitor	2032	<input checked="" type="radio"/> Yes <input type="radio"/> No		<u>PDC RM</u>
9729	\$179.45	1/9/12	RPX114841318	MONITOR ViewSonic 24" Black Monitor	2034	<input checked="" type="radio"/> Yes <input type="radio"/> No		<u>Waters</u>
8292	\$209.00	5/30/07	CNN7132WGH	MONITOR HP 19" MONITOR	2034	<input checked="" type="radio"/> Yes <input type="radio"/> No		<u>Waters</u>
9490	\$1,044.00	10/20/10	1122526924	CAMERAS MOVIE AND ACCESSORIES Canon Rebel T2i Kit	2037 2036	<input checked="" type="radio"/> Yes <input type="radio"/> No	<u>Equip room</u>	<u>ISS removed</u>
8273	\$209.00	5/30/07	CNN7132V91	MONITOR HP 19" MONITOR	2035	<input checked="" type="radio"/> Yes <input type="radio"/> No		<u>Royle</u>
8298	\$209.00	5/30/07	CNN7132WGN	MONITOR HP 19" MONITOR	2036	<input checked="" type="radio"/> Yes <input type="radio"/> No		<u>Royle</u>
9720	\$179.45	1/9/12	RPX114841310	MONITOR ViewSonic 24" Black Monitor	2036	<input checked="" type="radio"/> Yes <input type="radio"/> No		<u>Royle</u>
7D1PGX1	\$967.29	6/5/13	7D1PGX1	PERSONAL COMPUTER OptiPlex 7010	2037	<input checked="" type="radio"/> Yes <input type="radio"/> No		<u>Landed to SIS</u>
9568	\$0.00		5A067587H	LAPTOP COMPUTER TOSHIBA LAPTOP	2037	<input checked="" type="radio"/> Yes <input type="radio"/> No		
9569	\$0.00		FVZLBM1	LAPTOP COMPUTER DELL LAPTOP	2037	<input checked="" type="radio"/> Yes <input type="radio"/> No		
9443	\$20,427.66	6/14/10	CNU02613QZ	LAPTOP COMPUTER HP Compaq 6730b Notebook PC	2037	<input checked="" type="radio"/> Yes <input type="radio"/> No		<u>Equipment Room</u>
9454	\$20,427.66	6/14/10	CNU02613SF	LAPTOP COMPUTER HP Compaq 6730b Notebook PC	2037	<input checked="" type="radio"/> Yes <input type="radio"/> No		<u>Equipment Room</u>
6748	\$2,193.14	6/11/04	ZUA429P1FN	LAPTOP COMPUTER HPNX9110 P4, 3GHZ, 1GB DDR, 40GB DVDRW, BLUETOOTH WINXPP	2037	<input checked="" type="radio"/> Yes <input type="radio"/> No		<u>Equipment Room</u>
6750	\$2,193.15	6/11/04	ZUA429P1FQ	LAPTOP COMPUTER HPNX9110 P4, 3GHZ, 1GB DDR, 40GB DVDRW, BLUETOOTH WINXPP	2037	<input checked="" type="radio"/> Yes <input type="radio"/> No		<u>Equipment Room</u>
6751	\$2,193.15	6/11/04	ZUA429P1FM	LAPTOP COMPUTER HPNX9110 P4, 3GHZ, 1GB DDR, 40GB DVDRW, BLUETOOTH WINXPP	2037	<input checked="" type="radio"/> Yes <input type="radio"/> No		<u>Equipment Room</u>
6549	\$1,622.28	6/2/04	CNF4210T96	LAPTOP COMPUTER NX9010 P4 2.8GHZ 40GB 512MB NOTEBOOK	2037	<input checked="" type="radio"/> Yes <input type="radio"/> No		<u>Equipment Room</u>

From: Rodriguez, Lisa
To: Maya, Autumn; McClain, Mark
Cc: Rodriguez, Lisa
Subject: FW: Hire List and Hire Packet Information to Interview and Hire Position# SAG000000295
Date: Thursday, October 22, 2015 5:15:26 PM
Attachments: SAG000000295 Hire List.pdf

Guys – I will also need this completed hiring list to add to the Izzy packet. I wrote on this one, so I will need Mark to sign it. Stop by when you have time. Lisa

From: Human Resources
Sent: Thursday, August 20, 2015 12:14 PM
To: Loftus, Charles
Cc: Human Resources; Maya, Autumn; Rodriguez, Lisa; Conrad, Donald
Subject: Hire List and Hire Packet Information to Interview and Hire Position# SAG000000295

Mr. Loftus

Enclosed is the hire list and information to interview, and hire for Special Agent, position number SAG000000295.

The status of this position is uncovered, and the corresponding conditions of employment is attached for your review. You should never have prospective candidates sign this form, as it may be considered an offer of employment; instead, use this document as a discussion point during the interview process. Documentation is required by you to justify the person selected for hire, detailing out how the candidate meets the knowledge, skills and abilities for this position.

ATTACHMENTS

- **Hire List** – Excel document containing all applicants who applied for this position and met pre-screening qualification. Please complete and sign this document, and return it to Human Resources with your hire packet.
- **Applicant Resumes** condensed into one PDF file
- Hire Packet Selection Instructions & Checklist
- Personnel Requisitions & Hiring Guideline & Procedure
- AGO Application of Employment
- Application for Employment Supplement
- Conditions of Employment
- Benefits Brochure
- Pre-Employment Inquiries
- Interview Scoring Form
- Candidate Selection Form
- Memo – Request to Hire
- Reference Check Forms (State and Non-State)

During all phases of the selection process, individuals with a disability may request a reasonable accommodation, such as a sign language interpreter. To request this, please contact the Human Resources office. Requests should be made as early as possible to allow time to arrange the

accommodation.

Please do not hesitate to contact Human Resources should you have any questions or concerns.

ADO Candidate Disposition - Decline - Personal/Other

From: Rodriguez, Lisa
To: Edwards, Michael
Cc: Maya, Autumn; Rodrigue, Lisa; Perkovich, Mark
Subject: FW: Hire List and Hire Packet Information to Interview and Hire Position# SAG000000566
Date: Monday, November 02, 2015 3:11:55 PM
Attachments: Hire List_SAG000000566.pdf
Resumes_SAG000000566.pdf
Application For Employment Supplement (08-14).pdf
Benefits Brochure CY2015 062015.pdf
Candidate Selection Form 06-11.doc
FA3.01 Application for Employment.pdf
Hire Packet Selection Instructions 042015.docx
Interview Scoring Form (11-12).docx
Memo - Request to Hire (012015).docx
Personnel Requisitions and Hiring Guideline and Procedure 032015.docx
REVISED PRE-EMPLOYMENT INQUIRIES.pdf
Condition of Employment Uncovered PersReform hired on&after 09-29-12 (Sept2013).docx
FA3.05 Pre-Employment Work History Verification.pdf
FA3.07 Pre-Employment Reference Check.pdf
FA3.08 Current Former State EE Personnel File Review.pdf

What his the status of this position? From my records this is to replace Loomis in MF2. Please let me know the status. Thanks. Lisa

From: Beck, Candice
Sent: Tuesday, August 11, 2015 9:49 AM
To: Edwards, Michael; Maya, Autumn
Cc: Rodriguez, Lisa; Conrad, Donald; Human Resources
Subject: Hire List and Hire Packet Information to Interview and Hire Position# SAG000000566

Michael,

Enclosed is the hire list and information to interview, and hire for Special Agent, position number SAG000000566.

The status of this position is uncovered, and the corresponding conditions of employment is attached for your review. You should never have prospective candidates sign this form, as it may be considered an offer of employment; instead, use this document as a discussion point during the interview process. Documentation is required by you to justify the person selected for hire, detailing out how the candidate meets the knowledge, skills and abilities for this position.

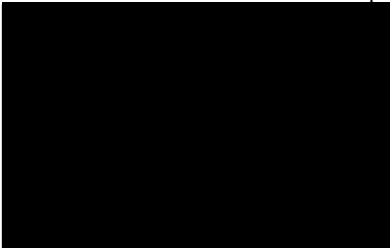
ATTACHMENTS

- **Hire List** – Excel document containing all applicants who applied for this position. Please complete and sign this document, and return it to Human Resources with your hire packet.
- **Applicant Resumes**
- Hire Packet Selection Instructions & Checklist
- Personnel Requisitions & Hiring Guideline & Procedure
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- Application for Employment Supplement
- Conditions of Employment
- Benefits Brochure

- Pre-Employment Inquiries
- Interview Scoring Form
- Candidate Selection Form
- Memo – Request to Hire
- Reference Check Forms (State and Non-State)

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Please do not hesitate to contact Human Resources should you have any questions or concerns.



Contact Codes:
IA Phone Screen - Scheduled Interview
IDO Phone Screen - Candidate Withdraw
ID\$ Phone Screen - Salary Requirements Too High
NR Phone Screen - No Response
NC HM Review - No Interest
LS Letter/Email Sent - No Response

Interview Codes:
IC Interview - Considered
INS Interview - No Show
A Offer - Accepted
DA\$ Candidate Disposition - Decline - Salary too low
DAL Candidate Disposition - Decline - Location
DAG Candidate Disposition - Decline - Position/Title
DAB Candidate Disposition - Decline - Accepted other offer
ADO Candidate Disposition - Decline - Personal/Other



OFFICE OF THE ATTORNEY GENERAL

APPLICATION FOR EMPLOYMENT SUPPLEMENT

Print Form

1275 W. Washington, Phoenix, AZ 85007-2926

602.542.8056 * Fax 602.542.8000

(Hearing Impaired) 602.542.5002 * humanresources@azag.gov

The Arizona Attorney General's Office is a committed Equal Opportunity Employer. All appointments are based on qualifications without regard to race, color, religion, gender, age, national origin, disability, sexual orientation, veteran status, or on the basis of any other legally protected status. The Office complies with the Americans with Disabilities Act of 1990. If you need accommodations in the employment process, please contact our Office prior to the announcement's closing date.

Completion of this form **does not** constitute an offer of employment. The information requested here is required to facilitate considering you for a job opening for which you may qualify. Please type the requested information. Along with the application, attach an original or high-quality photocopy of your resume.

SUPPLEMENT QUESTIONS

Last Name: _____ First Name: _____ Full Middle Name: _____

Social Security # _____ Driver's License # _____ State of Issue: _____

Referral Source: Internet Attorney General Employee: _____

Are you related to any current Attorney General employees? If Yes, indicate name and relations: _____

Are you currently receiving a retirement pension? If Yes, which system (e.g. ASRS, PSPRS, EORP): _____

AZ State Bar Admission Date: _____ ABA Bar Admission Date (if Diff): _____

AZ State Bar Number: _____ Minimum Salary Requirement per Year \$ _____

CRIMINAL HISTORY

All applicants under serious consideration for hire with the Arizona Attorney General's Office are required to be fingerprinted by the Office and complete a criminal background check through State and Federal agencies. A job offer cannot be tendered until the candidate successfully passed the initial background check. Your failure to make a full and accurate disclosure of any prior conviction(s), or to answer the questions fully and accurately, may result in immediate termination from employment or the rejection of any pending application of offer from the Attorney General's Office. A criminal conviction(s) may or may not constitute an automatic disqualification for employment.

Have you ever been *Detained, Arrested, Cited, Accused, Convicted, Charged* or placed in *pre-trial diversion* for any offense, or violation of any statute, ordinance, law or regulation by any civil or military authority, in this country or any country?
(Include any arrests or convictions as a juvenile) Yes No

If YES, explain below the details of the offense. (Use additional sheets if necessary)

Date of Offense _____ Location _____
Description of Offense _____

STATEMENT OF CERTIFICATION

By signing this Application for Employment, I certify under penalty of law that the information provided anywhere on this form and on my enclosed resume is true, correct, and complete to the best of my knowledge and belief. I also acknowledge that should an investigation at any time disclose any misrepresentation or falsification, my application and resume may be rejected, my name may be removed from further consideration, and I may be disqualified from further examination and/or terminated from employment. The Attorney General's Office has my permission to make all necessary and appropriate investigations allowable by law to verify all information on this application and my attached resume. I understand this application is not a contract of employment.

Signature (not electronic) Date _____

Printed Name

Candidate Selection Form

Hiring Supervisor:

Date:

Position No:

Section/Division:

Instructions: The scores entered on this form should be transferred from the Interview Scoring Form from each panel member. Once scores are transferred, total the score for each candidate and enter into the combined score field. The candidate with the highest score should be your preferred candidate. Your second choice should be the candidate with the second highest score.

Candidate Name	Panel Member # 1 Score	Panel Member # 2 Score	Panel Member # 3 Score	Panel Member # 4 Score	Panel Member # 5 Score	TOTAL	Combined Score
Candidate # 1							
Candidate # 2							
Candidate # 3							
Candidate # 4							
Candidate # 5							
Candidate # 6							
Candidate # 7							
Candidate # 8							

For processing of your request for hire, please answer the following questions.

- What skills, knowledge and abilities does the preferred candidate possess above others eligible? Be specific:

- If any applicants on the Hire List were not contacted, please explain why.

The information requested below is required to ensure compliance with equal employment program guidelines and practices in accordance with 28 C 42.301 – 42.208, Subpart E, "Equal Employment Opportunity Program Guidelines." This program is maintained electronically and will be kept on file in the Human Resources Section of the Office of Attorney General, for review or audit by officials of the applicable Arizona state planning agency and the Law Enforcement Assistance Administration as required by relevant laws and regulations.

RACIAL AND ETHNIC DISTRIBUTION BASED ON SURNAME, LANGUAGE OR VISUAL OBSERVATION

(Complete this portion by visual determination only)

	Anglo		African Amer.		Asian		Native Amer.		Hispanic		Handicap	
	M	F	M	F	M	F	M	F	M	F	M	
No. Interviewed												
Appointed												

Hiring Supervisor Signature:

Making a Difference



Our Mission

To support the Arizona Attorney General in his mission to serve and defend Arizona by ensuring success for the Arizona Attorney General's Office; support the Assistant AG's work; and communicate, service and support each other.



Under the leadership of the Attorney General, the Office of the Attorney General represents the public interest of Arizona and its citizens. Employees in the Office enjoy a challenging, sophisticated, and diverse practice in a collegial work environment. The Office boasts some of Arizona's most experienced and respected attorneys, whose work shapes local law at the municipal, state and even national levels.

We offer a variety of career options, programs and benefits for employees. If you want challenging work, friendly co-workers, and if health benefits and retirement programs are important to you, consider your options with the Office

State of Arizona Employee Benefits Offered through the Arizona Attorney General's Office

Office of the Attorney General
Human Resources Section
1275 W Washington St
Phoenix, AZ 85007
Ph: 602.542.8056/Fax:
602.542.8000

Comprehensive Benefits Package

Plan Year Jan 2015-Dec 2015

Please visit www.benefitoptions.az.gov for more detailed information!

Medical & Prescription Insurance:

	Emp	Emp+ Adult	Emp + Child	Emp + Family
EPO	\$18.46	\$54.92	\$46.62	\$102.00
PPO	\$71.54	\$161.54	\$152.77	\$224.31
HSA	\$12.00	\$47.08	\$37.38	\$89.08

Dental Insurance:

	Emp	Emp+ Adult	Emp + Child	Emp + Family
TDA	\$1.86	\$3.72	\$3.50	\$6.12
Delta	\$14.30	\$30.33	\$23.34	\$48.26

Vision Insurance:

	Emp	Emp+ Adult	Emp+ Child	Emp + Family
Avesi	\$1.84	\$5.97	\$5.89	\$7.43

\$

*Figures shown reflect per pay period premiums (26 pay periods)

* For Benefits-eligible positions, there is not a waiting period for vision benefits.

Other Benefits for Eligible Employees:

Employees:

- * Pre-Tax Flexible Spending Accounts: available for medical expenses and dependent care.
- * Life Insurance: \$15,000 basic life insurance provided by the State at no monthly cost to the employee.
- * Supplemental Life Insurance: Employees may purchase additional supplemental life insurance coverage.
- * Dependent Life Insurance: Optional life insurance available for employee's spouse and eligible dependent children.
- * Short Term Disability: Optional at \$0.65 per \$100 of your earned monthly wages.

Additional Benefits:

- * Bar Dues: The Office provides compensation for the cost of the State Bar dues, providing fund availability.
- * RideShare & Public Transportation Subsidy: The State currently subsidizes 50% of bus fare on a pre-tax basis.
- * Employee Wellness Program: Free or low cost educational programming, health screenings, interactive web tools, and health related services.
- * Employee Assistance Program: Free, confidential, short-term counseling services for you and your family.
- * Employee Discount Programs: Variety of group auto/home insurance; computer purchase programs; home use of Microsoft Programs & tuition discounts.

Leave Accrual:

* Annual Vacation: Please contact Human Resources for details of the Annual Leave plan.

* Sick Leave: 12 days per year. No maximum accrual rates for employees. Retirement Accumulated Sick Leave program available.

Visit www.azasrs.gov or www.asprs.com

Bi-Weekly Mandatory Deductions

ASRS + LTD 11.35% + 0.12% = 11.47%

PSPRS w/ LTD 11.05%

* Deferred Compensation Plan: Tax deferred plan through Nationwide Investment Services Corp. allows you to save for your retirement through convenient payroll deductions on a pretax basis. For more information, see www.nisforu.com or call 800.796.9753.

* Any new state employee who meets membership criteria under the ASRS statutes will be eligible for ASRS membership on the 27th week of employment. PSPRS statutes will not be subject to the waiting period. (A.R.S. §38-671)

Name of Applicant

Arizona State Personnel System

APPLICATION FOR EMPLOYMENT

Completion of this form in no way constitutes an offer of employment. The information requested is required to provide us with information necessary to consider you for the position for which you are applying.

PLEASE PRINT LEGIBLY OR TYPE ALL REQUESTED INFORMATION

Date of Application

Position for which you are applying

Last Name

First Name

M.I.

Street Address

City

State

ZIP Code

Contact Phone Number(s)
(include area code)

Contact E-mail address

Alternate Phone Number(s)
(include area code)

State Agency
Applying to

CONDITIONS OF CONSIDERATION FOR EMPLOYMENT

All information contained on the application is subject to verification. If applicable, the State of Arizona may conduct background checks including, but not limited to, work references, driving records, criminal conviction records and educational attainment.

You may be subjected to a criminal background investigation for some positions. If applicable, your fingerprints may be sent to state and federal law enforcement agencies (DPS and FBI). All offers of employment and continued employment may be subject to a complete review of any criminal convictions you may have. Your failure to make a full and accurate disclosure of any prior conviction(s), or to answer the questions fully and accurately, may result in immediate termination from employment or the rejection of any pending application or offer from the State of Arizona.

CRIMINAL BACKGROUND INFORMATION (ALL APPLICANTS)

ALL QUESTIONS MUST BE ANSWERED TRUTHFULLY AND COMPLETELY. "Crime" as used in this section means any and all felonies, misdemeanors and serious driving offenses including, but not limited to, driving while under the influence of intoxicating liquor ("DUI") or drugs, extreme DUI, reckless driving, aggressive driving, racing exhibition of speed, excessive (criminal) speed, leaving the scene of an accident, driving on a suspended, revoked refused license or any other driving offense that is a misdemeanor (i.e., possible penalty for conviction include imprisonment or jail time). "Crime" does not include minor (civil) traffic offenses. If you are not sure how to answer these questions, please ask a member of the Human Resources Department for assistance.

"Convicted" means you have been found guilty of a crime by a court or jury, or have pleaded guilty or nolo contendere ("no contest") to a crime and have been sentenced for a crime, whether imprisoned, incarcerated, placed on probation, fined or received a suspended sentence.

****NOTE: A criminal conviction(s) may or may not constitute an automatic disqualification employment.**

Have you ever been convicted of any crime, even if set aside or expunged? Yes No

If you answered "yes" to the question above, please give the details of offense(s) for which convicted, date(s) of conviction jurisdiction(s) (court, city, county, state, federal, foreign or military), and disposition(s) on the attached supplemental sheet marked "Criminal Conviction History Form". Exclude tickets for minor traffic and parking violations.

Name of Applicant

CRIMINAL CONVICTION HISTORY

If you have ever been convicted of any crime, please give the details of the offense(s) for which convicted, date(s) of conviction(s), jurisdiction(s) (court, city, county, state, federal, foreign or military), and disposition(s). Please see page 1 for definition of "crime".

DATE	CONVICTION	MISDEMEANOR OR FELONY	DISPOSITION	LAW ENFORCEMENT AGENCY	CITY	STATE	COUNTY	OTHER FEDERAL, FOREIGN, MILITARY

Name of Applicant

Can you provide verification of your eligibility to work in the U.S.?

Yes

No

Are you 18 years of age or older?

Yes

No

EDUCATION AND TRAINING

College, University, Trade or Business Schools	City, State (List campus attended)	Degree/Diploma Attained/Year	Hours Earned	Major Area of Study
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Proof of your degree from an accredited College/University may be required upon hire.

Other Training: Name and Location of Institution	Topic of Training	Diploma/Certificate
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

List Current Licenses/Professional Registrations/Certifications	State Received	Expiration Date(s)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you currently or have you ever worked for the State of Arizona?
If yes, please state the name of the agency and the last employment date, if not included in the employment history below.

Yes

No

List reason for leaving State employment.

Have you ever been dismissed or allowed to resign in lieu of dismissal from a position for misconduct or unsatisfactory service?

Yes

No

If yes, describe the circumstances even if you did not agree with your employer's decision:

Name of Applicant

EMPLOYMENT HISTORY

List all employers for the past ten (10) years beginning with the most recent first. Account for all time employed, including self employment. If you do not have employment history, please proceed to page six.

HOURS PER WEEK

DATES WORKED

From (Mo/Yr) To (Mo/Yr)

To (Mo/Yr)

Company Name

Starting Salary

Ending Salary

Position

Address (No., Street, Suite No.)

Duties

Per Week, Month, Year

Supervisor's Name

City, State, ZIP

Reason for Leaving

Phone Number

Yes

No

If presently employed, may we contact your employer?

HOURS PER WEEK

DATES WORKED

From (Mo/Yr) To (Mo/Yr)

To (Mo/Yr)

Company Name

Starting Salary

Ending Salary

Position

Address (No., Street, Suite No.)

Duties

Per Week, Month, Year

Supervisor's Name

City, State, ZIP

Reason for Leaving

Phone Number

HOURS PER WEEK

DATES WORKED

From (Mo/Yr) To (Mo/Yr)

To (Mo/Yr)

Company Name

Starting Salary

Ending Salary

Position

Address (No., Street, Suite No.)

Duties

Per Week, Month, Year

Supervisor's Name

City, State, ZIP

Reason for Leaving

Phone Number

Name of Applicant

EMPLOYMENT HISTORY

List all employers for the past ten (10) years beginning with the most recent first. Account for all time employed, including self employment. If you do not have employment history, please proceed to page six.

HOURS PER WEEK

DATES WORKED From (Mo/Yr) To (Mo/Yr)

Company Name Starting Salary Ending Salary Position

Address (No., Street, Suite No.) Duties Supervisor's Name

City, State, ZIP Per Week, Month, Year Reason for Leaving

Phone Number

HOURS PER WEEK

DATES WORKED From (Mo/Yr) To (Mo/Yr)

Company Name Starting Salary Ending Salary Position

Address (No., Street, Suite No.) Duties Supervisor's Name

City, State, ZIP Per Week, Month, Year Reason for Leaving

Phone Number

HOURS PER WEEK

DATES WORKED From (Mo/Yr) To (Mo/Yr)

Company Name Starting Salary Ending Salary Position

Address (No., Street, Suite No.) Duties Supervisor's Name

City, State, ZIP Per Week, Month, Year Reason for Leaving

Phone Number

Please list any other names you may have used while employed.

If you need additional space, please use the sheet marked "Additional Information".

Name of Applicant

PROFESSIONAL REFERENCES

This form shall be completed if you do not have employment history. If you do have employment history, this form is optional. However, the information on pages four and five should not be duplicated here. Please list the names and contact information of three professional references (current and/or former co-workers, customers, supervisors, teachers, professors, volunteer coordinators, internship managers, etc.) who may be contacted.

Name Professional Relationship
Telephone Number E-mail Address
Years Known

Name Professional Relationship
Telephone Number E-mail Address
Years Known

Name Professional Relationship
Telephone Number E-mail Address
Years Known

PLEASE USE THE REMAINDER OF THIS PAGE FOR ANY ADDITIONAL INFORMATION

Name of Applicant

STATE OF ARIZONA
DRIVER FORM

Please complete this form if the position you are applying for will require you to drive a vehicle as part of your job responsibilities.

I understand to operate a personally owned vehicle or fleet motor vehicle for the furtherance of State business purposes, I must have an acceptable driving record and complete applicable driver training as required by Arizona Administrative Code R2-10-207(12).

I understand the Driver Protection Privacy Act of 1994, amended September 1997, prohibits the release of my Motor Vehicle Record for reasons other than matters of motor vehicle or driver safety.

I understand I may be asked and would be responsible for providing a copy of my thirty-nine month motor vehicle record history if I do not have a current Arizona driver license.

Name (print as it appears on your driver license)

Do you have a current valid U.S. driver license?

Yes

No

State Issuing and Driver License Number

Do you have a current valid U.S. commercial driver license?

Yes

No

State Issuing and Driver License Number

Name of Applicant

I certify that all the information provided herein is true and complete to the best of my knowledge. I agree and understand that omissions, misstatements and falsifications may cause forfeiture on my part of all eligibility to any employment with the State of Arizona and may be cause for rejection of this application, removal of my name from eligibility lists, or dismissal from State employment. In addition, I give the State of Arizona the right to investigate and verify any information obtained through the application process. Permission is granted and I release from any and all liability any employer, agency, individual or educational institution assisting the State of Arizona in providing relevant, job-related information that will assist in the process.

My signature below certifies that I have read and understand this application and agree to the terms and conditions outlined in this document.

Applicant's Signature

Date

Printed Name

Arizona State Government is an AA/EOE/ADA Reasonable Accommodation Employer.

Persons with a disability may request a reasonable accommodation by contacting the Agency Human Resources Office. Requests should be made as early as possible to allow time to arrange the accommodation.

HIRE PACKET SELECTION INSTRUCTIONS & CHECKLIST

Instructions:

Please ensure that you adhere by the following guidelines during this and all hire processes. The hire requests that you submit are recommendations only and may not be approved due to varying circumstances. It is imperative that we do not mislead our applicants or compromise a fair and equitable hire process.

Guidelines:

- Do not tell or imply to an applicant that they are preferred or have been selected for the position (even once you have submitted your hire recommendation to your chain of command or HR).
- Do not tell or imply to an applicant that you have submitted a request to hire them and are awaiting approval from your chain of command or HR (even if you have), except in exigent circumstances and approval of the EXO and/or HR.
- The hiring supervisor is responsible for completing the professional references and/or personnel file review for the candidate. HR can assist if requested by the supervisor.
- You are not permitted to request supporting salary information. Your salary recommendation can only be based on the salary provided on the application and will be contingent upon reference checks and salary verification completed by HR once a hire has been approved.
- You are required to conduct a minimum of three interviews before making a selection, except in exigent circumstances and approval of the EXO and/or HR.
- Please submit your hire recommendation packet for your top 2 candidates. That way, if the first person doesn't accept, HR can move directly onto the second person. If you have questions regarding this option, please contact your HR representative or email humanresources@azag.gov.
- Please ensure that you submit all of the interview materials that you/your panel use with your hire request packet.

Interview Questions:

We suggest a minimum of 8-12 questions, mixing behavioral, programmatic, and experience questions. For additional information on conducting Attorney interviews, please refer to the Attorney Recruitment document. The document will provide helpful information on the interview structure and sample questions if needed.

Prior to interviewing:

When calling to set up interviews briefly recap the job description (specifying unique factors such as required driving or travel), the salary range, and the conditions of employment for this position. You may email or fax the following 3 items to the applicants before the interview so they come prepared:

- Application for Employment and Application for Employment Supplement Form to be completed and submitted during interview;
- Announced job description; and
- Conditions of employment (questions regarding the conditions should be forwarded to HR for response).
- For attorneys, require that a writing sample be provided at least 48 hours before the interview.

Human Resources Role:

Human Resources will process and schedule the candidate's background checks, obtain salary verification, extend employment offers, etc. You will be notified once an offer has been accepted and a start date has been agreed upon.

HIRE PACKET CHECKLIST FOR SUPERVISORS

Position #:		Position Title:	
DIV/SEC		Hiring Supervisor:	
Selected Candidate's Name:		Salary Proposal:	

Completed Hire Packet:

Your completed hire packet must include:

- Cover memo indicating applicant selected, proposed base annual salary, proposed start date, and approvals through the Division Chief level.
 - If a member of your chain of command is out of the office for an extended period, please obtain as many approvals as possible and then bring to HR.
- Fully coded Hiring List signed by the hiring supervisor.
- Completed Candidate Selection form(s).
- Completed Interview Scoring form(s).
- Completed References forms and/or Personnel File review notes
- Application for Employment, Application for Employment Supplement, and Resume of selected applicants (top two choices).
- All remaining resumes and related materials from the hiring process, including interview question forms utilized and any written notes taken during the interview process.

Note: Once your hire recommendation is approved and an offer has been accepted, HR will send notification letters to the applicants that you interviewed but did not select. Please let HR know if the hiring supervisor would like to inform applicants interviewed but not selected.

Interview Scoring Form

Date:
Position No:
Interview Panel Member:

Instructions: An Interview Scoring Form should be completed by each interview panel member and must include each candidate interviewed.

How to Score: The score should be based on their responses to the questions answered during the interview process (i.e. professionalism, communication, ability to provide examples for the knowledge, skills, and abilities required for the position, and thoroughness). Score the candidates from 1 (lowest) through the total number interviewed. It is desirable that each candidate receives an individual score unlike that assigned to any other candidate. Once scoring is complete, these scores will transfer to the Candidate Selection Form included in your hire packet.

Candidate Name	Score
Candidate# 1	Score# 1
Candidate# 2	Score# 2
Candidate# 3	Score# 3
Candidate# 4	Score# 4
Candidate# 5	Score# 5
Candidate# 6	Score# 6
Candidate# 7	Score# 7
Candidate# 8	Score# 8



OFFICE OF ATTORNEY GENERAL MARK BRNOVICH
[INSERT DIVISION/SECTION NAME]

MEMORANDUM

TO: Leslie Welch, Operations Division Director
FROM:
DATE:
RE: Memorandum Requesting Approval to Hire Candidate for Position # _____

Memorandum INSTRUCTIONS:

1. List your top two applicants selected, proposed base annual salary, proposed start date, and obtain signed approvals through your Division Chief level. List why these applicants are your first and second choice.
2. Include any other relevant information for your Section/Division Chief and HR to provide approval to this request.
3. Please ensure that you attach all of the interview materials that you / your panel use with this hire request memorandum, to include the following items:
 - Approved interview questions
 - Completed hire packet with approvals / attachments
 - Fully coded hiring list, signed by hiring supervisor (generated electronically from Hiring Gateway)
 - Completed Candidate Selection form(s)
 - Completed References and/or personnel file review forms
 - Completed Interview Scoring forms
 - Application, Application Supplement and Resume for selected applicants (top two choices)
 - All remaining resumes and related materials from the hiring process, including interview question forms utilized and any written notes taken during the interview process.
4. Route this memorandum via hard copy with signatures to Human Resources for approval and processing.

Section Chief Approval Signature

Date

Division Chief Approval Signature

Date

Operations Division Signature

Date

Supersedes: 01/2011

SUBJECT: PERSONNEL REQUISITIONS AND HIRING

I. PURPOSE

The purpose of this guideline is to establish the hiring process and procedures for the Office of the Attorney General.

II. GUIDELINE

- A. The Human Resources Section of the Office of the Attorney General shall provide administrative assistance to the Office in all personnel matters. These include classification, recruitment, selection factors, position changes, employee relations, discipline actions, grievances, risk management and interpretation of Personnel Rules and Regulations. The Human Resources Section shall process all personnel transactions. These transactions include, but are not limited to the following: hiring, transfers, reclassifications, supervisor changes, FMLA, leave without pay, promotions, demotions, suspensions, terminations, performance evaluations, performance salary increases, position control, name change, failure to complete probation, extension of probation or temporary appointment, insurance coverage and training coordination.
- B. For all positions, the responsible hiring supervisor (hereafter, "hiring supervisor") may establish a screening panel or interviewing panel. The screening/interviewing panel must be composed of personnel familiar with the duties and qualifications of the position being filled. The hiring supervisor may interview the people recommended by the panel and at his/her discretion, interview additional people as deemed appropriate; however, all candidates to be interviewed must be selected from an approved hiring list (this hire list will be provided by the Human Resources Section). At least three applicants must be interviewed for each vacancy, unless there are exigent circumstances and approval of the EXO or HR. Standard questions must be developed prior to the interview and submitted to the Human Resources Section for approval. For attorney recruitment, the template interview structure can be used as a guide in interviewing applicants. The hiring supervisor may conduct a second interview with one or more of the applicants. If a second interview is to be given to more than one applicant, the questions to be used should be submitted in advance of the interview to the Human Resources Section for approval.
- C. Once the hiring supervisor chooses his/her top candidate or candidates, he/she shall submit a "Memorandum Requesting Approval to Hire Candidate" to their Section Chief and Division Chief for approval. Human Resources will complete a minimum of two references on the top candidate or candidates. Hiring supervisor will contact employment references when a Unit, Section and/or Division Chief submits a request to Human Resources, unless HR assistance is requested.
- D. Recommendations to hire shall be reviewed and signed off by the hiring supervisor, Section Chief, and Division Chief and then forwarded to the Human Resources Section for approval with the Director of Operations. Once the recommendation has been received and approved, Human Resources will process the background check and schedule fingerprints. If the background check has been successfully passed, Human Resources will work with the applicant to offer the position and obtain salary verification (if applicable). Once the offer has been accepted, Human Resources will send the Hiring Supervisor a hiring approval email with the New Hire's start date, salary, etc.
- E. The initial hire request memorandum should include the supervisor's recommendation of salary, in accordance with Personnel Rule R2-5A-402 and the ADOA Compensation Guidelines. The Hiring Supervisor's salary recommendation will be contingent upon (1) the reference checks completed and (2) salary verification completed by Human Resources once a hire has been approved (3) and approved.

Revised: 03/2015

Supersedes: 01/2011

ARIZONA
OFFICE OF THE ATTORNEY GENERAL
GUIDELINE AND PROCEDURE

No. HR-1

SUBJECT: PERSONNEL REQUISITIONS AND HIRING

budgeted amount. The justification for the recommendation should include salary history (based on the application only), experience and education. The salary requested may be denied by Director of Operations on any budgetary and/or fiscal constraints it may place on the Office.

- F. Alternate hiring procedures may be used with prior approval from the Director of Operations. This includes but is not limited to direct hires, hiring and screening panels used to interview and/or select top candidates.

III. PROCEDURE

Performed By	Action
Hiring Supervisor	1. Submit resignation creating vacancy or applicable request to Human Resources.
Human Resources Section	2. Complete HR sections of the Personnel Requisition and attach current Position Description (PD).
Hiring Supervisor	3. Forward to the Hiring Supervisor. 4. Review the PD and make any necessary updates.
Hiring Supervisor	5. Complete the Personnel Requisition in its entirety. Provide a realistic projection of salary for the position (to be used in the advertising process). 6. Obtain approvals from the Section and Division Chief. 7. Email and send hard copy Personnel Requisition and updated PD to Human Resources with Section Chief and Division Chief approval. 8. Prepare interview questions and designate the interviewer or panel. Submit the interview questions to Human Resources for approval via email prior to receipt of hiring list.
Budget Office	9. Verify that funds and FTE position(s) are available. 10. Calculate total cost for the fiscal year. a. If funds are available, enter fund source, initial Personnel Requisition and send to Human Resources Section via email. b. If funds are not available, return to Human Resources Section with notation and discuss with hiring supervisor.
Human Resources Section	12. Based on recommendation of hiring supervisor, determine whether recruiting should be internal, external or state promotion and indicate recommendation. 13. Evaluate whether special selection factors are necessary. 14. Indicate recommendations on the Personnel Requisition. 15. Coordinate with Budget Office. 16. Prepare a pending folder and Recruit/Advertise. All advertisements will have salary range of the entrance of the grade up to the projection the Hiring Supervisor stated on the Requisition unless an alternative is discussed with HR. All draft advertisements will be emailed to the Hiring Supervisor for approval. Ads will not be posted until Human Resources receive an email approval ba

Revised: 03/2015

Supersedes: 01/2011

ARIZONA
OFFICE OF THE ATTORNEY GENERAL
GUIDELINE AND PROCEDURE

No. HR-1

SUBJECT: PERSONNEL REQUISITIONS AND HIRING

	<p>from the Hiring Supervisor.</p> <ul style="list-style-type: none">a. Prepare Job Opportunity announcement and publish on web page and internal via email (when applicable) with closing date.b. When the position's advertisement closes, verify qualifications of all applicants applying to positions and add to the hire list if they meet the knowledge, skills and abilities required. <p>17. The Human Resources will review and approve all interview questions.</p> <p>18. HR Rep will contact the Hiring Supervisor with approval of questions via email.</p> <p>19. HR will send hiring packets to the requesting supervisor via email.</p>
Hiring Supervisor	<p>20. Schedule applicants for interview.</p> <ul style="list-style-type: none">a. Schedule applicants via telephone calls where possible to speed up process.b. Contact persons who do not respond to telephone calls by email or mail (not required).c. Schedule interviews with at least three eligible applicants, if available.d. Conduct interviews. <p>21. Complete the "contact information" and "comments" sections of the Hiring List.</p> <p>22. Complete professional references and/or file review for top candidate. HR can assist if requested by hiring supervisor.</p> <p>23. Prepare memo with recommendation.</p> <p>24. Obtain approval signatures from Section and Division Chiefs and send to Human Resources for final processing.</p>
Human Resources Section	<p>12. Review all materials and ensure compliance with all guidelines, procedures and rules.</p> <p>13. Submit to Director of Operations for final approval</p> <p>14. If approved, offer position to candidate.</p> <p>15. Contact candidate and schedule candidate for background check. Explain any offer is contingent upon successful passing of the background check.</p> <p>16. Notify hiring supervisor of approval or rejection of candidate.</p> <p>17. Send confirmation of hiring acceptance letter to candidate with all applicable information (salary, state date, etc.).</p> <p>18. Notify all candidates interviewed of the selection outcome within five work days after final approval is received.</p>



Mark Brnovich
ATTORNEY GENERAL

OFFICE OF THE ARIZONA ATTORNEY GENERAL

CIVIL RIGHTS DIVISION

GUIDE TO PRE-EMPLOYMENT INQUIRES UNDER THE ARIZONA CIVIL RIGHTS ACT

PURPOSE OF GUIDE:

The Arizona Civil Rights Act contains a number of specific provisions designed to prevent discrimination in employment. Although the Act does not expressly prohibit pre-employment inquiries based on an applicant's race, color, religion, sex, age, disability or national origin, such questions usually bear no demonstrable relationship to a job applicant's abilities or qualifications and, consequently, serve no lawful purpose.

The Act's restrictions may necessitate changes in the content of application forms as well as oral questions asked of applicants. It is the employer's right to establish job related requirements and to seek the most qualified individual for the job. Information obtained through application forms and interviews is presumed to be used by the employer in making selection and assignment decisions. For this reason, the employer should make only those inquiries necessary to determine the applicant's eligibility to be considered for employment.

Documents required for legitimate business purposes that reveal protected information (such as birth certificates or naturalization papers) may be requested at the point of hire, but not before. The point of hire is reached once the employer has decided to hire the applicant and has so informed the applicant.

This guide is provided to assist private employers in understanding and applying the law. The guide is not intended to be an exhaustive list of all acceptable or unacceptable questions that may constitute evidence of unlawful discrimination. Information obtained through acceptable questions may not be used to unlawfully discriminate in the basis of race, color, religion, sex, age, disability, or national origin.

This guide pertains only to inquiries directed to an applicant prior to employment. Employers may obtain and use certain protected information pursuant to an exemption from the Arizona Civil Rights Act. The Act permits certain types of discrimination on the basis of applicable security regulations established by the United States, on the basis of a bona fide occupational qualification which is considered essential to a particular position or occupation, or on the basis of religion by a religious corporation, association, educational institution, or society.

Inquiries that are otherwise unacceptable but necessary for affirmative action programs or other government reporting or record keeping requirements should be made on a separable portion that will be removed prior to processing the application. Forms with such inquiries should include a statement that the information is for statistical purposes only and will not be part of the application. Such information should be kept separate from regular employee records.

A private employer is covered by the Arizona Civil Rights Act (ACRA) if it is an employer with 15 or more employees on each working day in each of 20 or more calendar weeks in the current or preceding calendar year.

<u>Acceptable Pre-Employment Inquires</u>	<u>Subject</u>	<u>Unacceptable Pre-Employment Inquiries</u>
Name of applicant. Any other names applicant may be known by so a proper check of work and educational records can be made.	<u>Name</u>	Inquiries regarding origin of applicant's name that may tend to indicate the applicant's national origin, religion or ancestry.
Place and length of residence, telephone number, only.	<u>Residence</u>	
Statement concerning employment subject to verification that applicant meets legal age requirements.	<u>Age</u>	<p>ACRA prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 70 years of age.</p> <p>It is unlawful for an employer to print or publish any notice or advertisement relating to employment indicating any preference, limitation, specification or discrimination based on age, except when age is bona fide occupational qualification for employment.</p> <p>It is unlawful to limit, segregate or classify applicants for employment in any way which would deprive or tend to deprive employment opportunities based on an individual's age.</p>
Status of Residency: 1) U.S. Citizen? 2) Legal right to work in the U.S.?	<u>Birthplace, Citizenship</u>	It is unlawful to require proof of citizenship or residency <u>prior to offer of employment</u> .
Statement to applicant that, <u>if hired</u> , applicant may be required to submit proof of citizenship/legal right to work in the U.S.		
Foreign languages applicant reads, speaks, or writes, <u>if job related</u> .	<u>National Origin</u>	To inquire, limit, segregate or classify applicants for employment in any way that will deprive or tend to deprive employment opportunities based on an applicant's national origin.
	<u>Gender</u>	To limit, segregate or classify applicants for employment in any way that would deprive or tend to deprive employment opportunities based on an applicant's gender.

Religion

To inquire, limit, segregate or classify applicants for employment in any way that would deprive or tend to deprive employment opportunities based on an applicant's religion.

Statement of regular days, hours or shifts to be worked.

Work Days/Shifts

Statement that photo may be required after hiring.

Race/Color or, Physical Description

To inquire, limit, segregate or classify applicants for employment in any way which would deprive or tend to deprive employment opportunities based on an applicant's race, color or physical description.

Make pre-employment inquiries into the ability of an applicant to perform job related functions.

Medical

The prohibition against discrimination based on a disability includes medical exams and inquiries. Except as stated, a covered entity shall not conduct a medical exam or make inquiries of a job applicant as to whether the applicant is an individual with a disability or as to the nature or severity of the disability.

Require a medical examination after an offer of employment has been made to a job applicant and before commencement of employment duties of the applicant and may condition an offer of employment on the results of such examination if both of the following apply:

(a) All entering employees in the same job classification are subjected to the examination regardless of disability.

To fail or refuse to hire, or to otherwise discriminate against, any individual based on the results of a genetic test received by the employer.

b) Information obtained regarding the medical condition or history of the applicant is collected and maintained on separate forms and in separate medical files and is treated as a confidential medical record.

Use qualification standards, exams, tests or other selection criteria that screen out or tend to screen out an individual with a disability, or a class of individuals with disabilities, unless the standard test or other selection criteria is shown to be job related for the position in question and is consistent with business necessity.

Inquiry into academic, vocational, professional education and schools attended, degrees/diplomas received.

Education

Specific inquiry into the nationality, racial, or religious affiliation of a school.

Inquiry regarding prior convictions. When, where, final disposition of case. *Must include statement that conviction will not be an absolute bar to employment.*

Criminal Record

May ask for references:

Professional/Character
References

- (a) Person who referred applicant.
- (b) Names of applicant's relatives currently employed by company.
- (c) Former employers

Emergency contact information.

Notice in case of emergency

List of organizations, clubs, professional societies or other associations of which applicant is a member, **excluding** those which by their name or character indicate race, color, religion, gender, age, disability or national origin.

Organizations

Notice to applicant that any misstatements or omissions of material facts in the application may be cause for dismissal.

Miscellaneous

**OFFICE OF THE ATTORNEY GENERAL
AT- WILL UNCOVERED EMPLOYEE**

**CONDITIONS OF EMPLOYMENT
EMPLOYEES HIRED ON AND AFTER 09/29/12**

As an at-will uncovered employee you serve at the pleasure of the agency director and/or assistant director and can be dismissed at any time without cause or right of appeal. The State Personnel Rules provide a guideline for all uncovered employees. Also, as an at-will uncovered employee, the following conditions of employment apply to you:

1. Standards of Conduct

A state employee shall at all times:

- Comply with federal and state laws and rules, and agency policies and directives
- Maintain high standards of honesty, integrity, and impartiality, free from personal considerations, or favoritism
- Be courteous, considerate, and prompt in interactions with and serving the public and other employees
- Conduct himself or herself in a manner that will not bring discredit or embarrassment to the state

A state employee shall not:

- Use his or her official position for personal gain, or attempt to use, or use, confidential information for personal advantage
 - Permit himself or herself to be placed under any kind of personal obligation that could lead a person to expect official favors
 - Perform an act in a private capacity that may be construed to be an official act
 - Accept or solicit, directly or indirectly, anything of economic value as a gift, gratuity, favor, entertainment, or loan that is, or may appear to be, designed to influence the employee's official conduct. This provision shall not prohibit acceptance by an employee of food, refreshments, or unsolicited advertising or promotional material of nominal value
 - Directly or indirectly use or allow the use of state equipment or property of any kind, including equipment and property leased to the state, for other than official activities unless authorized by written agency policy or as otherwise allowed by these rules
 - Inhibit a state employee from joining or refraining from joining an employee organization
 - Take disciplinary or punitive action against another employee that impedes or interferes with that employee's exercise of any right granted under the law or these rules
- 2. Hours of Work:** The agency shall determine the hours of employment for each employee. An employee may be required to work overtime to accomplish the work of the Office of the Attorney General. If you are required to work more than 40 hours in a week, and are non-exempt from the provisions of the Fair Labor Standards Act (FLSA), you will receive, for each hour over 40 worked, either 1½ times your regular rate of pay in cash, or 1½ hours of compensatory leave. Human Resources will let you know if you fall within this category.
- 3. Outside Employment:** A state employee may seek employment and engage in a variety of activities outside of the employee's work for the state. However, the employee shall not engage in other employment or other activity that is not compatible with the full and proper discharge of the duties and responsibilities of state employment, or that tends to impair the employee's capacity to perform the employee's duties and responsibilities in an acceptable manner. An employee who desires to engage in other employment or currently is engaged in outside employment will notify the employee's supervisor and complete the appropriate notification forms found at <https://sharepoint.azag.gov>. The agency will review outside employment notifications for approval.
- 4. Disclosure of Conflicts of Interests:** Employees shall disclose actual or potential conflicts of interest related to outside employment activities or any other reason as soon as the employee becomes aware of the conflict by completing the Conflict of Interest Disclosure form found at <https://sharepoint.azag.gov>. The agency will determine if a conflict or potential conflict exists.
- 5. Political Activities:** State law restricts political activities for uncovered employees.
- 6. Alcohol and Drug Free Workplace:** State agencies shall prohibit the manufacture, distribution, dispensation, possession or use of alcohol, illegal drugs, unauthorized drugs, inhalants, or other unauthorized controlled substances during an employee's working hours or while on state premises or worksites, including state vehicles and property leased to the state. A state employee shall not be impaired by alcohol or drugs while on duty.
- 7. Retirement:** Employees must participate in the Arizona State Retirement System (ASRS) or Public Safety Retirement System (PSPRS), dependent upon the classification of the employee's position. Retirement deductions may vary

from year to year and there is an initial 27 week waiting period for ASRS (with the exception of current ASRS members). A.R.S. § 38-711(23)(b) defines a member of Arizona State Retirement System (ASRS) as a.) someone who is engaged to work at least twenty weeks in each fiscal year and at least twenty hours each week (referred to as the 20/20), b.) Have been hired with the intention to work in a capacity that meets 20/20. For new employees that meet this definition, ASRS membership and contribution is required. Contact Human Resources if you have any questions regarding this information. Special Agents make application to participate in PSPRS unless the employee has retired from PSPRS. There is no waiting period for PSPRS. If an employee in a Special Agent position has retired from PSPRS, the employee will be required to participate in ASRS per A.R.S. § 38-727(2).

BENEFITS

Health:

Uncovered employees who work 20 hours or more per week are eligible to participate in the State’s health, dental, life and disability income insurance programs. There is no waiting period to receive ADOA administered benefits. New employees have 31 days from their date of hire to elect benefits. Benefits become effective the first of the pay period following receipt of a completed benefit enrollment form. For employees who are state agency transfers (that do not have a break in service) and are already participating in the State’s health, dental, life and disability income insurance programs, your current elections and premium deductions will continue without interruption.

Leave:

Provisions for leave time are outlined in the State Personnel Rules, Article 6. Uncovered employees are eligible to accrue and carry over annual and sick leave, as follows:

1. Annual leave

<u>Credited State Service</u>	<u>Hours Per Month</u>	<u>Hours Per Pay Period</u>
Fewer than 3 years	~ 8.5	4.00
3 years but fewer than 9 years	~ 12	5.54
9 years or more	~ 14	6.47

**Annual Leave is pro-rated for less than full time employees*

Annual leave accumulated in excess of 320 hours as of the end of each calendar year shall be forfeited, unless an exception is authorized by the Director of the Arizona Department of Administration.

2. Sick Leave: Sick leave for uncovered employees shall be earned at the rate of 3.70 hours per pay period, and the amount of leave carried over from year to year shall be unlimited. Sick leave is pro-rated for less than full time employees.

Uncovered employees do not have the right of appeal to the State Personnel Board if disciplined or dismissed.

I have received, read, understand and agree to abide by these conditions of employment and benefits associated with my status as an at-will uncovered employee. I understand that this list is not inclusive and that my conditions of employment also include compliance with the laws and personnel rules of the State of Arizona, and the regulations and operating procedures of the Office of the Attorney General by which I am employed. I understand this document does not add anything to or take anything away from the State Personnel Rules. In case of a conflict between this document and the State Personnel Rules, the State Personnel Rules control.

I understand that this information regarding my employment may in the future change in accordance with legislative enactments, changes in the personnel rules and/or management decisions. I understand that these changes can occur without my consent.

Employee Name (printed)

Employee Signature

Date

Arizona State Personnel System
PRE-EMPLOYMENT WORK HISTORY VERIFICATION FORM

The hiring authority or designee should use this form to verify the candidate's work history listed on the application. Begin with the most recent employment history and go back for at least the past 10 years. Ensure that the candidate has signed the application before proceeding. Use additional copies of this form as needed.

Candidate Name

Company Name

Street Address

City State Phone Number

Job Title Salary

Specific Duties

Supervisor

Company Representative

Reason for Leaving

Eligible for Rehire Yes No Employed From To

Company Name

Street Address

City State Phone Number

Job Title Salary

Specific Duties

Supervisor

Company Representative

Reason for Leaving

Eligible for Rehire Yes No Employed From To

Verified By Date

Arizona State Personnel System
CURRENT/FORMER STATE EMPLOYEE PERSONNEL FILE
REVIEW FORM

The hiring authority or designee should use this form to conduct a personnel file review for a candidate that is a current or former state employee. Ensure that the candidate has signed the application before proceeding.

Candidate Name

Last Evaluation Date

Overall Score

Evaluation Comments

Previous Evaluation Date

Overall Score

Evaluation Comments

Personnel File Indicates the candidate received:

Letters of Commendation

Yes

No

Comments

Disciplinary Letters

Yes

No

Comments

File Review Completed By

Date

Arizona State Personnel System
REFERENCE CHECK FORM

The hiring authority or designee should use this form to check the candidate's references. Identify yourself and the candidate and tell the reference about the position that is being filled. Ensure that the candidate has signed the application before proceeding.

Candidate Name

Date of Reference Check

Person Contacted

Position/Title of Reference

Organization Name

Phone Number

What is/was your working relationship with the candidate? (i.e., supervisor, co-worker, etc.)

During what time period did the candidate work for or with you?

How would you describe the candidate's:

Attendance:

Dependability:

Capacity for discretion/good judgment:

Accuracy:

Supervisory responsibility, if applicable:

Ability to get along with others:

What do you believe are this individual's strengths and/or skills?

What areas could the individual improve upon?

How would you characterize his/her work in general?

Why did this person leave the job?

Would you rehire this individual?

Yes

No

Reference Check Completed By

Date

From: [Rodriguez, Lisa](#)
To: [Welch, Leslie](#)
Cc: [Conrad, Donald](#)
Subject: FW: HR Issues
Date: Thursday, October 22, 2015 1:47:05 PM

Please see the email below from the CRM/OVS OA regarding her conversation this morning with April. Do you have time to discuss this? Lisa

From: Tanner, Heather
Sent: Thursday, October 22, 2015 12:02 PM
To: Rodriguez, Lisa
Subject: HR Issues
Importance: High

Lisa,

Per our conversation, this is a recap of the interaction I had with April on 10/22 around 11:20. I'll also send you the NEO email I reference.

EDIT – Just spoke to Briana, who spoke to April. Apparently the reason (according to April) that we never got the email that Karyn was approved for hiring is because Karyn did NOT complete the entire background check yet, and therefore has not been cleared and “needs to be fingerprinted when she comes in Monday”. However, this is confusing to me, as she was scheduled for (and attended) NEO orientation on 10/14/15 – without being background cleared.

I called April to inquire about our intern, Karyn Love, who is supposed to start on 10/26, because, as requested in two previous emails to her, we had never gotten an email stating that she was approved for hiring or giving a start date. April was extremely short with me, stating that she “is working on it as fast as she can and will get it to us when we get it”. I advised that this was a concern, since we need some sort of email stating that her hiring was approved, before Lisa sends the NSR forms over to ISS. She stated, “Again, I told you I’m working on it. What’s your question?”. I again said that we had nothing showing that she was approved for hiring, and I was also confused because we had gotten an email from the Law Library, assigning her a Westlaw login (which our interns don’t need and we never request). I asked how would the Law Library know that she needed a login for Westlaw and where is that requested? She didn’t want to answer my question, and just said something like: “They get notified”. I asked how and she said email. I said that I didn’t know why she would have been assigned a Westlaw number and where is that requested – to which April replied, “Well I don’t know. That’s not my problem”. I then asked again, why they got an email that she was hired when we had not? She stated, (in a very condescending way), “Well, maybe it’s an email that you don’t get”. I asked why that would be, and she stated that it was the email that goes out to the required people for NEO information. She also asked, “Who is this ‘we’ you keep saying?” and I advised that I was referring to the fact that neither myself, Lisa, Amy Bocks, Briana Bobertz or Kirstin Flores had gotten any notification that she was approved to hire or was starting.

I then went into my email archive, and pulled up the email she sent on 10/13/15, advising of the CRM new hires that would be attending NEO on 10/13 – and saw that she was listed. I told her that

I was looking at it and that now I do see her listed there -- but that I had never gotten an email prior to that that she was approved to hire. April gave a huge sigh and said, "Well what is it you want? I don't have time for this right now. There are bigger fires than yours to put out right now". As I was looking at the email (see forwarded email) I saw that she's listed as Intern-Law Clerk and I said to April that I see her but she's listed as an Intern-Law Clerk, is that why she got a Westlaw number? She's not a law clerk. April cut me off and said, Heather, I don't have time for this. I then asked her who her supervisor was and she said Leslie. We hung up.

April was pretty unprofessional and rude in her conversation, and not only was an email never sent stating that Karyn Love was approved (passed background) and accepted the position (which is ALWAYS done, prior to getting the NEO email), but also in the NEO email sent that Karyn was mentioned in, April listed her as an Intern-Law Clerk -- which she is not. She is an Intern Advocate. This also resulted in her being assigned a Westlaw number, which we don't need, and could have incurred cost to our section.

This incident goes along with a similar issue, of intern requisitions for Tucson and Phoenix being sent up, with a request to be posted by 10/19, that were never posted. The requisitions were sent on 10/7, and while she was notified that Tucson would be retaining their interns (and was sent paperwork stating so), she was also notified that the Phoenix requisition needed to be posted.

When I went to follow up on the intern requisitions on 10/21, I discovered that nothing had ever been posted, and Briana spoke to her, and she stated she would work on the posting and send to us for approval. (Which should have been done prior to the 19th).

Let me know if you need anything else Lisa. I'll continue to monitor and follow up on the required items we need.

Heather A. Tanner

Office Administrator

Criminal Division/Office of Victim Services

Office of the Arizona Attorney General Mark Brnovich
1275 W. Washington, Phoenix, AZ 85007
Desk: (602) 542-8807
Fax: (602) 542-8453
heather.tanner@azag.gov

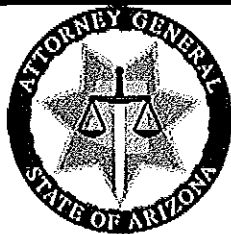
From: [Rodriguez, Lisa](#)
To: [Conrad, Donald](#)
Subject: FW: Ice machine is leaking all over the floor up here. Don spotted it ...
Date: Tuesday, October 27, 2015 11:17:44 AM
Attachments: [image001.png](#)

From: Facilities Management
Sent: Tuesday, October 27, 2015 11:15 AM
To: Rodriguez, Lisa; Facilities Management
Subject: RE: Ice machine is leaking all over the floor up here. Don spotted it ...

We are currently working on getting this addressed.

Thank you

Michelle James -Facilities Management Specialist



Office of the Attorney General
Operations Division-Facilities Management
Section
1275 W Washington St Phx. AZ 85007
Main Phone #: (602) 542-8558
Direct Phone #: (602) 542-8075
FacilitiesManagement@azag.gov

From: Rodriguez, Lisa
Sent: Tuesday, October 27, 2015 10:11 AM
To: Facilities Management; James, Michelle
Subject: Ice machine is leaking all over the floor up here. Don spotted it ...

Lisa Rodriguez
Legal Administrator
Arizona Attorney General's Office
Criminal Division
(602) 542-8488
lisa.rodriquez@azag.gov

From: [Rodriguez, Lisa](#)
To: [Eckert, Robert](#); [Perkovich, Mark](#)
Cc: [Maya, Autumn](#)
Subject: FW: Internal Transfer - Offer Letter and Conditions of Employment
Date: Wednesday, October 28, 2015 4:05:02 PM
Attachments: [AG Offer Letter - Internal Promotion - Lopez, Elizabeth.pdf](#)
[Condition of Employment Uncovered PersReform hired before 09-29-12 \(Sept2013\).docx](#)
[image001.png](#)

FYI.

From: Knebel, April
Sent: Wednesday, October 28, 2015 4:03 PM
To: Lopez, Elizabeth
Cc: Human Resources; Rodriguez, Lisa; Conrad, Donald
Subject: Internal Transfer - Offer Letter and Conditions of Employment

Dear Elizabeth Lopez,

Congratulations on your promotion within the Office of the Attorney General! Attached is your offer letter and conditions of employment, please sign and return to Human Resources. If you have any questions, feel free to call us at 602-542-8056.

Thank you,

April Knebel
Human Resources



Attorney General Mark Brnovich
1275 W. Washington, Phoenix, AZ 85007
Desk: 602-542-8053
april.knebel@azag.gov

**OFFICE OF THE ATTORNEY GENERAL
AT- WILL UNCOVERED EMPLOYEE**

**CONDITIONS OF EMPLOYMENT
EMPLOYEES HIRED BEFORE 09/29/12**

As an at-will uncovered employee you serve at the pleasure of the agency director and/or assistant director and can be dismissed at any time without cause or right of appeal. The State Personnel Rules provide a guideline for all uncovered employees. Also, as an at-will uncovered employee, the following conditions of employment apply to you:

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- Conduct himself or herself in a manner that will not bring discredit or embarrassment to the state

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 - Permit himself or herself to be placed under any kind of personal obligation that could lead a person to expect official favors
 - Perform an act in a private capacity that may be construed to be an official act
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 - Directly or indirectly use or allow the use of state equipment or property of any kind, including equipment and property leased to the state, for other than official activities unless authorized by written agency policy or as otherwise allowed by these rules
 - Inhibit a state employee from joining or refraining from joining an employee organization
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- 2. Hours of Work:** The agency shall determine the hours of employment for each employee. An employee may be required to work overtime to accomplish the work of the Office of the Attorney General. If you are required to work more than 40 hours in a week, and are non-exempt from the provisions of the Fair Labor Standards Act (FLSA), you will receive, for each hour over 40 worked, either 1½ times your regular rate of pay in cash, or 1½ hours of compensatory leave. Human Resources will let you know if you fall within this category.
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- 5. Political Activities:** State law restricts political activities for uncovered employees.
- 6. Alcohol and Drug Free Workplace:** State agencies shall prohibit the manufacture, distribution, dispensation, possession or use of alcohol, illegal drugs, unauthorized drugs, inhalants, or other unauthorized controlled substances during an employee's working hours or while on state premises or worksites, including state vehicles and property leased to the state. A state employee shall not be impaired by alcohol or drugs while on duty.
- 7. Retirement:** Employees must participate in the Arizona State Retirement System (ASRS) or Public Safety Retirement System (PSPRS), dependent upon the classification of the employee's position. Retirement deductions may vary

from year to year and there is an initial 27 week waiting period for ASRS (with the exception of current ASRS members). A.R.S. § 38-711(23)(b) defines a member of Arizona State Retirement System (ASRS) as a.) someone who is engaged to work at least twenty weeks in each fiscal year and at least twenty hours each week (referred to as the 20/20), b.) Have been hired with the intention to work in a capacity that meets 20/20. For new employees that meet this definition, ASRS membership and contribution is required. Contact Human Resources if you have any questions regarding this information. Special Agents make application to participate in PSPRS unless the employee has retired from PSPRS. There is no waiting period for PSPRS. If an employee in a Special Agent position has retired from PSPRS, the employee will be required to participate in ASRS per A.R.S. § 38-727(2).

BENEFITS

Health:

Uncovered employees who work 20 hours or more per week are eligible to participate in the State’s health, dental, life and disability income insurance programs. There is no waiting period to receive ADOA administered benefits. New employees have 31 days from their date of hire to elect benefits. Benefits become effective the first of the pay period following receipt of a completed benefit enrollment form. For employees who are state agency transfers (that do not have a break in service) and are already participating in the State’s health, dental, life and disability income insurance programs, your current elections and premium deductions will continue without interruption.

Leave:

Provisions for leave time are outlined in the State Personnel Rules, Article 6. Uncovered employees are eligible to accrue and carry over annual and sick leave, as follows:

1. Annual leave

<u>Credited State Service</u>	<u>Hours Per Month</u>	<u>Hours Per Pay Period</u>
Any amount of years prior to 09/29/12	~ 14	6.47
<i>*Annual Leave is pro-rated for less than full time employees</i>		

Annual leave accumulated in excess of 320 hours as of the end of each calendar year shall be forfeited, unless an exception is authorized by the Director of the Arizona Department of Administration.

2. Sick Leave: Sick leave for uncovered employees shall be earned at the rate of 3.70 hours per pay period, and the amount of leave carried over from year to year shall be unlimited. Sick leave is pro-rated for less than full time employees.

Uncovered employees do not have the right of appeal to the State Personnel Board if disciplined or dismissed.

I have received, read, understand and agree to abide by these conditions of employment and benefits associated with my status as an at-will uncovered employee. I understand that this list is not inclusive and that my conditions of employment also include compliance with the laws and personnel rules of the State of Arizona, and the regulations and operating procedures of the Office of the Attorney General by which I am employed. I understand this document does not add anything to or take anything away from the State Personnel Rules. In case of a conflict between this document and the State Personnel Rules, the State Personnel Rules control.

I understand that this information regarding my employment may in the future change in accordance with legislative enactments, changes in the personnel rules and/or management decisions. I understand that these changes can occur without my consent.

Employee Name (printed)

Employee Signature

Date



MARK BRNOVICH
ATTORNEY GENERAL

OFFICE OF THE ARIZONA ATTORNEY GENERAL
OPERATIONS DIVISION

HUMAN RESOURCES
SECTION

October 28, 2015

Ms. Elizabeth Lopez
[REDACTED]

Dear Elizabeth,

This letter is to confirm our offer and your acceptance of the Special Agent position, number SAG000000537, grade 21, within the Criminal Division/Special Investigations Section of the Office of the Attorney General. Your starting base salary will be \$55,000.00 per year. Your starting date is 5/13/2015, unless otherwise discussed.

As an at-will uncovered employee, you serve at the pleasure of the Attorney General's Office. This position is a nonexempt FLSA status and will earn 1.5 overtime for hours physically worked over 40 per week.

You will need to return a signed copy of this memorandum and the attached condition of employment to the Human Resources Section.

Elizabeth, Congratulations on your promotion! If you have any questions, or if there is anything in which we can assist you in making your transition into this position, please contact us at (602) 542-8056.

Sincerely,

Human Resources
Office of the Attorney General

Acknowledged:

Print Name

Signature

Date

From: [Rodriguez, Lisa](#)
To: [Maya, Autumn](#)
Subject: FW: AGO Blanket Excess Lodging Memo
Date: Thursday, October 15, 2015 11:46:13 AM
Attachments: [AGO Excess Lodging Memo blanket.pdf](#)

Autumn - FYI. Not sure if you got this either. This will help with preparing hotel reservations for the detail agents. Make sure you keep it handy to attach to the 509s, if necessary. Questions, call me.
Thanks. Lisa

From: Morgan, Lizette
Sent: Thursday, October 15, 2015 11:14 AM
To: Rodriguez, Lisa
Subject: FW: AGO Blanket Excess Lodging Memo

Yes, sorry. We sent this out to the detail and Mark P. but didn't get you a copy.

Lizette Morgan
Chief Financial Officer
Budget & Finance Section
Office of the Attorney General

Phone (602) 542-8445
Mobile (602) 859-1446

From: Quintana, Leah
Sent: Wednesday, October 07, 2015 8:14 AM
To: Morgan, Lizette
Subject: FW: AGO Blanket Excess Lodging Memo

FYI ☺

Thank you,

Leah Quintana
Travel & Grants Coordinator
Office of the Attorney General
P: 602.542.8446
F: 602.542.5940
Leah.Quintana@azag.gov

From: Selenia Martinez [<mailto:Selenia.Martinez@azdoa.gov>]
Sent: Wednesday, October 07, 2015 8:10 AM
To: Accounting; Quintana, Leah
Subject: AGO Blanket Excess Lodging Memo

Your request is approved. I will send the hard copy via interoffice mail.

Selenia Martinez

Executive Staff Assistant

General Accounting Office – TRAVEL DESK

100 N. 15th Ave, Suite 302, Phoenix, AZ 85007

Phone: 602-542-1750

Selenia.Martinez@azdoa.gov

<https://gao.az.gov>



Think green, keep it on your screen



MARK BRNOVICH
ATTORNEY GENERAL

OFFICE OF THE ARIZONA ATTORNEY GENERAL
DIVISION/SECTION

LIZETTE MORGAN
CHIEF FINANCIAL
OFFICER

September 18, 2015

D. Clark Partridge
State Comptroller
100 N. 15th Avenue, Suite 302
Phoenix, Arizona 85007

Dear Clark,

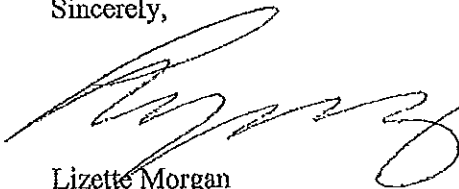
I am respectfully requesting your consideration of an exception to the State Travel Policy. Specifically, section 08 Travel Matters Requiring the Approval of the State Comptroller as it relates to excess lodging exceptions.

Currently the Attorney General has a security detail escorting him to ensure his safety. It is imperative that these personnel obtain lodging in the same establishment as the Attorney General. If hotel rooms cannot be obtained at the State rate, policy requires your approval to secure the lodging at the higher rate.

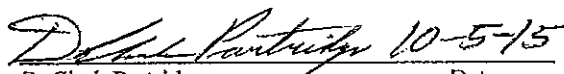
We will ensure that we make reasonable efforts to obtain the State rate or the most economical rate possible.

Thank you for your consideration of this request.

Sincerely,


Lizette Morgan
CFO
Office of Mark Brnovich, Attorney General

This request is approved through June 30, 2016 for lodging in excess of policy limits. You will need to resubmit this request annually. Please attach a copy of this approval to the travel claim for audit purposes.


D. Clark Partridge
State Comptroller

10-5-15
Date

From: [Rodriguez, Lisa](#)
To: [Conrad, Donald](#)
Subject: FW: Lawsuit filed again AGO SAs Curatola & MacDonald
Date: Friday, November 27, 2015 4:40:20 PM
Attachments: [Untitled.PDF - Adobe Acrobat Pro.pdf](#)

FYI.

From: Rodriguez, Lisa
Sent: Friday, November 27, 2015 4:40 PM
To: Harrison, Terry
Cc: Rodriguez, Lisa
Subject: Lawsuit filed again AGO SAs Curatola & MacDonald

Terry – Don asked that I forward this package to you. I will also send you the originals. FYI, SA Curatola no longer works for the AGO. Please advise if Madison can accept service of the summons.
Thanks. Lisa

1 **RALPH E. ELLINWOOD**
2 State Bar No. 3890, PCC # 16496
3 Ellinwood & Francis, LLP
4 117 West Washington Street
5 Tucson, Arizona 85701
6 (520) 882-2100 Fax: (520) 882-2026
7 ree@yourbestdefense.com

8 **RICHARD L. LOUGEE**
9 State Bar No. 012515
10 P.O. Box 43505
11 Tucson, Arizona 85733
12 Tel.: (520) 882-2080 Fax: (520) 882-3002
13 rick@lougeelaw.com

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IN THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF ARIZONA

JIMMY REITH SANDERS,
NANCY MICHELLE SANDERS
as Plaintiffs and Next Best Friends
of M.N.M.W. and M.R.M.W
minors,

Plaintiffs,

vs.

STATE OF ARIZONA,
FRANK CURTOLA, MADISON
MCDONALD, CITY OF
DOUGLAS ARIZONA, COCHISE
COUNTY ARIZONA,
PRESENTLY OTHER
UNKNOWN LOCAL
GOVERNMENT ENTITIES,
JOHN DOES 1-10, JANE DOES 1-
10,

Defendants.

Case No.

COMPLAINT

1 For their Complaint Plaintiffs allege:

2 JURISDICTION:

- 3 1. This Court has jurisdiction of this action under 42 U.S.C § 1983
4 and under 28 U.S.C. § 1343 and 28 U.S.C §1331.
- 5 2. Plaintiffs are residents of the State of Arizona and citizens of the
6 United States. Plaintiffs NANCY MICHELLE SANDERS and
7 JIMMY REITH SANDERS have sole custody of Plaintiff minor
8 children.
- 9 3. Defendants FRANK CURTOLA [Curtola] and MADISON
10 MCDONALD [McDonald] were at all times material to this
11 Complaint employees and agents of the Office of the Attorney
12 General of Arizona.
- 13 4. Defendants John Does 1-10, Jane Does 1-10 were at all times
14 material to the Complaint police officers of the City of Douglas
15 Arizona, deputies employed by the Cochise County Sheriff's
16 Office and agents of the Drug Enforcement Administration.
- 17 5. Plaintiffs sue all individual Defendants in their individual capacity.

17 GENERAL ALLEGATIONS:

18 6. On November 20, 2014 sometime shortly after 9 a.m. NANCY
19 MICHELLE SANDERS [Mrs. Sanders] took her twin two-year-old
20 grandchildren M.N.M.W. and M. R.M.W. [Children] into her room to put
21 their panties on. She heard shouting in backyard where her husband JIMMY
22 REITH SANDERS [Mr. Sanders] was working. Someone was screaming,
23 "put your fucking hands up!" She looked out the window and saw a person
24 aiming a long gun at Mr. Sanders. She then heard loud banging at the front
25 door and heard the security door slam open and violent beating on front
door.

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7. Mrs. Sanders told the Children to stay in her room and she ran to front door fearful and screaming "I'm opening the door." Then the door flew in and she faced three large guns and several men screaming at her to come outside. She told them there were little children in the house. The men let her get the Children who were naked and bring them outside to the street. Screaming and crying she asked them why they were here and was told they would explain later. 15-20 minutes later the men brought blankets for the Children and told her that the law enforcement officers' arrival had nothing to do with her or her husband. They then told her that they were there because of the owner of the house who they claimed was Philip Wade Terry.

8. They then brought her 73-year-old husband out of the house in handcuffs.

After a while the officers finally let her and the Children sit in a car after searching it. She repeatedly asked the officers "why are you here?" Each person said this has nothing to do with you, including the attorney general's agents.

9. Agents from the Arizona Attorney General's [AG] office, Drug Enforcement Administration [DEA], Cochise County Sheriff's Deputies [CCSO] and Douglas police officers held Mr. Sanders at gun point in the backyard at his home at 2027 E. 8th St., Douglas, Arizona.

10. He was handcuffed and taken to the front yard for interrogation. After sometime the handcuffs were removed but not before all of Mr. Sanders' neighbors saw him handcuffed with the DEA and AG agents all in well-marked jackets and Douglas police officers and CCSO deputies all in their uniforms.

1 11. The agents continually told Mr. and Mrs. Sanders that this raid
2 and forcible entry in their home was not about them, but was about the
3 owner of their home. They both asked if that was about Barney Green Lee,
4 the actual owner, and were told no it was about Phillip Terry and his wife.
5 Mr. and Mrs. Sanders told the agents that Phillip Terry and his wife did not
6 own the house. The agents gave them a copy of the search warrant #2014-
7 013134 for the persons of Phillip wade Terry and Amelia Cornejo Terry
8 with their home, 2027 E. 8th Street, Douglas Arizona listed as item #5.
9 Public records in Cochise County showed that these people did not own or
10 occupy the Sanders' home. In fact they had not lived in the home as tenants
11 for 51 months as of November 20, 2014. The Sanders rented this home on
12 October 2013.

13 12. Even after Mr. and Mrs. Sanders told special agent supervisor
14 Curatola, that the house was owned by Barney Green Lee, he insisted they
15 leave the premises for about five hours while they searched the property. Mr.
16 and Mrs. Sanders and the Children went to Armory Park a few blocks west
17 of their home.

18 13. Around 1:45 p.m. Curatola came to the park and told them they
19 could return to their home. Before the agents let them go to the park, they
20 searched their 2003 Chevrolet Tahoe and took their cell phones so they
21 could download the information on the phones.

22 14. When they returned to their home there were still a few agents in
23 the yard so they parked down the street and walked to the house because
24 they did not want the Children to be more traumatized as the Children were
25 very upset crying and screaming.

 15. When Mr. Sanders returned, the agents gave him a list of the items
they had taken, which included both Mr. and Mrs. Sanders' computers, flash

1 drives, check book and unknown other property not listed on the evidence
2 receipt. Also taken were Mrs. Sanders' kindle-fire and the entire Sanders'
3 personal back up pictures of the Children.

4 16. On Friday November 21, 2014 Mr. Sanders called the AG's
5 office and talked to agent Buddy Loomis #406. Mr. Sanders requested the
6 return of all the property seized from his home. Agent Loomis told Mr.
7 Sanders to hire a lawyer.

8
9 **COUNT ONE**

10 **DEPRIVATION OF PLAINTIFFS LIBERTY AND SEIZURE OF THEIR**
11 **PERSONS AND PROPERTY UNDER COLOR OF LAW AND**
12 **WITHOUT DUE PROCESS OF LAW**

13 17. Plaintiffs re-allege paragraphs 1-16 and incorporate them by
14 reference.

15 18. This action is brought pursuant to 42 U.S.C § 1983 and under
16 28 U.S.C. § 1343 and 28 U.S.C §1331.

17 19. Plaintiffs were deprived of their rights, privileges and
18 immunities guaranteed by the Fourth, Fifth and Fourteenth Amendments to
19 the Constitution of the United States. At all times material to this Complaint
20 Defendants acted under color of law being the statutes and rules of the State
21 of Arizona and ordinances of the City of Douglas Arizona and custom and
22 usage of said State and City.

23 20. Defendants Cochise County Arizona and City of Douglas
24 Arizona, a Municipal Corporation organized under the laws of the State of
25 Arizona, are local government entities. These Defendants knew or with
reasonable diligence should have known that the targets of the search

1 warrant had no connection to Plaintiffs' home and thus should not have
2 allowed their respective law enforcement employees to participate.

3 21. Defendants' illegal search and abuse of Plaintiffs, committed
4 intentionally, either with or without malice, deprived Plaintiffs of their right
5 to be free of unreasonable searches and seizures as guaranteed the Fourth
6 and Fourteenth Amendments to the Constitution of the United States and
7 protected under 42 U.S.C § 1983, causing them damages.

8 COUNT TWO
9 ASSAULT

10 22. Plaintiffs re-allege paragraphs 1-21 and incorporate them by
11 reference.

12 23. On November 20, 2014 unknown persons [John and Jane Does]
13 and Curtola and McDonald assaulted Mr. and Mrs. Sanders by intentionally
14 causing them to have apprehension of an immediate harm and offensive
15 contact and actually causing them to have apprehension of an immediate
16 harmful or offensive contact by pointing firearms at them and shouting
17 orders and threats at them, thereby causing them damages.

18 COUNT THREE
19 BATTERY

20 24. Plaintiffs re-allege paragraphs 1-23 and incorporate them by
21 reference.

22 25. On November 20, 2014 unknown persons [John and Jane Does 1-
23 10] and Curtola and McDonald intentionally committed Battery on Mr.
24 Sanders by handcuffing him causing a harmful and/or offensive contact
25 thereby causing him damages.

COUNT FOUR
FALSE IMPRISONMENT

1 26. Plaintiffs re-allege paragraphs 1-25 and incorporate them by
2 reference.

3 27. On November 20, 2014 Defendants Curatola and McDonald
4 instigated and participated with unknown persons [Defendants John and Jane
5 Does1-10] and acted intentionally to restrain all Plaintiffs to an area within
6 their control. These Defendants acted without lawful authority and without
7 consent. These Defendants' acts resulted in the direct restraint of Plaintiffs'
8 liberty or freedom of movement by actual force and from fear of force.
9 Defendants' acts would have caused a reasonably prudent person in the same
10 situation as Plaintiffs to believe that he/her was restrained. Plaintiffs were
11 aware of and were harmed by the restraint causing them damages.

12 COUNT FIVE
13 INTENTIONAL INFLICTION OF EMOTIONAL DISTRESS

14 28. Plaintiffs re-allege paragraphs 1-27 and incorporate them by
15 reference.

16 29. On November 20, 2014 Defendants Curatola and McDonald
17 instigated and participated with unknown persons [John and Jane Does 1-10]
18 to intentionally inflict emotional distress on all Plaintiffs. These Defendants'
19 conduct was extreme and outrageous and was intentional and/or reckless and
20 thereby caused Plaintiffs severe emotional distress and thus causing them
21 damages.

22 COUNT SIX
23 AIDING AND ABETTING TORTIOUS CONDUCT

24 30. Plaintiffs re-allege paragraphs 1-29 and incorporate them by
25 reference.

1 31. On November 20, 2014 Defendants Curatola and McDonald aided
2 and abetted the John and Jane Does 1-10 Defendants and that Defendants
3 Curatola and McDonald are therefore liable for the consequences of John
4 and Jane Doe Defendants' conduct.

5 32. Defendants Curatola and McDonald caused to be executed a
6 search warrant on a home they knew or should have known was not
7 connected to the targets of the search warrant. Defendants John and Jane
8 Does therefore engaged in conduct for which they would be liable to
9 Plaintiffs. Defendants Curatola and McDonald were aware that Defendants
10 John and Jane Does 1-10 were going to engage in the conduct described
11 above and they provided substantial assistance and encouragement to
12 Defendants John and Jane Does 1-10 with the intent of promoting that
13 conduct.

14 COUNT SEVEN
15 NEGLIGENCE

16 33. Plaintiffs re-allege paragraphs 1-32 and incorporate them by
17 reference.

18 34. Defendants Curatola and McDonald and John and/or Jane Does 1-
19 10 were negligent in that they prepared and executed a search warrant on
20 Plaintiffs' home knowing or with due diligence would have known that the
21 targets of their investigation had no actual or temporal relationship to
22 Plaintiffs' home. Even after being told these facts, these Defendants
23 continued to search and seize Plaintiffs persons and property. As a result
24 Plaintiffs suffered damages.

25 COUNT EIGHT
DEPRIVATION OF RIGHT TO PRIVACY

1 35. Plaintiffs re-allege paragraphs 1-34 and incorporate them by
2 reference.

3 36. Plaintiffs Mr. and Mrs. Sanders were guaranteed a Right to
4 Privacy by Article 2 § 8 of the Constitution of the State of Arizona.

5 37. Defendants intentionally violated Plaintiffs rights to privacy by
6 invading their home without authority of law. They further violated those
7 rights by seizing Plaintiffs' personal property especially their computers and
8 computer devices containing personal and business information and then
9 searching and permanently seizing all this property and personal information
10 without authority of law violating Plaintiffs' rights to privacy. Defendants
11 thereby caused Plaintiffs damages.

12 38. Plaintiffs demand a trial by jury.

13 DEMAND FOR JUDGMENT:

14 Wherefore Plaintiffs demand judgment against Defendants jointly and
15 severally:

- 16 1. For compensatory damages in an amount to be determined by the
17 court.
- 18 2. For punitive damages in an amount to be determined by the court.
- 19 3. For such other relief that is just and equitable.

20 RESPECTFULLY SUBMITTED this 10th day of November, 2015.

21
22 By: /s/ Ralph E. Ellinwood
23 Ralph E. Ellinwood
24 Attorney for Plaintiffs

By: /s/ Richard L. Lougee
Richard L. Lougee
Attorney for Plaintiffs

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VERIFICATION

STATE OF ARIZONA)
) SS.
COUNTY OF PIMA)

I, JIMMY REITH SANDERS, being first duly sworn deposes and

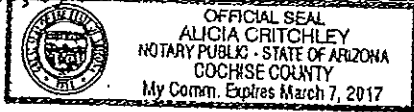
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says that:

- 1. I am a Plaintiff in the above-titled cause of action.
- 2. I have read the foregoing COMPLAINT and the information stated therein is true and correct to my best information and belief.

Jimmy Reith Sanders
 JIMMY REITH SANDERS

SUBSCRIBED AND SWORN before me this 29th day of October, 2015, by JIMMY REITH SANDERS.



Alicia Critchley
 Notary Public

My Commission Expires: March 7, 2017

VERIFICATION

STATE OF ARIZONA)
) ss.
 COUNTY OF PIMA)

I, NANCY MICHELLE SANDERS, being first duly sworn deposes and says that:

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- 1. I am a Plaintiff in the above-titled cause of action.
- 2. I have read the foregoing COMPLAINT and the information stated therein is true and correct to my best information and belief.

Nancy Michelle Sanders

 NANCY MICHELLE SANDERS

SUBSCRIBED AND SWORN before me this 29th day of October, 2015, by NANCY MICHELLE SANDERS.



Alicia Critchley

 Notary Public

My Commission Expires: *March 7, 2017*

VERIFICATION

STATE OF ARIZONA)
) ss.
 COUNTY OF PIMA)

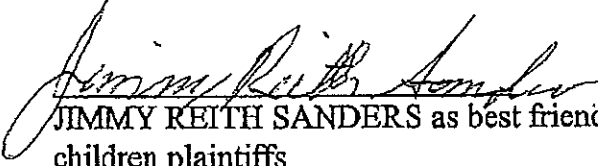
I, JIMMY REITH SANDERS as best friend of minor children plaintiffs, being first duly sworn deposes and says that:

- 1. I am a Plaintiff in the above-titled cause of action.

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2. I am the best friend of minor children plaintiffs.

3. I have read the foregoing COMPLAINT and the information stated therein is true and correct to my best information and belief.


JIMMY REITH SANDERS as best friend of minor children plaintiffs

SUBSCRIBED AND SWORN before me this 29th day of October, 2015, by JIMMY REITH SANDERS as best friend of minor children plaintiffs.




Notary Public

My Commission Expires: March 7, 2017

VERIFICATION

STATE OF ARIZONA)
) ss.
COUNTY OF PIMA)

I, NANCY MICHELLE SANDERS, as best friend of minor children plaintiffs, being first duly sworn deposes and says that:

3. I am a Plaintiff in the above-titled cause of action.

4. I am the best friend of minor children plaintiffs.

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5. I have read the foregoing COMPLAINT and the information stated therein is true and correct to my best information and belief.

Nancy Michelle Sanders

NANCY MICHELLE SANDERS as best friend of minor children plaintiffs.

SUBSCRIBED AND SWORN before me this 29th day of October, 2015, by NANCY MICHELLE SANDERS as best friend of minor children plaintiffs.



Alicia Critchley
Notary Public

My Commission Expires: March 7, 2017

file:///D:/Dropbox (Billwood & Francis)/Rick and Ralph Shared Cares/SANDERS/Plaintiff Pleadings/2015.10.16COMPLAINT

UNITED STATES DISTRICT COURT

for the
District of Arizona

JIMMY REITH SANDERS, et al.
Plaintiff
v.
STATE OF ARIZONA, et al
Defendant

Civil Action No. 4:15-CV-00535-TUC-JAS

NOTICE OF A LAWSUIT AND REQUEST TO WAIVE SERVICE OF A SUMMONS

To: Frank Curtola, Special Agent Supervisor Criminal Division of the Office of the Attorney General of Arizona
(Name of the defendant or - if the defendant is a corporation, partnership, or association - an officer or agent authorized to receive service)

Why are you getting this?

A lawsuit has been filed against you, or the entity you represent, in this court under the number shown above. A copy of the complaint is attached.

This is not a summons, or an official notice from the court. It is a request that, to avoid expenses, you waive formal service of a summons by signing and returning the enclosed waiver. To avoid these expenses, you must return the signed waiver within 30 days (give at least 30 days, or at least 60 days if the defendant is outside any judicial district of the United States) from the date shown below, which is the date this notice was sent. Two copies of the waiver form are enclosed, along with a stamped, self-addressed envelope or other prepaid means for returning one copy. You may keep the other copy.

What happens next?

If you return the signed waiver, I will file it with the court. The action will then proceed as if you had been served on the date the waiver is filed, but no summons will be served on you and you will have 60 days from the date this notice is sent (see the date below) to answer the complaint (or 90 days if this notice is sent to you outside any judicial district of the United States).

If you do not return the signed waiver within the time indicated, I will arrange to have the summons and complaint served on you. And I will ask the court to require you, or the entity you represent, to pay the expenses of making service.

Please read the enclosed statement about the duty to avoid unnecessary expenses.

I certify that this request is being sent to you on the date below.

Date: 11/20/2015

Ralph E.
Ellinwood

Digitally signed by Ralph E. Ellinwood
DN: cn=Ralph E. Ellinwood, o=Attorney
at Law, ou=Ellinwood and Francis, LLP,
email=ree@yourbestdefense.com, c=US
Date: 2015.11.20 10:38:46 -0700

Signature of the attorney or unrepresented party

Ralph E. Ellinwood, Attorney at Law

Printed name

Ellinwood & Francis, LLP
117 W. Washington Street
Tucson, AZ 85701

Address

ree@yourbestdefense.com

E-mail address

520-882-2100

Telephone number

UNITED STATES DISTRICT COURT

for the
District of Arizona

JIMMY REITH SANDERS, et al.

Plaintiff

v.

STATE OF ARIZONA, et al.

Defendant

Civil Action No. 4:15-CV-00535-TUC-JAS

WAIVER OF THE SERVICE OF SUMMONS

To: Ralph E. Ellinwood, Attorney at Law

(Name of the plaintiff's attorney or unrepresented plaintiff)

I have received your request to waive service of a summons in this action along with a copy of the complaint, two copies of this waiver form, and a prepaid means of returning one signed copy of the form to you.

I, or the entity I represent, agree to save the expense of serving a summons and complaint in this case.

I understand that I, or the entity I represent, will keep all defenses or objections to the lawsuit, the court's jurisdiction, and the venue of the action, but that I waive any objections to the absence of a summons or of service.

I also understand that I, or the entity I represent, must file and serve an answer or a motion under Rule 12 within 60 days from 11/20/2015, the date when this request was sent (or 90 days if it was sent outside the United States). If I fail to do so, a default judgment will be entered against me or the entity I represent.

Date:

Signature of the attorney or unrepresented party

Frank Curtola, Office of the Attorney General of AZ

Printed name of party waiving service of summons

Printed name

Address

E-mail address

Telephone number

Duty to Avoid Unnecessary Expenses of Serving a Summons

Rule 4 of the Federal Rules of Civil Procedure requires certain defendants to cooperate in saving unnecessary expenses of serving a summons and complaint. A defendant who is located in the United States and who fails to return a signed waiver of service requested by a plaintiff located in the United States will be required to pay the expenses of service, unless the defendant shows good cause for the failure.

"Good cause" does not include a belief that the lawsuit is groundless, or that it has been brought in an improper venue, or that the court has no jurisdiction over this matter or over the defendant or the defendant's property.

If the waiver is signed and returned, you can still make these and all other defenses and objections, but you cannot object to the absence of a summons or of service.

If you waive service, then you must, within the time specified on the waiver form, serve an answer or a motion under Rule 12 on the plaintiff and file a copy with the court. By signing and returning the waiver form, you are allowed more time to respond than if a summons had been served.

UNITED STATES DISTRICT COURT
for the
District of Arizona

JIMMY REITH SANDERS, et al.
Plaintiff
v.
STATE OF ARIZONA, et al.
Defendant

Civil Action No. 4:15-CV-00535-TUC-JAS

WAIVER OF THE SERVICE OF SUMMONS

To: Ralph E. Ellinwood, Attorney at Law
(Name of the plaintiff's attorney or unrepresented plaintiff)

I have received your request to waive service of a summons in this action along with a copy of the complaint, two copies of this waiver form, and a prepaid means of returning one signed copy of the form to you.

I, or the entity I represent, agree to save the expense of serving a summons and complaint in this case.

I understand that I, or the entity I represent, will keep all defenses or objections to the lawsuit, the court's jurisdiction, and the venue of the action, but that I waive any objections to the absence of a summons or of service.

I also understand that I, or the entity I represent, must file and serve an answer or a motion under Rule 12 within 60 days from 11/20/2015, the date when this request was sent (or 90 days if it was sent outside the United States). If I fail to do so, a default judgment will be entered against me or the entity I represent.

Date:

Signature of the attorney or unrepresented party

Frank Curtola, Office of the Attorney General of AZ
Printed name of party waiving service of summons

Printed name

Address

E-mail address

Telephone number

Duty to Avoid Unnecessary Expenses of Serving a Summons

Rule 4 of the Federal Rules of Civil Procedure requires certain defendants to cooperate in saving unnecessary expenses of serving a summons and complaint. A defendant who is located in the United States and who fails to return a signed waiver of service requested by a plaintiff located in the United States will be required to pay the expenses of service, unless the defendant shows good cause for the failure.

"Good cause" does not include a belief that the lawsuit is groundless, or that it has been brought in an improper venue, or that the court has no jurisdiction over this matter or over the defendant or the defendant's property.

If the waiver is signed and returned, you can still make these and all other defenses and objections, but you cannot object to the absence of a summons or of service.

If you waive service, then you must, within the time specified on the waiver form, serve an answer or a motion under Rule 12 on the plaintiff and file a copy with the court. By signing and returning the waiver form, you are allowed more time to respond than if a summons had been served.

AO 440 (Rev. 06/12) Summons in a Civil Action

UNITED STATES DISTRICT COURT

for the

District of Arizona

JIMMY REITH SANDERS, NANCY MICHELLE SANDERS as Plaintiffs and Next Best Friends of M.N.M.W. and M.R.M.W. minors,

Plaintiff(s)

v.

STATE OF ARIZONA, FRANK CURTOLA, MADISON MCDONALD, CITY OF DOUGLAS ARIZONA, COCHISE COUNTY ARIZONA, et al.,

Defendant(s)

Civil Action No. 4:15-CV-00535-TUC-JAS

SUMMONS IN A CIVIL ACTION

To: (Defendant's name and address) FRANK CURTOLA, SPECIAL AGENT SUPERVISOR CRIMINAL DIVISION OFFICE OF THE ATTORNEY GENERAL OF ARIZONA 400 W. CONGRESS SOUTH BUILDING, SUITE 315 TUCSON, ARIZONA 85701-1367

A lawsuit has been filed against you.

Within 21 days after service of this summons on you (not counting the day you received it) — or 60 days if you are the United States or a United States agency, or an officer or employee of the United States described in Fed. R. Civ. P. 12 (a)(2) or (3) — you must serve on the plaintiff an answer to the attached complaint or a motion under Rule 12 of the Federal Rules of Civil Procedure. The answer or motion must be served on the plaintiff or plaintiff's attorney, whose name and address are:

RALPH E. ELLINWOOD, ESQ. ELLINWOOD & FRANCIS, LLP 117 W. WASHINGTON STREET TUCSON, AZ 85701-1011

If you fail to respond, judgment by default will be entered against you for the relief demanded in the complaint. You also must file your answer or motion with the court.

CLERK OF COURT

Date: _____



ISSUED ON 3:16 pm, Nov 17, 2015

s/ Brian D. Karth, Clerk

AO 440 (Rev. 06/12) Summons in a Civil Action (Page 2)

Civil Action No. 4:15-CV-00535-TUC-JAS

PROOF OF SERVICE

(This section should not be filed with the court unless required by Fed. R. Civ. P. 4 (l))

This summons for *(name of individual and title, if any)* _____
was received by me on *(date)* _____.

I personally served the summons on the individual at *(place)* _____
_____ on *(date)* _____; or

I left the summons at the individual's residence or usual place of abode with *(name)* _____
_____, a person of suitable age and discretion who resides there,
on *(date)* _____, and mailed a copy to the individual's last known address; or

I served the summons on *(name of individual)* _____, who is
designated by law to accept service of process on behalf of *(name of organization)* _____
_____ on *(date)* _____; or

I returned the summons unexecuted because _____; or

Other *(specify)*:

My fees are \$ _____ for travel and \$ _____ for services, for a total of \$ 0.00.

I declare under penalty of perjury that this information is true.

Date: _____

Server's signature

Printed name and title

Server's address

Additional information regarding attempted service, etc:

UNITED STATES DISTRICT COURT
DISTRICT OF ARIZONA

Civil Cover Sheet

This automated JS-44 conforms generally to the manual JS-44 approved by the Judicial Conference of the United States in September 1974. The data is required for the use of the Clerk of Court for the purpose of initiating the civil docket sheet. The information contained herein neither replaces nor supplements the filing and service of pleadings or other papers as required by law. This form is authorized for use only in the District of Arizona.

The completed cover sheet must be printed directly to PDF and filed as an attachment to the Complaint or Notice of Removal.

Plaintiff(s): Jimmy Reith Sanders ; Nancy
Michelle Sanders ; M.N.M.W. ,
minor; M.R.M.W. , minor

County of Residence: Cochise
County Where Claim For Relief Arose: Cochise

Plaintiff's Atty(s):

Ralph E Ellinwood (Jimmy Reith Sanders)
Ellinwood & Francis, LLP
117 W. Washington Street
Tucson, Arizona 85701
520-882-2100

Ralph E Ellinwood (Nancy Michelle Sanders)
Ellinwood & Francis, LLP
117 W. Washington Street
Tucson, Arizona 85701
520-882-2100

Ralph E Ellinwood (M.N.M.W. , minor)
Ellinwood & Francis, LLP
117 W. Washington Street
Tucson, Arizona 85701
520-882-2100

Ralph E Ellinwood (M.R.M.W. , minor)
Ellinwood & Francis, LLP
117 W. Washington Street
Tucson, Arizona 85701

Defendant(s): State of Arizona ; Frank Curtola
; Madison McDonald ; City of
Douglas Arizona ; Cochise
County Arizona

County of Residence: Cochise

Defendant's Atty(s):