

**From:** [Rodriguez, Lisa](#)  
**To:** [Maya, Autumn](#)  
**Subject:** FW: Lola Duncan Payroll  
**Date:** Tuesday, November 10, 2015 10:45:43 AM  
**Attachments:** [20151110101234644.pdf](#)  
[FW Current Federal Funding.msg](#)

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A - This happened again. Even with going round-and-round last week about the Function Code. You have to be the double check on these ETE issues. Ugh. Lisa

-----Original Message-----

**From:** Verver, Phillip  
**Sent:** Tuesday, November 10, 2015 10:42 AM  
**To:** Loftus, Charles; Duncan, Lola  
**Cc:** Perkovich, Mark; Rodriguez, Lisa; Conrad, Donald; Truex, Echo  
**Subject:** Lola Duncan Payroll  
**Importance:** High

All,

Attached is the payroll that Lola entered into ETE. NO PAYROLL SHOULD BE CHARGED TO ARAB30059!

Charlie,

Per the attached email, why is payroll still being charged to the Federal Asset Sharing Account (ARAB30059)?

Lola,

Who provided you instructions to charge this account?

Echo,

Could you please change Lola's ETE entry to ARPB30084?

Thank you,

Phillip Verver  
Budget Analyst  
Operations Division – Budget & Finance Section Office of the Arizona Attorney General Mark Brnovich  
1275 W. Washington Ave.  
Phoenix, AZ 85007  
Ph. 602-542-8381  
[Phillip.verver@azag.gov](mailto:Phillip.verver@azag.gov)

Employee Time Entry - Prior Time Records (Z538.1)

Login to MAP

Search for Jobs

Direct to Become Uncovered

Healthcare Model Notice

Open Enrollment v

Benefits v

Alert Me v

Current Pay Check

ETE Labor Timcard

Prior Time Records- Labor

ETE Employee Guide-Labor

Employee Training v

Leave Activity

Pay v

Personal Information v

HELP v

ETE Proxy Guide-Labor  
ETE Emp Summary-Labor  
Prior Time Records-Labor

Employee [REDACTED] X DURCAN, LOCA  
Pay Period Sat 11/21/2015 12:00AM - Fri 11/27/2015 11:59PM

Week 1

Week 2

Week 1 40.00

ARAB30859

Review Comments

**Employee Time Entry - Prior Time Records (ZS38.1)**

- Search for Jobs
- HRIS to Become Uncovered
- Open Enrollment & Benefits >
- Alert Me >
- Current Pay Check
- ETE Labor Timecard
- Prior Time Records- Labor
- ETE Employee Guide-Labor
- Employee Training >
- Leave Activity
- Pay >
- Personal Information >
- HELP >

Employee: [Redacted] **DUNCAN, LOJA**  
 Pay Period Sat 10/24/2015 12:00AM - Fri 10/30/2015 11:59PM

**Week 1**   **Week 2**   **Week 2 - 40.00**

Day	Start	End	Hours	Rate	Total
Sat	12:00 AM	11:59 PM	8.00	\$12.50	100.00
Sun					
<b>Week 2</b>			<b>40.00</b>		<b>500.00</b>

Review Comments

**Diaz, Bethany**

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**From:** Rodriguez, Lisa  
**Sent:** Friday, October 30, 2015 8:20 AM  
**To:** Truex, Echo; Verver, Phillip  
**Subject:** FW: Current Federal Funding  
**Attachments:** Select Account Template Guide.docx

**Importance:** High

FYI.

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**From:** Rodriguez, Lisa  
**Sent:** Friday, October 30, 2015 8:17 AM  
**To:** Loftus, Charles; Duncan, Lola; Jackson, Ronald; Cuellar, Paul  
**Cc:** Perkovich, Mark; Rodriguez, Lisa; Maya, Autumn  
**Subject:** FW: Current Federal Funding  
**Importance:** High

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](mailto: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:** [Rodríguez, Lisa](#)  
**To:** [Conrad, Donald](#)  
**Subject:** FW: Mike Out Sick Monday 11-9-15  
**Date:** Monday, November 09, 2015 8:24:39 AM  
**Attachments:** [Mike Dailey Sick Leave Slip 11-9-15.pdf](#)

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FYI.

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**From:** Garcia, Bobbie  
**Sent:** Monday, November 09, 2015 7:53 AM  
**To:** Rodriguez, Lisa  
**Subject:** FW: Mike Out Sick Monday 11-9-15

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**From:** Dailey, Mike  
**Sent:** Sunday, November 08, 2015 8:55 PM  
**To:** Garcia, Bobbie  
**Subject:** Mike Out Sick Monday 11-9-15

Hay Bobbie, I'm taking a sick day on Monday. I've attached a SL slip. Thanks. Mike

Sincerely,

Mike Dailey  
Chief Counsel  
Financial Remedies Section  
Criminal Division  
Office of the Attorney General  
State of Arizona  
1275 West Washington  
Phoenix, Arizona 85007  
(602) 542-7955

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**OFFICE OF THE ATTORNEY GENERAL  
CRIMINAL DIVISION  
LEAVE REQUEST**

**Please note:**

- With the exception of Sick Leave, ALL LEAVE must be approved in advance.
- In the event of Sick Leave, the leave request must be completed immediately upon the employee's return to duty. Follow normal call-in procedures for your Section to report a sick day.

This form **MUST BE TYPED OR IN INK.**

EMPLOYEE NAME: Mike Dalley

EIN: [REDACTED]

I HEREBY REQUEST THE FOLLOWING:

# OF HRS	PAY CODE	FROM		TO	
		HOUR	DATE	HOUR	DATE
8	ANNUAL (300)				
	SICK (310)	8:30 am	11-9-15	5:00 pm	11-9-15
	Partial Day Absence (105) (exempt employees only)				
	FAMILY SICK (311) (Family Member)				
	HOLIDAY PAY (320)				
	COMP TIME TAKEN (330)				
	EARNED HOLIDAY TAKEN (322)				
	BEREAVEMENT (340)				
	CIVIC DUTY (350)				
	MILITARY DUTY (380)				
	OTHER (i.e. meritorious leave, etc.):				
<b>SUPERVISORS FILL OUT BELOW - IF APPLICABLE</b>					
	DONATED LEAVE TAKEN (308)				
	PAID LEAVE OF ABSENCE (355)				
	ADMIN (PAID) (375)				
	ADMIN (EMERGENCY) (376)				
	INDUSTRIAL W/O PAY (630)				
	SHORT TERM LEAVE (640) Without Pay (80 hours or less)				
	LONG TERM LEAVE (640) Without Pay (more than 80 hours) Attach completed Form LR02 or LR03				
	LEAVE WITHOUT PAY (641) UNAUTHORIZED				

**BEFORE TAKING ANY LEAVE** - Notify the appropriate Section staff, including assigned attorneys. The Signature of a supervisor does not constitute affirmation that the employee has accumulated the necessary leave hours to fulfill this request. The employee is responsible to confirm sufficient leave balances are available for the request.

RE: LONG TERM LEAVE WITHOUT PAY - All LWOP must be approved by the Criminal Division Chief Counsel. I understand in order to continue insurance coverage I must make personal arrangements for payment of my monthly health, dental and/or life insurance premiums during the time of my long term (more than 30 hours) leave without pay.

EMPLOYEE Signature: [Signature] Date: 11-9-15

SUPERVISOR Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_ Disapprove (Return to Employee)  
 \_\_\_\_ Approve (Copy to Employee/Original to Supervisor)

**From:** [Rodriguez, Lisa](#)  
**To:** [Conrad, Donald](#)  
**Subject:** FW: Mike Out Sick  
**Date:** Thursday, November 12, 2015 8:20:07 AM

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**From:** Dailey, Mike  
**Sent:** Thursday, November 12, 2015 6:03 AM  
**To:** Garcia, Bobbie  
**Cc:** Loftus, Charles; Formanek, Anne; Rodriguez, Lisa  
**Subject:** Mike Out Sick

Bobbie, I am out sick today, but should be in tomorrow.

Please feel free to call if need be on my cell at 480-██████████ or 602-██████████ Thank you.,

Sincerely,

Mike Dailey  
Chief Counsel  
Financial Remedies Section  
Criminal Division  
Office of the Attorney General  
State of Arizona  
1275 West Washington  
Phoenix, Arizona 85007  
(602) 542-7955

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**From:** [Rodriguez, Lisa](#)  
**To:** [Shaw, Michele](#)  
**Cc:** [Maya, Autumn](#); [Rodriguez, Lisa](#)  
**Subject:** FW: Missing Overtime Request for Michelle Shaw  
**Date:** Tuesday, November 24, 2015 11:41:02 AM

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Michelle – I need this today. We have to have your OT slips to Payroll before the end of the PPE. Please scan it to me asap.

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**From:** Payroll  
**Sent:** Tuesday, November 24, 2015 10:20 AM  
**To:** Maya, Autumn  
**Cc:** Rodriguez, Lisa  
**Subject:** Missing Overtime Request for Michelle Shaw

Hi Autumn,

I am missing the Overtime Request for Michelle Shaw for the extra hours she worked as noted below:

November 10<sup>th</sup> – 1 extra hour

I will need the approved Overtime Request by 12 Noon today.

If you have any questions please let me know.

Thank you,

Payroll - ET



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

**From:** [Rodriguez, Lisa](#)  
**To:** [Conrad, Donald](#)  
**Subject:** FW: Notice of Appearance Form  
**Date:** Monday, October 05, 2015 10:58:40 AM

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**From:** Morales, Elizabeth  
**Sent:** Monday, October 05, 2015 10:58 AM  
**To:** Rodriguez, Lisa  
**Subject:** Notice of Appearance Form

Lisa: Karen Prescott asked me for a Notice of Appearance form in District Ct – does this help?

Thank you,

*Elizabeth Morales*

Legal Secretary, State Government Division  
*Office of the Attorney General*  
Direct Line: 602-542-7991  
Fax: 602-364-2214

**From:** [Rodriguez, Lisa](#)  
**To:** [Cuellar, Paul](#); [Maya, Autumn](#)  
**Cc:** [Rodriguez, Lisa](#)  
**Subject:** FW: NWS Request - DES Analyst Laura Orosco - Assigned to CRM/SIS - Tucson  
**Date:** Thursday, October 22, 2015 5:09:28 PM  
**Attachments:** [Untitled.PDF - Adobe Acrobat Pro.pdf](#)

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FYI.

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**From:** Rodriguez, Lisa  
**Sent:** Thursday, October 22, 2015 5:09 PM  
**To:** Fong, May; Helpdesk  
**Cc:** Rodriguez, Lisa  
**Subject:** NWS Request - DES Analyst Laura Orosco - Assigned to CRM/SIS - Tucson

May – Please see the attached NWS Request. Call me if you have any questions. Thanks. Lisa

# NETWORK SECURITY REQUEST (NSR)

Please send NSR via email or interoffice mail to Human Resources

*DES Analyst  
Working in  
SIS*

### INFORMATION

User's Full Name:	Laura Orosco		
Request Date:	October 26, 2015	Effective Date:	October 26, 2015
Position Title:	SIS DES Analyst	DIV/SEC:	CRM/SIS
Phone No.:	520-209-4324	Fax No.:	
Location:	Tucson	Office#/Cubicle#:	300.31

### ACTION

New Employee  
  Modify Access  
  Change  
 Choose an item.

Change From: \_\_\_\_\_ Change To: \_\_\_\_\_

### APPLICATIONS

PC Docs  
  Internet *(Requires User Acceptance Agreement)*  
  OnBase  
 Footprints  
 Choose an item.  
  Other (specify): Click here to enter text.

### EMAIL GROUPS:

~~Phoenix~~  
  Tucson  
  Offsite Location  
  Everyone  
  Attorneys  
  Paralegals  
 Division Chiefs  
 Section Chiefs  
 Office Administrators  
 Other (specify): Click here to enter text.

### DIRECTORY ACCESS: *(to other people's directory or share directory)*

Directory/Subdirectory: Click here to enter text.

Read  
  Write  
  Modify  
  Create  
  Erase

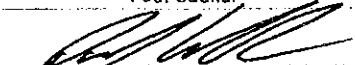
### CASE MANAGEMENT SYSTEMS:

CICS (Modify)  
 CICS (View Only)  
 Personnel System  
 Victim Witness System  
 Contracts  
 LPS and Timekeeping  
 Name Search  
 Telephone Roster  
 Other (specify): Click here to enter text.

Legal Files: Site A Choose an item. Site B Choose an item. Site C Choose an item.

Access: Choose an item. Security Level: Choose an item. Special Notes: Click here to enter text.

MDM- Group: Click here to enter text. Access: Choose an item.

Requestor:	Paul Cuellar	Date:	10/22/15
Authorized Signature:		Date:	10/22/15

*W*      10/22/15

ISS Processing/Use Only							
Network:							
CMS:							

\* May -  
Mimic Roberta  
Vasquez

Laura Y. Orosco  
Special Investigator  
AHCCCS-OIG  
Office of Inspector General  
Task Force- Law Enforcement Liaison  
(520) [REDACTED]  
(520) [REDACTED]

TUCSON Agreement

Counter Part  
Roberta Vasquez

**From:** [Rodriguez, Lisa](#)  
**To:** [Carroll, Donald](#)  
**Subject:** FW: Office Move  
**Date:** Tuesday, December 15, 2015 1:03:47 PM

We need to wait on this correct?

**From:** Garcia, Bobbie  
**Sent:** Tuesday, December 15, 2015 11:53 AM  
**To:** Rodriguez, Lisa  
**Subject:** FW: Office Move

What say you?

**From:** Dailey, Mike  
**Sent:** Tuesday, December 15, 2015 11:22 AM  
**To:** Garcia, Bobbie  
**Subject:** RE: Office Move

I do not think the next in line senior attys want or need to move, so unless you can think of a good reason, I approve the move.

Sincerely,

Mike Dailey  
Chief Counsel  
Financial Remedies Section  
Criminal Division  
Arizona Attorney General's Office  
1275 West Washington  
Phoenix, Arizona 85007  
(602) 542-7955

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**From:** Garcia, Bobbie  
**Sent:** Tuesday, December 15, 2015 7:37 AM  
**To:** Dailey, Mike  
**Subject:** RE: Office Move

I discussed with Steve yesterday and he stated he will be staying in his current office.

**From:** Dailey, Mike  
**Sent:** Monday, December 14, 2015 9:21 PM  
**To:** Garcia, Bobbie  
**Subject:** RE: Office Move

Hi, at first blush, it appears that Steve should be given first chance to move because he has more seniority. I also understand that Victoria, however, "hears" Eric through the walls. I will look into this and talk to Steve about whether he is ok with letting Victoria having that larger office.

Sincerely,

Mike Dailey  
Chief Counsel  
Financial Remedies Section  
Criminal Division  
Office of the Attorney General  
State of Arizona  
1275 West Washington  
Phoenix, Arizona 85007  
(602) 542-7955

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**From:** Garcia, Bobbie  
**Sent:** Monday, December 14, 2015 3:04 PM  
**To:** Dailey, Mike  
**Cc:** Rodriguez, Lisa  
**Subject:** Office Move

Hi – Received a request from Victoria. She would like to move into Katrin's old office. Please advise.

Bobbie E. Garcia  
Office Administrator  
Financial Remedies Section  
Criminal Division  
Arizona Attorney General's Office  
1275 West Washington  
Phoenix, Arizona 85007  
(602) 542-8496

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**From:** [Rodriguez, Lisa](#)  
**To:** [Maya, Autumn](#)  
**Subject:** FW: Overtime Requests missing information  
**Date:** Tuesday, November 24, 2015 9:19:43 AM  
**Attachments:** [Untitled \(7\).pdf](#)

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Again, Autumn these are mistakes that you should recognize and fix. Where is the breakdown so that we can ensure this does not continue to happen? From now on, I want you to put "AM" on the bottom right corner of each OT slip to ensure you are reviewing each slip. Please see me if you need additional training or assistance. Lisa

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**From:** Truex, Echo  
**Sent:** Tuesday, November 24, 2015 8:55 AM  
**To:** Maya, Autumn  
**Cc:** Rodriguez, Lisa; Perkovich, Mark; Lepley, Justin  
**Subject:** Overtime Requests missing information  
**Importance:** High

Hi Autumn,

Attached are three Overtime Requests that are missing the following information:

- 1 – Todd Parenteau – Missing the number of extra hours his has been approved to work
- 2 – Lauren Buhrow – Missing the function to be charged for her extra hours worked on 11/20/15
- 3 – Michael Carroll – Has an incorrect funding source listed, can you please let me know the correct function code

I will need this information by 11 AM this morning. This will allow Payroll enough time to process these changes and allow them to post properly into the system.

If you have any questions please let me know.

Thank you,

Echo Truex  
Payroll Manager



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Attorney General Mark Brnovich  
1275 W. Washington, Phoenix, AZ 85007  
Phone: 602-542-8037 | Fax: 602-542-5940  
[Echo.Truex@azag.gov](mailto:Echo.Truex@azag.gov)  
<http://www.azag.gov>

**Arizona Attorney General's Office  
Criminal Division - Special Investigations Section  
Overtime Request**

1. Team Leader / Supervisor approval is required BEFORE working overtime.
2. Attorney General/Division Chief/Section Chief approval is required BEFORE working paid overtime. In such a case, this form must be completed PRIOR to the overtime work being performed.
3. If compensatory time is requested, this request is to be submitted no later than the first work day after the overtime work was performed and preferable before the work is performed.

**To be completed by Employee**

Name: Todd Parenteau [REDACTED] Date Submitted: 11/19/2015  
No outside agency's overtime shall be flexed or compensatory hours accrued.  
 Total accrued Annual Leave as of request date:  Agency:  AGO  AG SECURITY  
 Total accrued Compensatory Time as of request date:   TOBACCO  ICE  
 Actual Number of Overtime Hours Requested:   FBI  DPS - FIRG  
 PCA Number: ARPB10339  Other \_\_\_\_\_  
 Date: 11/10/2015 Time From: 0600 Time To: 1400 LF Case Number: \_\_\_\_\_

Task Force Case Number: \_\_\_\_\_

Work to be performed: AG Detail

Justification: AG Detail

Compensatory Time Earned at:  Straight Time (Less than 40 physical hours worked) or  Time and a Half

Compensatory Time Earned at:  Dollars (PC 101) or  Hours (PC 800)

Employee Signature: Todd A. Parenteau Date: 11/19/15

**To be completed by Team Leader Supervisor**

**NOTE:**

**PLEASE CHECK ALL BOXES THAT APPLY**

- 1. Accrued Compensatory balance must not exceed a maximum of 240 hours at any time during the calendar year and/or a maximum of 240 hours of Annual Leave by the end of the year.
- 2. For the purpose of calculating overtime, the 40 hour work week begins Saturday at 12:01 am and ends on Friday at 11:59pm.
- 3. No outside agency's overtime shall be flexed or compensatory hours accrued.
- 4. AG overtime can be flexed within the same work week. (See #2 for work week).
- 5. Any paid overtime must be approved by the Attorney General/Division Chief/Section Chief before the work is performed.
- 6. All AG overtime will be reimbursed in hours unless specifically noted on this request to be dollars. Whenever possible, flex time will be used instead of overtime.
- By authorizing this overtime request, I am also authorizing the AG Payroll to pay overtime in dollars to said employee and to seek reimbursement from the appropriate agency (if applicable).

Forward this request only if Overtime is approved.

IF disapprove; return to employee  IF approved; sign and forward to Chief Agent

Team Leader / Supervisor \_\_\_\_\_ Date \_\_\_\_\_  
 Approved by: [Signature] Division/Section Chief \_\_\_\_\_ Date \_\_\_\_\_  
 Other Agency Authorization \_\_\_\_\_ Date \_\_\_\_\_

Original: 1<sup>st</sup> - SIS Supervisor (Check ETE)  
 2<sup>nd</sup> - J. Zychlewicz (Add PCA Codes)  
 3<sup>rd</sup> - AGO Payroll  
 Copy: J. Zychlewicz (File in Attendance Book)



**Arizona Attorney General's Office  
Criminal Division - Special Investigations Section  
Overtime Request**

1. Team Leader / Supervisor approval is required BEFORE working overtime.
2. Attorney General/Division Chief/Section Chief approval is required BEFORE working paid overtime. In such a case, this form must be completed PRIOR to the overtime work being performed.
3. If compensatory time is requested, this request is to be submitted no later than the first work day after the overtime work was performed and preferable before the work is performed.

To be completed by Employee

Name: LAUREN BUHROW [REDACTED] Date Submitted: 11/20/15  
No outside agency's overtime shall be flexed or compensatory hours accrued.  
 Total accrued Annual Leave as of request date:  Agency:  AGO  AG SECURITY  
 Total accrued Compensatory Time as of request date:   TOBACCO  ICE  
 Actual Number of Overtime Hours Requested:   FBI  DPS - FIRG  
 PCA Number:   Other \_\_\_\_\_

Date: 11/20/15 Time From: 1030 Time To: 1630 LF Case Number: T-2014-0280

Task Force Case Number: \_\_\_\_\_

Work to be performed: Tucson unit's search warrant assist/Casa Grande location

Justification: Working more on Friday to make up for regular work missed (case submittal in progress for prioritized multi-voter case) due to assisting on Thursday search warrant in Casa Grande

Compensatory Time Earned at:  Straight Time (8 hr Holiday during week) or  Time and a Half

Compensatory Time Earned at:  Dollars (PC 101) or  Hours (PC 800)

Employee Signature: *Lauren Buhrow* Date: 11-20-15

To be completed by Team Leader Supervisor

**NOTE:**

**PLEASE CHECK ALL BOXES THAT APPLY**

- 1. Accrued Compensatory balance must not exceed a maximum of 240 hours at any time during the calendar year and/or a maximum of 240 hours of Annual Leave by the end of the year.
- 2. For the purpose of calculating overtime, the 40 hour work week begins Saturday at 12:01 am and ends on Friday at 11:59pm.
- 3. No outside agency's overtime shall be flexed or compensatory hours accrued.
- 4. AG overtime can be flexed within the same work week. (See #2 for work week).
- 5. Any paid overtime must be approved by the Attorney General/Division Chief/Section Chief before the work is performed.
- 6. All AG overtime will be reimbursed in hours unless specifically noted on this request to be dollars. Whenever possible, flextime will be used instead of overtime.
- By authorizing this overtime request, I am also authorizing the AG Payroll to pay overtime in dollars to said employee and to seek reimbursement from the appropriate agency (if applicable).

Forward this request only if Overtime is approved.

IF disapprove; return to employee  IF approved; sign and forward to Chief Agent

\_\_\_\_\_  
 Team Leader / Supervisor Date

\_\_\_\_\_  
 Approved by: Division/Section Chief Date

\_\_\_\_\_  
 Other Agency Authorization Date

Original: 1<sup>st</sup> - SIS Supervisor (Check ETE)  
 2<sup>nd</sup> - A. Maya (Add PCA Codes)  
 3<sup>rd</sup> - AGO Payroll  
 Copy: A. Maya (File in Attendance Book)

PHX-#2889650

**Arizona Attorney General's Office  
Criminal Division - Special Investigations Section  
Overtime Request**

1. Team Leader / Supervisor approval is required BEFORE working overtime.
2. Attorney General/Division Chief/Section Chief approval is required BEFORE working paid overtime. In such a case, this form must be completed PRIOR to the overtime work being performed.
3. If compensatory time is requested, this request is to be submitted no later than the first work day after the overtime work was performed and preferable before the work is performed.

To be completed by Employee

Name: Michael Carroll [REDACTED] Date Submitted: 11-16-2016  
Agency overtime shall be flexed or compensated hours accrued

Total accrued Annual Leave as of request date:  Agency:  AGO  AG SECURITY  
 Total accrued Compensatory Time as of request date:   TOBACCO  ICE  
 Actual Number of Overtime Hours Requested: 5  FBI  DPS - FIRG  
 PCA Number: PC800  Other \_\_\_\_\_

Date: 11-14-2015 Time From: 0900 Time To: 1400 LF Case Number: N/A  
 Task Force Case Number: N/A  
 Work to be performed: Community Outreach - Safe Senior Event  
 Justification: Outside normal workhours

Compensatory Time Earned at:  Straight Time (less than 40 physical hours worked) or  Time and a Half  
 Compensatory Time Earned at:  Dollars (PC 101) or  Hours (PC 800)

Employee Signature: *M. Carroll* Date: 11-16-2015

To be completed by Team Leader Supervisor

NOTE:

**PLEASE CHECK ALL BOXES THAT APPLY**

- 1. Accrued Compensatory balance must not exceed a maximum of 240 hours at any time during the calendar year and/or a maximum of 240 hours of Annual Leave by the end of the year.
- 2. For the purpose of calculating overtime, the 40 hour work week begins Saturday at 12:01 am and ends on Friday at 11:59pm.
- 3. No outside agency's overtime shall be flexed or compensatory hours accrued.
- 4. AG overtime can be flexed within the same work week. (See #2 for work week).
- 5. Any paid overtime must be approved by the Attorney General/Division Chief/Section Chief before the work is performed.
- 6. All AG overtime will be reimbursed in hours unless specifically noted on this request to be dollars. Whenever possible, flex time will be used instead of overtime.

By authorizing this overtime request, I am also authorizing the AG Payroll to pay overtime in dollars to said employee and to seek reimbursement from the appropriate agency (if applicable).

Forward this request only if Overtime is approved.

IF disapprove; return to employee  IF approved; sign and forward to Chief Agent

*Steve Stone* 11-17-15  
 Team Leader / Supervisor Date  
*M. Juchowicz* 11/17/15  
 Approved by Division/Section Chief Date  
 Other Agency Authorization \_\_\_\_\_ Date \_\_\_\_\_

Original: 1<sup>st</sup> - SIS Supervisor (Check ETE)  
 2<sup>nd</sup> - J. Zychlewicz (Add PCA Codes)  
 3<sup>rd</sup> - AGO Payroll  
 Copy: J. Zychlewicz (File in Attendance Book)

**From:** [Rodriguez, Lisa](#)  
**To:** [Conrad, Donald](#); [Ahler, Paul](#)  
**Subject:** FW: Peoria Man Sentenced to 12 Years in Prison Following Child Pornography Investigation  
**Date:** Wednesday, November 04, 2015 9:48:42 AM

---

FYI.

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**From:** Waters, Joseph  
**Sent:** Wednesday, November 04, 2015 9:45 AM  
**To:** Rodriguez, Lisa; Acuna, Arthur  
**Cc:** Martinez, Gilda  
**Subject:** RE: Peoria Man Sentenced to 12 Years in Prison Following Child Pornography Investigation

It was my mistake, I forgot to delete it from the filed indictment like I normally do. On iCIS they are combined into one document.

---

**From:** Rodriguez, Lisa  
**Sent:** Wednesday, November 04, 2015 9:44 AM  
**To:** Waters, Joseph; Acuna, Arthur  
**Cc:** Martinez, Gilda  
**Subject:** FW: Peoria Man Sentenced to 12 Years in Prison Following Child Pornography Investigation  
**Importance:** High

The CIS sheet should not be provided to the PIO. And if it is, it should be redacted to not include personal information including addresses, DOB and SSN. In the past, it was determined not to include the CIS sheet.

---

**From:** Garcia, Mia  
**Sent:** Tuesday, November 03, 2015 3:42 PM  
**To:** DL-Everyone-Statewide AGO  
**Subject:** Peoria Man Sentenced to 12 Years in Prison Following Child Pornography Investigation

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For Immediate Release: November 03, 2015  
Contact: Mia Garcia (602) 339-5895 or [Mia.Garcia@azag.gov](mailto:Mia.Garcia@azag.gov)

## Peoria Man Sentenced to 12 Years in Prison Following Child Pornography Investigation

Phoenix, AZ – A Peoria man is sentenced to 12 years in prison after downloading hundreds of images and dozens of videos of child pornography announced Arizona Attorney General Mark Brnovich. 25-year-old Shane Perry Anderson was also sentenced to lifetime probation and must register as a sex offender after pleading guilty to two counts of sexual exploitation of a minor.

"This office will aggressively prosecute those who prey on vulnerable children," said Attorney General Mark Brnovich. "This case is an example of the impact we can have when agencies work together to bring online predators to justice."

On August 30, 2013, the U.S. Department of Homeland Security Investigations (HSI) Cyber Crimes Center began to investigate an individual with the username "Spapeoria", who was commenting on a free file sharing website. The comments indicated that the user had a sexual interest in "preteen" females and that the user was using the site to facilitate the trafficking of child pornography. Data obtained by HSI helped determine that the account was being accessed by a residence in Peoria, Arizona.

"The sexual exploitation of children fuels the disturbing actions of like-minded predators who create illegal content," said Matt C. Allen, special agent in charge of HIS of Phoenix. "It is our duty, with the assistance of partners like the Arizona Attorney General's Office, to protect those who cannot protect themselves. Together we will continue to pursue child predators and make them accountable for their unconscionable actions."

A court authorized search of the Peoria residence where Anderson lived with his parents revealed he had been sharing, downloading, and distributing child pornography for approximately one year. During an interview with investigators, Anderson confessed to viewing and possessing child pornography. HSI searched Anderson's bedroom and located computers and hard drives that contained over 200 images and dozens of videos of child pornography. The images and video were verified with the National Center for Missing and Exploited Children as being known images of child pornography and that the children were under the age of fifteen.

This case was prosecuted by Assistant Arizona Attorney General Joseph Waters.

The Attorney General's Office and HIS encourage the public to report suspected child predators and any suspicious activity through a toll-free Tip Line at 1-866-DHS-2-ICE or by completing its online tip form. Both are staffed around the clock by investigators. From outside the U.S. and Canada, callers should dial 802-872-6199. Hearing impaired users can call TTY 802-872-6196. Suspected child sexual exploitation or missing children may be reported to the National Center for Missing & Exploited Children, an Operation Predator partner, via its toll-free 24-hour hotline, 1-800-THE-LOST.

For additional information, members of the media may contact Mia Garcia, Spokesperson and Director of Media Relations at 602-339-5895 or [Mia.Garcia@azag.gov](mailto:Mia.Garcia@azag.gov).

For a copy of Anderson's plea agreement, [CLICK HERE](#).

For a copy of Anderson's indictment, [CLICK HERE](#)

For a copy of Anderson's mugshot, [CLICK HERE](#)

###

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**From:** [Rodriguez, Lisa](#)  
**To:** [Maya, Autumn](#)  
**Subject:** FW: Peterson & Olney Payroll  
**Date:** Monday, November 16, 2015 8:42:45 AM  
**Attachments:** [20151113134629045.pdf](#)  
[peterson-olney payroll.xls](#)

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FYI.

-----Original Message-----

**From:** Verver, Phillip  
**Sent:** Friday, November 13, 2015 2:09 PM  
**To:** Sterrett, Ron  
**Cc:** Rodriguez, Lisa; Truex, Echo  
**Subject:** Peterson & Olney Payroll

Hi Ron,

Per our conversation Peterson and Olney currently are assigned to the HIT Squad Task Force which is funded by the Alliance Grant. Norm and John have been coding their time to RICO, (Peterson since PPE 7/3/15 and Olney PPE 7/17/15). There correct budgeted funding source for them is the Alliance Grant TFAB30458 which has been set up in ETE (payroll system). There is no need to enter any function codes in ETE (like Norm has done on the attachment). I will submit a Journal Entry to move the posted expenses to the correct funding source, these expense will probably show up on the November reimbursement request.

Please feel free to contact myself or Echo if you have any payroll related questions.

Thanks for your help with this!

Phillip Verver  
Budget Analyst  
Operations Division – Budget & Finance Section Office of the Arizona Attorney General Mark Brnovich  
1275 W. Washington Ave.  
Phoenix, AZ 85007  
Ph. 602-542-8381  
[Phillip.verver@azag.gov](mailto:Phillip.verver@azag.gov)

COBJ	Amount
6011	43,088.26
6031	14,245.32
6041	1,307.68
6048	1,307.70
6099	-
6111	4,435.76
6113	10,315.20
6114	11.67
6115	88.87
6116	32.46
6117	57.99
6118	100.53
6119	228.50
6153	30,176.10
6155	3,069.56
6183	515.57
6185	119.89
6189	239.79
	109,340.85





6011	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	7.50	245.19	8/28/15
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6011	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	1.50	49.04	8/28/15
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6031	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	8.00	261.54	9/25/15
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6031	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	10.00	326.92	9/25/15
6031	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	26.00	424.97	9/25/15
6031	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	10.00	163.45	9/25/15
6031	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	9.00	294.23	10/9/15
6031	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	8.00	261.54	10/9/15
6031	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	17.00	277.87	10/9/15
6031	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	6.00	196.15	10/9/15
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6031	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	8.00	261.54	10/23/15
6031	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	14.00	228.83	10/23/15
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6031	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	10.00	326.92	10/23/15
6031	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	24.00	392.28	10/23/15
6041	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	10.00	326.92	7/31/15
6041	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	10.00	326.92	7/31/15
6041	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	10.00	326.92	7/31/15
6041	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	10.00	326.92	7/31/15
6048	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	8.00	261.54	7/31/15
6048	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	8.00	261.54	9/11/15
6048	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	8.00	261.54	9/11/15
6048	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	8.00	261.54	10/23/15
6048	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	8.00	261.54	10/23/15
6099	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	8.00	0.00	7/17/15
6099	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	4.00	0.00	7/17/15
6099	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	1.00	0.00	7/31/15
6099	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	9.00	0.00	7/31/15
6111	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	169.32	7/31/15
6111	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	39.60	7/31/15
6111	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	162.15	7/17/15
6111	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	37.92	7/17/15
6111	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	222.11	7/17/15
6111	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	51.95	7/17/15
6111	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	152.12	7/31/15
6111	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	35.58	7/31/15
6111	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	194.75	7/31/15
6111	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	45.54	7/31/15
6111	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	177.96	8/14/15
6111	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	41.62	8/14/15
6111	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	170.43	8/14/15
6111	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	39.86	8/14/15
6111	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	197.56	8/28/15
6111	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	46.20	8/28/15
6111	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	203.87	8/28/15
6111	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	47.68	8/28/15
6111	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	257.86	9/11/15
6111	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	60.31	9/11/15
6111	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	293.05	9/11/15
6111	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	68.54	9/11/15
6111	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	270.53	9/25/15
6111	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	63.27	9/25/15
6111	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	261.64	9/25/15
6111	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	61.19	9/25/15
6111	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	211.24	10/9/15
6111	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	49.40	10/9/15
6111	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	194.75	10/9/15

6111	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	45.55	10/9/15
6111	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	214.28	10/23/15
6111	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	50.12	10/23/15
6111	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	241.37	10/23/15
6111	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	56.44	10/23/15
6113	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	588.30	7/3/15
6113	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	648.46	7/17/15
6113	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	648.46	7/31/15
6113	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	648.46	7/31/15
6113	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	648.46	8/14/15
6113	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	648.46	8/14/15
6113	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	648.46	8/28/15
6113	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	648.46	8/28/15
6113	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	648.46	9/11/15
6113	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	648.46	9/11/15
6113	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	648.46	9/25/15
6113	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	648.46	9/25/15
6113	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	648.46	10/9/15
6113	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	648.46	10/9/15
6113	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	648.46	10/23/15
6113	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	648.46	10/23/15
6114	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	0.63	7/3/15
6114	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	0.69	7/17/15
6114	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	0.69	7/17/15
6114	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	0.69	7/31/15
6114	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	0.69	7/31/15
6114	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	0.69	8/14/15
6114	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	0.69	8/14/15
6114	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	0.69	8/28/15
6114	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	0.69	8/28/15
6114	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	0.69	9/11/15
6114	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	0.69	9/11/15
6114	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	0.69	9/25/15
6114	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	0.69	9/25/15
6114	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	0.69	10/9/15
6114	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	0.69	10/9/15
6114	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	0.69	10/23/15
6114	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	0.69	10/23/15
6115	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	7.77	7/3/15
6115	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	10.11	7/17/15
6115	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	8.92	7/31/15
6115	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	7.86	8/14/15
6115	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	9.31	8/28/15
6115	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	13.20	9/11/15
6115	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	11.83	9/25/15
6115	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	8.92	10/9/15
6115	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	10.95	10/23/15
6116	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	3.14	7/17/15
6116	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	3.14	7/31/15
6116	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	3.64	8/14/15
6116	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	3.87	8/28/15
6116	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	5.04	9/11/15
6116	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	5.29	9/25/15
6116	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	4.14	10/9/15
6116	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	4.20	10/23/15
6117	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	2.73	7/3/15
6117	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	2.62	7/17/15
6117	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	3.58	7/17/15
6117	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	2.45	7/31/15
6117	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	3.14	7/31/15
6117	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	2.87	8/14/15
6117	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	2.75	8/14/15

6117	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	3.19	8/28/15
6117	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	3.29	8/28/15
6117	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	4.16	9/11/15
6117	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	4.73	9/11/15
6117	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	4.36	9/25/15
6117	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	4.22	9/25/15
6117	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	3.41	10/9/15
6117	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	3.14	10/9/15
6117	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	3.46	10/23/15
6117	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	3.89	10/23/15
6118	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	5.73	7/3/15
6118	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	6.32	7/17/15
6118	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	6.32	7/31/15
6118	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	6.32	7/31/15
6118	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	6.32	8/14/15
6118	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	6.32	8/14/15
6118	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	6.32	8/28/15
6118	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	6.32	8/28/15
6118	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	6.32	9/11/15
6118	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	6.32	9/11/15
6118	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	6.32	9/25/15
6118	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	6.32	9/25/15
6118	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	6.32	10/9/15
6118	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	6.32	10/9/15
6118	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	6.32	10/23/15
6118	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	6.32	10/23/15
6119	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	11.56	7/3/15
6119	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	10.84	7/17/15
6119	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	13.96	7/17/15
6119	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	10.84	7/31/15
6119	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	12.74	7/31/15
6119	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	12.00	8/14/15
6119	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	11.66	8/14/15
6119	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	12.54	8/28/15
6119	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	13.15	8/28/15
6119	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	15.59	9/11/15
6119	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	17.49	9/11/15
6119	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	15.79	9/25/15
6119	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	15.72	9/25/15
6119	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	13.15	10/9/15
6119	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	12.74	10/9/15
6119	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	13.55	10/23/15
6119	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	15.18	10/23/15
6153	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	2,027.06	7/3/15
6153	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	2,637.48	7/17/15
6153	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	748.52	7/31/15
6153	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	2,326.50	7/31/15
6153	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	867.82	8/14/15
6153	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	2,050.10	8/14/15
6153	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	923.95	8/28/15
6153	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	2,430.17	8/28/15
6153	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	1,202.31	9/11/15
6153	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	3,443.70	9/11/15
6153	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	1,260.78	9/25/15
6153	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	3,086.65	9/25/15
6153	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	987.10	10/9/15
6153	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	2,326.51	10/9/15
6153	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	1,001.14	10/23/15
6153	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	2,856.31	10/23/15
6155	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	296.84	7/17/15
6155	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	296.85	7/31/15
6155	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	344.16	8/14/15

6155	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	366.42	8/28/15
6155	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	476.81	9/11/15
6155	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	499.99	9/25/15
6155	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	391.46	10/9/15
6155	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	397.03	10/23/15
6183	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	23.88	7/3/15
6183	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	0.86	7/3/15
6183	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	21.71	7/17/15
6183	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	0.78	7/17/15
6183	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	31.07	7/17/15
6183	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	1.12	7/17/15
6183	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	21.71	7/31/15
6183	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	0.78	7/31/15
6183	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	27.41	7/31/15
6183	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	0.99	7/31/15
6183	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	25.17	8/14/15
6183	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	0.91	8/14/15
6183	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	24.15	8/14/15
6183	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	0.87	8/14/15
6183	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	26.80	8/28/15
6183	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	0.97	8/28/15
6183	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	28.63	8/28/15
6183	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	1.03	8/28/15
6183	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	34.87	9/11/15
6183	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	1.26	9/11/15
6183	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	40.57	9/11/15
6183	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	1.47	9/11/15
6183	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	36.56	9/25/15
6183	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	1.32	9/25/15
6183	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	36.36	9/25/15
6183	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	1.31	9/25/15
6183	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	28.63	10/9/15
6183	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	1.03	10/9/15
6183	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	27.41	10/9/15
6183	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	0.99	10/9/15
6183	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	1.05	10/23/15
6183	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	29.03	10/23/15
6183	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	33.65	10/23/15
6183	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	1.22	10/23/15
6185	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	5.75	7/3/15
6185	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	5.23	7/17/15
6185	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	7.49	7/17/15
6185	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	5.23	7/31/15
6185	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	6.60	7/31/15
6185	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	6.06	8/14/15
6185	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	5.82	8/14/15
6185	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	6.46	8/28/15
6185	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	6.90	8/28/15
6185	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	8.40	9/11/15
6185	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	9.77	9/11/15
6185	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	8.81	9/25/15
6185	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	8.76	9/25/15
6185	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	6.90	10/9/15
6185	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	6.60	10/9/15
6185	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	7.00	10/23/15
6185	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	8.11	10/23/15
6189	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	11.50	7/3/15
6189	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	10.46	7/17/15
6189	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	14.97	7/17/15
6189	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	10.46	7/31/15
6189	AGCRMSIS-P	NORMAN	PETERSON	AGARAB30060	2016	0.00	13.21	7/31/15
6189	AGCRMSIS-P	JON	OLNEY	AGARAB30060	2016	0.00	12.13	8/14/15

6189	AGCRMSIS-P		NORMAN	PETERSON	AGARAB30060	2016	0.00	11.64	8/14/15
6189	AGCRMSIS-P		JON	OLNEY	AGARAB30060	2016	0.00	12.91	8/28/15
6189	AGCRMSIS-P		NORMAN	PETERSON	AGARAB30060	2016	0.00	13.80	8/28/15
6189	AGCRMSIS-P		JON	OLNEY	AGARAB30060	2016	0.00	16.80	9/11/15
6189	AGCRMSIS-P		NORMAN	PETERSON	AGARAB30060	2016	0.00	19.55	9/11/15
6189	AGCRMSIS-P		JON	OLNEY	AGARAB30060	2016	0.00	17.62	9/25/15
6189	AGCRMSIS-P		NORMAN	PETERSON	AGARAB30060	2016	0.00	17.52	9/25/15
6189	AGCRMSIS-P		JON	OLNEY	AGARAB30060	2016	0.00	13.80	10/9/15
6189	AGCRMSIS-P		NORMAN	PETERSON	AGARAB30060	2016	0.00	13.21	10/9/15
6189	AGCRMSIS-P		JON	OLNEY	AGARAB30060	2016	0.00	13.99	10/23/15
6189	AGCRMSIS-P		NORMAN	PETERSON	AGARAB30060	2016	0.00	16.22	10/23/15
					Grand Total:			109,340.85	

Employee: [Redacted] x PETERSON, NORMAN  
Pay Period: Sat 12/24/2015 - Fri 11/06/2015 11:59PM

Week 1	Week 2	Week 1 - 47.00
2:00	4:00	1:00
	12:00	6.00
	13:00	1
	15:00	
	20:00	ARAB30060
		ASAB30060

Review Comments

- Login to MAP
- Search for Jobs
- Effect to Become Uncovered
- Healthcare Model Notice
- Open Enrollment v
- Benefits v
- Alert Me v
- Current Pay Check
- ETE Labor Timescard
- Prior Time Records- Labor
- ETE Employee Guide-Labor
- Employee Training v
- Leave Activity
- Pay v
- Personal Information v
- HELP v

- ETE Proxy Guide-Labor
- ETE Emp Summary-Labor
- Prior Time Records-Labor





**From:** [Rodriguez, Lisa](#)  
**To:** [Ortiz, Kim](#); [Alleman, Paula](#); [Duplissis, Steve](#); [Ahler, Paul](#); [Perkovich, Mark](#); [Dailey, Mike](#)  
**Cc:** [Rodriguez, Lisa](#); [Conrad, Donald](#)  
**Subject:** FW: PHX-#4328207-v11-CRM\_-\_ADMIN\_-\_ROLLING\_REPORT\_FOR\_EXO  
**Date:** Tuesday, November 24, 2015 1:53:52 PM  
**Attachments:** [PHX-#4328207-v12-CRM - ADMIN - ROLLING REPORT FOR\\_EXO.DOCX](#)

---

Please provide me any November updates to these cases or any additional cases that meet the criteria of the EXO Rolling Report by Friday at Noon. I need to turn it in on Monday. Thanks. Lisa

**From:** [Rodriguez, Lisa](#)  
**To:** [Ortiz, Kim](#); [Perkovich, Mark](#)  
**Subject:** FW: PHX-#4328207-v11-CRM\_-\_ADMIN\_-\_ROLLING\_REPORT\_FOR\_EXO  
**Date:** Monday, November 30, 2015 10:42:34 AM  
**Attachments:** [PHX-#4328207-v12-CRM - ADMIN - ROLLING REPORT FOR EXO.DOCX](#)

---

Do you have any updates/additions? I have to turn this report in today.

---

**From:** Rodriguez, Lisa  
**Sent:** Tuesday, November 24, 2015 1:54 PM  
**To:** Ortiz, Kim; Alleman, Paula; Duplissis, Steve; Ahler, Paul; Perkovich, Mark; Dailey, Mike  
**Cc:** Rodriguez, Lisa; Conrad, Donald  
**Subject:** FW: PHX-#4328207-v11-CRM\_-\_ADMIN\_-\_ROLLING\_REPORT\_FOR\_EXO  
**Importance:** High

Please provide me any November updates to these cases or any additional cases that meet the criteria of the EXO Rolling Report by Friday at Noon. I need to turn it in on Monday. Thanks. Lisa

**From:** [Rodriguez, Lisa](#)  
**To:** [Conrad, Donald](#)  
**Subject:** FW: Plein  
**Date:** Thursday, October 22, 2015 5:05:06 PM

---

I calendared this for you.

---

**From:** Blake, Scott  
**Sent:** Thursday, October 22, 2015 5:02 PM  
**To:** Rodriguez, Lisa  
**Subject:** RE: Plein

It is Nov. 13 at 8:30 am in front of Judge Gates.

Scott Blake

---

**From:** Rodriguez, Lisa  
**Sent:** Thursday, October 22, 2015 5:01 PM  
**To:** Blake, Scott  
**Subject:** Plein

Please advise me when the next hearing is as Don would like to know.

Lisa Rodríguez  
Legal Administrator  
Arizona Attorney General's Office  
Criminal Division  
(602) 542-8488  
[lisa.rodriquez@azag.gov](mailto:lisa.rodriquez@azag.gov)

**From:** [Rodriguez, Lisa](#)  
**To:** [Conrad, Donald](#)  
**Cc:** [Connolly, Jerry](#); [Loftus, Charles](#)  
**Subject:** FW: Polar Leasing August Rent  
**Date:** Thursday, October 22, 2015 7:22:00 AM  
**Attachments:** [20150827144520365.pdf](#)

---

This is what the bill looks like each month.

67AE 16-6289



Polar Leasing Company, Inc.  
4410 New Haven Ave.  
Fort Wayne, IN 46803  
Phone No.: 260-428-2532  
Fax No.: 260-428-2533

RENTAL INVOICE

Invoice Number: RI21786  
Invoice Date: 08/20/15  
Page: 1

Bill

To: Office of the Attorney General  
1275 W. Washington St  
Attn: Accounts Payable  
Phoenix, AZ 85007

Ship

To: Dept of Emergency & Military Affairs  
5636 E. McDowell  
Phoenix, AZ 85008

Ship Via Polar Leasing  
Ship Date 08/20/15  
Due Date 08/20/15  
Terms Due Upon Receipt  
Customer ID C14612

P.O. Number E14 107069  
P.O. Date 08/20/15  
Our Order No. RO05606  
SalesPerson Mike Hughes

Unit Number	Description	Rental Period Dates	Quantity	Unit Price	Total Price
911-6320	Walk-In Dual Temp - 8x20	08/10/15 09/09/15	1	1,810.00	1,810.00
907-5165	Walk-In Dual Temp - 8x20	08/10/15 09/09/15	1	1,810.00	1,810.00
907-5172	Walk-In Dual Temp - 8x20	08/18/15 09/17/15	1	1,810.00	1,810.00

Remit to:  
Polar Leasing Company Inc.  
4410 New Haven Ave.  
Fort Wayne, Indiana 46803

Subtotal:	5,430.00
Invoice Discount:	0.00
Total Sales Tax:	342.09
<b>Total:</b>	<b>5,772.09</b>

**From:** [Rodríguez, Lisa](#)  
**To:** [Diaz, Bethany](#)  
**Cc:** [Smith, Annette](#); [Rodríguez, Lisa](#)  
**Subject:** FW: PRR  
**Date:** Tuesday, December 01, 2015 5:00:12 PM  
**Attachments:** [PRR Request \[REDACTED\] December 1 2015.pdf](#)  
**Sensitivity:** Confidential

---

Thank you Annette ... we will follow the protocol for CRM by providing three sets of copies to me for ensuring Bethany gets them.

Bethany – FYI.

---

**From:** Smith, Annette  
**Sent:** Tuesday, December 01, 2015 3:56 PM  
**To:** Rodríguez, Lisa  
**Subject:** PRR  
**Sensitivity:** Confidential

Lisa,

We received the attached in the mail today. Since it's outside the normal process of going through Bethany Diaz, I want to check with you for the appropriate way to proceed on this request.

Thank you,  
Annette Smith  
Office Administrator  
Criminal Division/ Health Care Fraud & Abuse Section



---

Office of the Arizona Attorney General Mark Brnovich  
1275 West Washington, Phoenix, AZ 85007  
Desk: (602) 542-3503  
Fax: (602) 542-8430  
[Annette.Smith@azag.gov](mailto:Annette.Smith@azag.gov)

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Clarence A. Corman  
[REDACTED]

25 Nov. 2015

Records Department (Health Care Fraud and Abuse Section)  
Office of the Arizona Attorney General  
1275 W. Washington  
Phoenix, Arizona 85007-2026

REF: CASE NUMBER [REDACTED]

Dear Sir or Madam

[REDACTED]

If there are any fees for searching or copying these records, please inform me if the cost will exceed \$100.00. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and will contribute significantly to the public's understanding of the intended or unintended failure of this company's failure to honor financial obligations of Medicare patients. This information is not being sought for commercial purposes but may be used for further validation of my complaint and review to the Arizona Better Business Bureau.

Please respond to this request in a reasonable time period. If convenient, records and/or correspondence may be forwarded electronically via e-mail to [REDACTED]@q.com.

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.

Sincerely,



Clarence A. Corman

520 [REDACTED]  
[REDACTED]@q.com



**From:** [Rodriguez, Lisa](#)  
**To:** [Edwards, Michael](#)  
**Cc:** [Woods, Dan](#); [Perkovich, Mark](#); [Rodriguez, Lisa](#)  
**Subject:** FW: Public Records Request - DR  
**Date:** Friday, October 16, 2015 8:57:58 AM  
**Attachments:** [image001.png](#)

---

Mike – We have had this PRR since 6/18/15. What is the status of your review/redaction and providing the information to Bethany so that we can close this PRR? As a reminder, [REDACTED] is the victim and MCAO-Victim Services is requesting the documents. And, it should be known that [REDACTED] calls either EXO or me at least three times per week. Can you respond? Thanks. Lisa

**From:** Diaz, Bethany  
**Sent:** Friday, October 16, 2015 8:25 AM  
**To:** Rodriguez, Lisa  
**Subject:** FW: Public Records Request - DR

FYI- I've not received a response to this.

**From:** Diaz, Bethany  
**Sent:** Friday, October 09, 2015 12:19 PM  
**To:** Edwards, Michael  
**Subject:** RE: Public Records Request - DR

Good afternoon-

Just thought I would check in to see if there's an update on this PRR or to see if there's an estimate of when it might be completed.

Thanks,

Bethany

---

**From:** Diaz, Bethany  
**Sent:** Tuesday, September 22, 2015 4:11 PM  
**To:** Rodriguez, Lisa; Edwards, Michael  
**Cc:** Woods, Dan; Maya, Autumn  
**Subject:** RE: Public Records Request - DR

I haven't received anything yet.

Thanks!  
Bethany

---

**From:** Rodriguez, Lisa  
**Sent:** Tuesday, September 22, 2015 3:11 PM  
**To:** Edwards, Michael  
**Cc:** Rodriguez, Lisa; Diaz, Bethany; Woods, Dan; Maya, Autumn  
**Subject:** RE: Public Records Request - DR

What is the status of this request? Have the documents been given directly to Bethany? Please let

me know so I can stop tracking it. Thanks. Lisa

---

**From:** Diaz, Bethany  
**Sent:** Monday, August 31, 2015 10:34 AM  
**To:** Woods, Dan; Rodriguez, Lisa; Maya, Autumn  
**Cc:** Edwards, Michael  
**Subject:** RE: Public Records Request - DR

Thank you for the update.

-Bethany

---

**From:** Woods, Dan  
**Sent:** Monday, August 31, 2015 10:17 AM  
**To:** Diaz, Bethany; Rodriguez, Lisa; Maya, Autumn  
**Cc:** Edwards, Michael  
**Subject:** RE: Public Records Request - DR

I spoke with Mike this morning... he is still working on it. There is a lot of information to review... it will take a while. The requestor will just have to be patient. Thanks, Bethany. -Dan

---

**From:** Diaz, Bethany  
**Sent:** Monday, August 31, 2015 10:12 AM  
**To:** Rodriguez, Lisa; Woods, Dan; Maya, Autumn  
**Cc:** Edwards, Michael  
**Subject:** RE: Public Records Request - DR

Good morning-

I am following up to see what the status of this public records request is.

Thank you,

Bethany

---

**From:** Rodriguez, Lisa  
**Sent:** Monday, August 17, 2015 11:15 AM  
**To:** Diaz, Bethany; Woods, Dan; Maya, Autumn  
**Cc:** Edwards, Michael; Rodriguez, Lisa  
**Subject:** RE: Public Records Request - DR

Mike Edwards .... What is the status? The requester calls every day.

---

**From:** Diaz, Bethany  
**Sent:** Monday, August 17, 2015 11:10 AM  
**To:** Woods, Dan; Rodriguez, Lisa; Maya, Autumn  
**Subject:** RE: Public Records Request - DR

Good morning-

I just wanted to circle back and follow up on this request to see where it stands.

Thank you,

Bethany

---

**From:** Woods, Dan  
**Sent:** Monday, August 03, 2015 9:30 AM  
**To:** Rodriguez, Lisa; Diaz, Bethany; Maya, Autumn  
**Subject:** RE: Public Records Request - DR

I think Mike Edwards is working on it. I have asked him for an ETA.

---

**From:** Rodriguez, Lisa  
**Sent:** Monday, August 03, 2015 9:21 AM  
**To:** Diaz, Bethany; Maya, Autumn; Woods, Dan  
**Cc:** Rodriguez, Lisa  
**Subject:** RE: Public Records Request - DR

██████████ just called me re: this. The sooner the better would be good.

---

**From:** Diaz, Bethany  
**Sent:** Monday, August 03, 2015 8:45 AM  
**To:** Maya, Autumn; Rodriguez, Lisa; Woods, Dan  
**Subject:** RE: Public Records Request - DR

Hi Autumn,

Good morning!

I just wanted to follow up and see what the ETA on this request might be?

Thank you,

Bethany

---

**From:** Maya, Autumn  
**Sent:** Wednesday, July 22, 2015 9:25 AM  
**To:** Rodriguez, Lisa; Woods, Dan  
**Cc:** Diaz, Bethany  
**Subject:** RE: Public Records Request - DR

Got it. Thanks

---

**From:** Rodriguez, Lisa  
**Sent:** Wednesday, July 22, 2015 9:24 AM  
**To:** Maya, Autumn; Woods, Dan  
**Cc:** Diaz, Bethany; Rodriguez, Lisa  
**Subject:** RE: Public Records Request - DR

Okay, thanks Autumn! If we are disclosing that many documents, they should be on a CD and redacted if necessary. We will need three CDS ... 1 for Bethany, 1 for me and 1 for the requestor. Please work with the Agent to ensure the redaction process is complete.

---

**From:** Maya, Autumn  
**Sent:** Wednesday, July 22, 2015 9:16 AM  
**To:** Rodriguez, Lisa; Woods, Dan  
**Cc:** Diaz, Bethany  
**Subject:** RE: Public Records Request - DR

Yes, I need to copy a couple of large expand files, which I will take care of this morning.

---

**From:** Rodriguez, Lisa  
**Sent:** Tuesday, July 21, 2015 5:58 PM  
**To:** Woods, Dan; Maya, Autumn  
**Cc:** Rodriguez, Lisa; Diaz, Bethany  
**Subject:** FW: Public Records Request - DR  
**Importance:** High

Has the file been pulled from Archives and reviewed for disclosure re: crime victim: [REDACTED] Case# CR2008-0074 [REDACTED]. Please advise status. Thanks. Lisa

---

**From:** Diaz, Bethany  
**Sent:** Monday, July 20, 2015 1:19 PM  
**To:** Rodriguez, Lisa  
**Subject:** RE: Public Records Request - DR

Hi Lisa,

Is there someone specific in SIS I should follow up with for this request?

Thanks,  
Bethany

---

**From:** Rodriguez, Lisa  
**Sent:** Tuesday, July 07, 2015 10:32 AM  
**To:** Diaz, Bethany; Conrad, Donald  
**Cc:** Rodriguez, Lisa  
**Subject:** RE: Public Records Request - DR

Bethany -- FYI. This case was investigated by SIS. SIS is pulling the file to locate a DR. Lisa

---

**From:** Diaz, Bethany  
**Sent:** Wednesday, July 01, 2015 3:38 PM  
**To:** Conrad, Donald; Rodriguez, Lisa  
**Subject:** FW: Public Records Request - DR

Hi Don & Lisa,

This appears to be a DCS/Fraud issue. I spoke with Mr. Johnson just now and CFP does not have anything responsive to this request. He didn't think you would either, but I just wanted to double

check with you before I respond to the requestor.

Would you mind checking and getting back to me when you have a moment?

Thank you,

Bethany Diaz  
Deputy Public Information Officer  
Office of the Arizona Attorney General  
1275 W. Washington Street  
Phoenix, AZ 85007  
602-542-7806 Office

---

**From:** Diaz, Bethany  
**Sent:** Wednesday, July 01, 2015 2:48 PM  
**To:** Johnson, John  
**Subject:** RE: Public Records Request - DR

Mr. Johnson,

Good afternoon- I just wanted to follow up on my request below and make sure that I don't need to forward this elsewhere.

If your division is the correct division, can you please provide me an ETA of when any potentially responsive documents will be sent to me?

Sorry to bother you about it if you are working on it, but the requestor is emailing me to get a timeframe.

Thank you,

Bethany Diaz  
Deputy Public Information Officer  
Office of the Arizona Attorney General  
1275 W. Washington Street  
Phoenix, AZ 85007  
602-542-7806 Office

---

**From:** Diaz, Bethany  
**Sent:** Thursday, June 18, 2015 3:21 PM  
**To:** Johnson, John  
**Subject:** FW: Public Records Request - DR

Mr. Johnson,

I believe this public records request is applicable to your division, but if not, please let me know where I should re-direct it to.

If this is the correct division, can you please have any responsive documents redacted as necessary and sent to me?

Thank you,

Bethany Diaz  
Deputy Public Information Officer  
Office of the Arizona Attorney General  
1275 W. Washington Street  
Phoenix, AZ 85007  
602-542-7806 Office

---

**From:** Public Records  
**Sent:** Thursday, June 18, 2015 2:06 PM  
**To:** Diaz, Bethany  
**Subject:** FW: Public Records Request - DR

---

**From:** Parras Robyn  
**Sent:** Thursday, June 18, 2015 2:05:33 PM (UTC-07:00) Arizona  
**To:** PublicRecords  
**Subject:** Public Records Request - DR

Please see the attached DR request for crime victim: [REDACTED] Case# CR2008-007 [REDACTED]  
[REDACTED] If you have any questions, please contact me at the number below.

**Robyn Parras**

*LSA, Victim Compensation*  
P: (602)372-2846  
F: (602)594-7029  
[parrasr@mcao.maricopa.gov](mailto:parrasr@mcao.maricopa.gov)



**From:** [Rodriguez, Lisa](#)  
**To:** [Duplissis, Steve](#)  
**Cc:** [Conrad, Donald](#); [Diaz, Bethany](#); [Rodriguez, Lisa](#)  
**Subject:** FW: Public Records Request  
**Date:** Friday, October 02, 2015 7:28:50 AM

---

Steve – This investigation is open and assigned to AAG Boyd. If there are any responsive documents to this request, please provide me with three sets of copies or three cds. Thanks. Lisa

---

**From:** Diaz, Bethany  
**Sent:** Wednesday, September 30, 2015 9:56 AM  
**To:** Conrad, Donald; Rodriguez, Lisa  
**Subject:** FW: Public Records Request

Good morning-

Can you please review the attached public records request and let me know if your division is handling this investigation? If so, please send me any responsive records for release, per usual. I can't find anything in legal files and I called the requestor to get more info. The requestor wasn't able to provide me with any additional information than what was already attached in the request.

Thank you,

Bethany

---

**From:** Busby, Amanda R  
**Sent:** Tuesday, September 29, 2015 11:35:56 AM (UTC-07:00) Arizona  
**To:** PublicRecords  
**Cc:** Reitzel, Keith E  
**Subject:** Public Records Request

Please see our attached records request. Thank you!

*Amanda Busby*  
Sr. Medical Staff Coordinator  
Banner Surgery Centers/  
Mountain Vista Surgery Center/  
Skyline Surgery Center  
525 W. Brown Road, 2<sup>nd</sup> Floor  
Mesa, AZ 85201  
Phone: 602-216-1343  
Cell: 602-XXXXXXXXXX  
Fax: 602-840-2347  
[Amanda.busby@bannerhealth.com](mailto:Amanda.busby@bannerhealth.com)

**From:** [Rodriguez, Lisa](#)  
**To:** [Duplissis, Steve](#)  
**Cc:** [Rodriguez, Lisa](#); [Conrad, Donald](#)  
**Subject:** FW: public records request  
**Date:** Friday, October 16, 2015 3:47:19 PM  
**Attachments:** [Public Records Request Form 0915 paulette wright.pdf](#)

---

Steve – Please see attached and respond accordingly. Please provide three sets of records/cds to me. Thanks. Lisa

---

**From:** Diaz, Bethany  
**Sent:** Friday, October 16, 2015 2:07 PM  
**To:** Conrad, Donald; Rodriguez, Lisa  
**Subject:** FW: public records request

Good afternoon-

Please see the attached public records request regarding an investigation/Medicare fraud complaint.

Thanks!  
Bethany

---

**From:** PublicRecords  
**Sent:** Friday, October 16, 2015 12:03 PM  
**To:** Diaz, Bethany  
**Subject:** FW: public records request

---

**From:** Ann Woolley  
**Sent:** Friday, October 16, 2015 12:03:04 PM (UTC-07:00) Arizona  
**To:** PublicRecords  
**Subject:** public records request

Thank you, Annette, for helping me this morning. I appreciate your time.

Ann

Ann Woolley, Ph.D., BSN, RN, NCC, Nurse Practice Consultant  
Arizona State Board of Nursing | 4747 North 7th Street, Suite 200, Phoenix, AZ 85014 |  
Direct Phone [\(602\) 771-7833](tel:6027717833) | Fax [\(602\) 771-7888](tel:6027717888)

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# Arizona Attorney General

## Public Records Request

In accordance with A.R.S. § 39-121 and A.R.S. § 39-121.01, all documents housed in the Office of the Attorney General, are considered to be public records, and are to be made available for public inspection upon request. However, various confidentiality laws and privileges may apply to certain records or parts of records. Public records not protected from disclosure will be made available.

First Name	Last Name	Company / Organization		
Dr. Ann	Woolley	AZ Board of Nursing		
Mailing Address		City	State	ZIP Code
4747 N 7th St, Ste 200		Phoenix	AZ	85014
Phone Number	Fax Number	Email Address		
(602) 771-7833	(602) 771-7888	awoolley@azbn.gov		

If you are submitting a request for a commercial purpose, you must disclose this pursuant to A.R.S. 39-121.03. Please note that a commercial usage fee may apply. For the purposes of this section, "commercial purpose" means the use of a public record for the purpose of sale or resale or for the purpose of producing a document containing all or part of the copy, printout or photograph for sale or the obtaining of names and addresses from public records for the purpose of solicitation or the sale of names and addresses to another for the purpose of solicitation or for any purpose in which the purchaser can reasonably anticipate the receipt of monetary gain from the direct or indirect use of the public record.

AFFIRM that the records are for personal use and not for commercial purposes

Please describe, in detail, the records requested:

This is Dr. Ann Woolley, Nurse Practice Consultant, with the Arizona Board of Nursing. I am investigating an individual, Paulette Wright, RN, FNP. Ms. Wright, in 2013, made a complaint of Medicaid fraud, among other things, involving Lisa Brinson, owner of B-Healthy Medical Corporation, Phoenix, AZ. Ms. Wright was working for Ms. Brinson at one of their clinics and apparently made a complaint in retaliation against Ms. Brinson and/or B-Healthy Medical Corporation. Ms. Wright's case is going to November Board and I would appreciate reviewing any information, via public access, in order to provide an accurate synopsis of information to the Board.

Thank you,

Ann Woolley, Ph.D., BSN, RN, NCC, Nurse Practice Consultant  
Arizona State Board of Nursing | 4747 North 7th Street, Suite 200, Phoenix, AZ 85014 | Direct Phone  
(602) 771-7833 | Fax (602) 771-7888

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Email request to: [PublicRecords@azag.gov](mailto:PublicRecords@azag.gov)

Mail to: Deputy Public Information Officer, 1275 W. Washington Street, Phoenix, AZ 85007

**From:** [Rodríguez, Lisa](#)  
**To:** [Perkovich, Mark](#)  
**Subject:** FW: Public Records Request: Babeu & Orozco  
**Date:** Friday, November 20, 2015 8:43:54 AM

---

Mark – I thought this was complete? However, I never received a complete set for my CRM file?  
Please advise. Thanks. Happy Friday! Lisa

---

**From:** Diaz, Bethany  
**Sent:** Thursday, November 19, 2015 9:37 AM  
**To:** Perkovich, Mark; Anderson, Ryan  
**Cc:** Rodríguez, Lisa; Conrad, Donald  
**Subject:** RE: Public Records Request: Babeu & Orozco

Good morning,

Stephen Lemons is inquiring on the status of this PRR.  
Is there an update I can provide to him?

Thanks!  
Bethany

---

**From:** Perkovich, Mark  
**Sent:** Wednesday, October 07, 2015 6:02 PM  
**To:** Anderson, Ryan  
**Cc:** Rodríguez, Lisa; Diaz, Bethany; Conrad, Donald  
**Subject:** Re: Public Records Request: Babeu & Orozco

They were not.

On Oct 7, 2015, at 4:57 PM, Anderson, Ryan <[Ryan.Anderson@azag.gov](mailto:Ryan.Anderson@azag.gov)> wrote:

Were the files provided to Pinal Co Sheriff office redacted?

---

**From:** Rodríguez, Lisa  
**Sent:** Wednesday, October 07, 2015 3:04 PM  
**To:** Perkovich, Mark; Diaz, Bethany; Conrad, Donald  
**Cc:** Anderson, Ryan; Rodríguez, Lisa  
**Subject:** RE: Public Records Request: Babeu & Orozco

Yes, I meant PCSO, sorry. Someone in SIS needs to redact the information and provide CDs to be released to the requestor. Usually we provide three copies (CRM Division, Bethany and requestor). If they are the same documents for two PRRs, we will need four CDs. Bethany will release them once they have been redacted, reviewed and approved by CRM. Hope this helps.

---

**From:** Perkovich, Mark  
**Sent:** Wednesday, October 07, 2015 2:59 PM

**To:** Rodriguez, Lisa; Diaz, Bethany; Conrad, Donald  
**Cc:** Anderson, Ryan  
**Subject:** RE: Public Records Request: Babeu & Orozco

The request I fulfilled yesterday afternoon was actually for the Pinal County Sheriff's Office. It was for the same case requested by Mr. Lemons however (#P2012-000345). Who/where should I route the file for the necessary redaction prior to release?

Mark

---

**From:** Rodriguez, Lisa  
**Sent:** Wednesday, October 07, 2015 2:44 PM  
**To:** Diaz, Bethany; Conrad, Donald  
**Cc:** Anderson, Ryan; Rodriguez, Lisa; Perkovich, Mark  
**Subject:** RE: Public Records Request: Babeu & Orozco

Mark Perkovich is working on this PRR from the PCAO. Mark – FYI.

---

**From:** Diaz, Bethany  
**Sent:** Wednesday, October 07, 2015 2:38 PM  
**To:** Conrad, Donald; Rodriguez, Lisa  
**Cc:** Anderson, Ryan  
**Subject:** FW: Public Records Request: Babeu & Orozco

Hi Don & Lisa,

Please see below for a PRR for records associated with the Babeu & Orozco investigation.

Thank you,

Bethany

---

**From:** Garcia, Mia  
**Sent:** Wednesday, October 07, 2015 2:27 PM  
**To:** Diaz, Bethany; Anderson, Ryan  
**Subject:** Fwd: Public Records Request

Sent from my iPhone

Begin forwarded message:

**From:** Stephen Lemons <[stephen.lemons@newtimes.com](mailto:stephen.lemons@newtimes.com)>  
**Date:** October 7, 2015 at 2:14:33 PM MST  
**To:** <[Mia.Garcia@azag.gov](mailto:Mia.Garcia@azag.gov)>  
**Subject:** Public Records Request

Hi Mia,

Pursuant to Arizona Public Records Law, please make available to me, for review and possible purchase, any and all records associated with P-2012-000345, involving the investigation of Pinal County Sheriff Paul Babeu and his former boyfriend Jose Orozco.

The report for this investigation is online at the AAG's site, Document #2839406.

But my request is broader than that: It includes, but is not limited to, any and all interviews, reports, photos (digital and otherwise), recordings (audio and visual), documents, transcriptions and any and all other records associated with this investigation.

Thanks in advance for your help.

Sin.,

--

Stephen Lemons, Staff Writer  
Phoenix New Times  
1201 E. Jefferson Street  
Phoenix, AZ 85034  
Office: 602-229-8426  
Cell: 818- [REDACTED]

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**Date:** Friday, November 20, 2015 8:43:54 AM

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**Cc:** Anderson, Ryan  
**Subject:** RE: Public Records Request: Babeu & Orozco

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Mark

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**Cc:** Anderson, Ryan; Rodriguez, Lisa; Perkovich, Mark  
**Subject:** RE: Public Records Request: Babeu & Orozco

Mark Perkovich is working on this PRR from the PCAO. Mark – FYI.

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**Cc:** Anderson, Ryan  
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Bethany

---

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**To:** Diaz, Bethany; Anderson, Ryan  
**Subject:** Fwd: Public Records Request

Sent from my iPhone

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**Date:** October 7, 2015 at 2:14:33 PM MST  
**To:** <[Mia.Garcia@azag.gov](mailto:Mia.Garcia@azag.gov)>  
**Subject:** Public Records Request

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Thanks in advance for your help.

Sin.,

--

Stephen Lemons, Staff Writer  
Phoenix New Times  
1201 E. Jefferson Street  
Phoenix, AZ 85034  
Office: 602-229-8426  
Cell: 818-

**From:** [Rodriguez, Lisa](#)  
**To:** [Griffitts, Frank](#); [Canez, Stacey](#)  
**Cc:** [Rodriguez, Lisa](#); [Conrad, Donald](#); [Perkovich, Mark](#); [Diaz, Bethany](#); [Garcia, Mia](#)  
**Subject:** FW: Public Records Request: Marsha Hill  
**Date:** Friday, November 20, 2015 8:41:32 AM  
**Attachments:** [image001.png](#)

---

Please see below PRR. Per LF it was turned down by Campagnolo and closed by Griffitts.

Stacey - Please pull Ted's file that was closed.

Frank – Please provide any and all responsive documents, appropriately redacted on CDs. We will need three sets.

Thanks. Lisa

---

**From:** Diaz, Bethany  
**Sent:** Thursday, November 19, 2015 10:57 AM  
**To:** Rodriguez, Lisa  
**Cc:** Conrad, Donald  
**Subject:** FW: Public Records Request: Marsha Hill

Good morning,

Stephen Lemons is now submitting an official records request for any and all records pertaining to the AG's Marsha Hill & R.J. Morris Investigation, AGO SIS # P002-2014-000328.

Thank you,

Bethany Diaz  
Deputy Public Information Officer  
Office of the Arizona Attorney General  
1275 W. Washington Street  
Phoenix, AZ 85007  
602-542-7806 Office

---

**From:** Garcia, Mia  
**Sent:** Thursday, November 19, 2015 9:41 AM  
**To:** Diaz, Bethany  
**Subject:** FW: Marsha Hill

**From:** Stephen Lemons [<mailto:stephen.lemons@newtimes.com>]  
**Sent:** Thursday, November 19, 2015 9:41 AM  
**To:** Garcia, Mia



**Subject:** Re: Marsha Hill

Mia,

Following up on this item, and pursuant to Arizona Public Records Law, please provide to me any and all records pertaining to the AG's Marsha Hill & R.J. Morris Investigation, AGO SIS # P002-2014-000328.

Thanks!

On Wed, Nov 18, 2015 at 9:15 AM, Garcia, Mia <[Mia.Garcia@azag.gov](mailto:Mia.Garcia@azag.gov)> wrote:  
Good Morning,

Here is a declination letter that will provide more information for you. Please let me know if you need anything else.

Have a great day!

Mia Garcia

Spokesperson/ Director of Media Relations



Office of Attorney General Mark Brnovich  
1275 W. Washington, Phoenix, AZ 85007  
Desk: 602-542-8019 | Cell: 602-339-5895  
[Mia.Garcia@azag.gov](mailto:Mia.Garcia@azag.gov)  
<http://www.azag.gov>

--

Stephen Lemons, Staff Writer  
Phoenix New Times  
1201 E. Jefferson Street  
Phoenix, AZ 85034  
Office: 602-229-8426  
Cell: 818- [REDACTED]

**From:** [Rodriguez, Lisa](#)  
**To:** [Conrad, Donald](#)  
**Subject:** FW: Redaction of Discovery and PRRs  
**Date:** Thursday, October 08, 2015 3:49:07 PM

---

I talked to Phil about this. We could hire a PT/hourly person and use Criminal Case Processing (the fund that pays Dan). We have money there and it will not be a problem. Do you want me to set up a meeting with Zach in OVS who is currently a paid intern until 10/23?

---

**From:** Rodriguez, Lisa  
**Sent:** Wednesday, October 07, 2015 10:51 AM  
**To:** Ahler, Paul; Duplissis, Steve; Dailey, Mike; Alleman, Paula; Ortiz, Kim; Perkovich, Mark; Flores, Kirstin  
**Cc:** Rodriguez, Lisa; Conrad, Donald  
**Subject:** Redaction of Discovery and PRRs

Recently we talked about redaction of documents and specifically about redaction of other than victim information. I am not comfortable with passing out personal information for individuals who are not victims in our discovery. Please make sure that what we pass out does not include personal information like addresses, social security numbers, bank account numbers, etc. I am considering hiring a contract person to handle redactions in the larger cases that bog us down. We'll talk more about this at our next meeting.

Donald E. Conrad  
Division Chief Counsel  
Criminal Division  
(602) 542-3881

**From:** Rodriguez, Lisa  
**To:** Conrad, Donald; Perkovich, Mark  
**Subject:** FW: Release to Return to Work With No Restrictions [REDACTED]  
**Date:** Wednesday, October 28, 2015 2:38:51 PM  
**Attachments:** [image001.png](#)

---

FYI.

---

**From:** Human Resources  
**Sent:** Wednesday, October 28, 2015 11:27 AM  
**To:** Eckert, Robert  
**Cc:** Human Resources; Maya, Autumn; Rodriguez, Lisa  
**Subject:** Release to Return to Work With No Restrictions [REDACTED]

Please note, [REDACTED] was released to return to work with no restrictions effective 10/26/15.  
Thank you,  
Tammie Jo Hatcher

Human Resources - tjh

---



Attorney General Mark Brnovich  
1275 W. Washington, Phoenix, AZ 85007  
Phone: 602-542-8056  
Fax: 602-542-8000  
[HumanResources@azag.gov](mailto:HumanResources@azag.gov)  
<http://www.azag.gov>

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**From:** [Rodriguez, Lisa](#)  
**To:** [Kredit, Beth](#)  
**Cc:** [Bailey, Michael](#); [Neumann, Valerie](#)  
**Subject:** FW: Request - Valley Metro/Banta  
**Date:** Wednesday, December 16, 2015 3:45:26 PM  
**Attachments:** [OAG Letter 12-16-15.pdf](#)

---

Beth – Could you please see that the AG gets this letter? Thanks. Lisa

Mike/Val – FYI.

Thank you all for coming to our Holiday Party!!!

---

**From:** Perry, Lindsey [<mailto:lperry@azauditor.gov>]  
**Sent:** Wednesday, December 16, 2015 3:34 PM  
**To:** Rodriguez, Lisa  
**Cc:** Conrad, Donald  
**Subject:** RE: Request

Thanks Lisa. Also, attached is Ms. Davenport's response. I will mail a copy out today, but can you make sure Mr. Brnovich receives a copy of this today?

Thank you,  
Lindsey

**Lindsey A. Perry, CPA, CFE**  
Manager, Special Investigative Unit  
Office of the Auditor General  
Office: 602.553.0333  
Fax: 602.553.0051  
[lperry@azauditor.gov](mailto:lperry@azauditor.gov)





DEBRA K. DAVENPORT, CPA  
AUDITOR GENERAL

STATE OF ARIZONA  
OFFICE OF THE  
AUDITOR GENERAL

MELANIE M. CHESNEY  
DEPUTY AUDITOR GENERAL

December 16, 2015

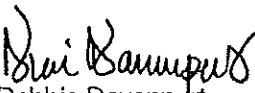
Mark Brnovich  
Arizona Attorney General  
1275 West Washington  
Phoenix, Arizona 85007

Re: Valley Metro CEO Stephen Banta Request

Dear Attorney General Brnovich:

I received your letter dated December 9, 2015, requesting that the Auditor General's Office provide investigative assistance involving the Valley Metro matter. We will work jointly with your office to examine the circumstances of this case, including reviewing expenditures from Valley Metro by Mr. Banta. I have assigned Lindsey Perry, Special Investigative Unit Manager, to coordinate this matter with your team. Lindsey will contact Don Conrad to schedule a meeting to discuss the case details. I appreciate you referring this matter to my attention.

Sincerely,

  
Debbie Davenport  
Auditor General

**From:** [Rodriguez, Lisa](#)  
**To:** [Verver, Phillip](#)  
**Cc:** [Rodriguez, Lisa](#); [Conrad, Donald](#)  
**Subject:** FW: Request for Increased Advocate Salaries  
**Date:** Tuesday, December 15, 2015 9:25:32 AM  
**Attachments:** [PHX-#4804829-v1-Memo\\_req\\_Increased\\_Advocate\\_Salaries.docx](#)

---

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



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

MEMORANDUM

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
Marisol Villagran	Advocate	\$38,116.00	\$33,435.00
Brian Bickes	Advocate	\$38,116.00	\$33,435.00
Alexandra Rucker	Advocate	\$38,116.00	\$33,435.00
Lucrece Garrett	Advocate	\$38,116.00	\$33,435.00
Alberto Fimbres	Advocate	\$38,116.00	\$33,435.00

OVS management conducted a brief salary study in August 2015 and realized that advocates in the Attorney General's Office are paid less, sometimes significantly less, than other comparable agencies within the state. Crime victim advocates are at high risk for compassion fatigue and burnout, are often underpaid, and receive a low level of social recognition. OVS has six well-trained, compassionate, dedicated and efficient advocates and it is imperative to increase the advocates' salaries in order to aid in employee retention and morale.

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.

**From:** [Rodríguez, Lisa](#)  
**To:** [Conrad, Donald](#)  
**Subject:** FW: Requisition & Position Description for Position # SAG000000204  
**Date:** Wednesday, November 18, 2015 8:44:28 AM  
**Attachments:** [Requisition \(SAG000000204\).docx](#)  
[image001.png](#)

---

Are we putting this on hold at the moment?

---

**From:** Gee, Kay  
**Sent:** Tuesday, November 17, 2015 4:44 PM  
**To:** Dailey, Mike  
**Cc:** Garcia, Bobbie; Conrad, Donald; Rodríguez, Lisa; Human Resources  
**Subject:** RE: Requisition & Position Description for Position # SAG000000204

I updated the REQ salary/budget amount to calculate Katrin's salary at the full FTE.

---

**From:** Gee, Kay  
**Sent:** Tuesday, November 17, 2015 4:33 PM  
**To:** Dailey, Mike  
**Cc:** Garcia, Bobbie; Conrad, Donald; Rodríguez, Lisa; Human Resources  
**Subject:** Requisition & Position Description for Position # SAG000000204

Mike,

In response to the upcoming vacant position in your section, attached please find the following:

1. Personnel Requisition Form for SAG000000204- **Updated template, please use**
2. Position Description for SAG000000204
3. Blank Position Description to update- **Updated template, please use**
4. Advertisement for SAG000000204

These forms contain information specific to the position you want to fill. Please complete and/or update the applicable forms with necessary approvals. In addition, please update the Position Description and email an electronic copy of the updated Position Description and Personnel Requisition to Human Resources. Submit hard copies with signatures.

#### Salary Range

Human Resources' practice is to advertise positions starting with the minimum of the pay grade to which the position's class is allocated, and up to the approved budgeted salary. If you would like to request an exception, please inform Human Resources.

To promote career opportunities at the Attorney General's Office, Human Resources is maintaining a general employment advertisement on:

- State Bar of Arizona webpage located at: <http://careers.azbar.org/jobs>



- Arizona Attorney Magazine monthly publication
- Arizona Prosecuting Attorney's Advisory Council webpage located at:  
<http://apaac.az.gov/employment>

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](mailto:kay.gee@azag.gov)

**OFFICE OF THE ATTORNEY GENERAL  
PERSONNEL REQUISITION FORM**

Instructions: To fill a vacancy, reclass a position, or establish a new position, you must complete the following items. Please complete a cover memo, this requisition form in its entirety, and a new or updated Position Description (PD). You must obtain all required approvals up through your Division Chief. You may submit this packet in hard copy and via email (when submitting via email only, you must still route the documents for all required signatures).

Current Information			
DIV/SEC:	CRM/FRS	Supervisor:	DAILEY, MIKE
Position Number:	SAG000000204	Classification:	ASST AG
Job Code:	AUN05263	Position Grade:	01
Position Status:	UNCOVERED, EXEMPT	Political Appt:	AG - ATTORNEY
Last Incumbent:	KATRIN NELSON	Term Date:	12/11/2015
Last Salary Paid:	\$109,899.92	Requested Salary:	\$109,899.92
Position Salary Range:	\$46,742 - \$154,320	FTE/# OF HRS:	1.0 (80)
<b>(Required) Action Requested:</b>			
<input checked="" type="checkbox"/> Fill Current Vacancy <input type="checkbox"/> Establish new <input type="checkbox"/> Reallocate existing position			
<b>If establishing new, please indicate the following:</b>			
Provide Justification:			
<b>If reclassing, please indicate the following:</b>			
Classification and Grade:			
Provide Justification			
<b>(Required) Position Information:</b>			
Floor location and room number:	1 <sup>ST</sup> Floor Law Building, #1082		
Phone number:	602.542.8493		
<b>Advertising (Select One or Both):</b>			
<input type="checkbox"/> Internal (ads will be posted on azstatejobs.gov/internal and an email will be sent to the Agency)	Days	<input type="checkbox"/> External for (ads will be posted on azstatejobs.gov and azstatejobs.gov/internal; no email sent to the Agency)	Days
Travel required for this position <input type="checkbox"/> This position will need to use a State of AZ vehicle <input type="checkbox"/> <i>(Positions required to travel, drive a State vehicle or personal vehicle for State business will be required to complete an authorized driver identification form, have their driving record checked periodically and abide by Arizona Administrative Code R2-10-207 12)</i>			
<b>Division Approvals</b>			
Supervisor Printed Name	Signature	Date	
Section Chief Counsel Printed Name	Signature	Date	
Division Chief Counsel Printed Name	Signature	Date	

**Budget Approval:**

**Funding:**

Function		FY		%	
Function		FY		%	
Function		FY		%	
Function		FY		%	

Budget Approval Printed Name	Signature	Date
Lizette Morgan		
Chief Financial Officer Printed Name	Signature	Date

**Human Resources Approval**

Leslie Welch		
Operations Director Printed Name	Signature	Date

**Executive Office Approval**

Michael Bailey		
Chief Deputy Attorney General Printed Name	Signature	Date

**HIRE APPROVAL (FOR HR/BUDGET USE ONLY) :**

Candidate Name:

Proposed Start Date:

Proposed Salary:

**Budget Approval:**

Budget Approval Printed Name	Signature	Date
Lizette Morgan		
Chief Financial Officer Printed Name	Signature	Date

**From:** [Rodriguez, Lisa](#)  
**To:** [Connolly, Jerry](#)  
**Cc:** [Maya, Autumn](#); [Rodriguez, Lisa](#)  
**Subject:** FW: Requisition AAGO16-00350106  
**Date:** Tuesday, December 15, 2015 9:13:29 AM

---

Jerry – Can you check on this updated one in ProcureAZ. I approved it, but still getting an error. Lisa

AAGO16-00367215 – new one. Item # 1, 2: No vendor, and there is no recommended vendor at header level.

---

**From:** Rodriguez, Lisa  
**Sent:** Friday, December 11, 2015 9:31 AM  
**To:** Palmer, Cindy; Welch, Leslie; Accounting  
**Cc:** Connolly, Jerry; Maya, Autumn; Rodriguez, Lisa  
**Subject:** RE: Requisition AAGO16-00350106

I canceled it. SIS will redo it on Monday. Autumn – Please ensure this gets resubmitted. Thanks!

---

**From:** Palmer, Cindy  
**Sent:** Friday, December 11, 2015 9:26 AM  
**To:** Welch, Leslie; Accounting  
**Cc:** Connolly, Jerry; Maya, Autumn; Rodriguez, Lisa  
**Subject:** RE: Requisition AAGO16-00350106

I see what might be causing the error. The fiscal year on the accounting tab needs to be “2016” and not just “16.”

Leslie – Can you disapprove it so they can make the correction?

Cindy

---

**From:** Welch, Leslie  
**Sent:** Friday, December 11, 2015 9:22 AM  
**To:** Palmer, Cindy; Accounting  
**Cc:** Connolly, Jerry; Maya, Autumn; Rodriguez, Lisa  
**Subject:** RE: Requisition AAGO16-00350106

That is one of the reqs stuck on error. It will not allow me to approve it.

---

**From:** Palmer, Cindy  
**Sent:** Friday, December 11, 2015 7:59 AM  
**To:** Accounting; Welch, Leslie  
**Cc:** Connolly, Jerry  
**Subject:** RE: Requisition AAGO16-00350106

Accounting, This requisition is awaiting Leslie’s approval.

Leslie, can you take a look at this at your earliest convenience.

Thank you,

Cindy Palmer  
Sr. Procurement Specialist  
Operations Division  
Phone: 602.542.7986

---

**From:** Accounting  
**Sent:** Thursday, December 10, 2015 5:03 PM  
**To:** Connolly, Jerry; Palmer, Cindy  
**Subject:** Requisition AAGO16-00350106

Good afternoon,

The status for requisition AAGO16-00350106 for Ryan Rapp & Underwood is ready for approval.

The corresponding invoices are quite aged and need to be paid. Please review and advise at your earliest convenience.

Thank you,

Accounting - JM



---

Attorney General Mark Brnovich  
1275 W. Washington, Phoenix, AZ 85007  
Phone: 602-542-4349 | Fax: 602-542-5940  
[Accounting@azag.gov](mailto:Accounting@azag.gov)  
<http://www.azag.gov>

**From:** [Rodriguez, Lisa](#)  
**To:** [Rodriguez, Lisa](#)  
**Subject:** FW: SAG 0541  
**Date:** Tuesday, December 22, 2015 5:55:01 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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**From:** Rodriguez, Lisa  
**Sent:** Friday, December 18, 2015 4:59 PM  
**To:** Gee, Kay; Eckert, Robert  
**Cc:** Human Resources; Perkovich, Mark; Maya, Autumn; Rodriguez, Lisa  
**Subject:** RE: SAG 0541  
**Importance:** High

Rob – April is not our HR rep anymore as of 11/16. Please keep me in the loop as to the positions as well. When necessary, I brief the Division Chief of such updates/status as I get them. Thanks. Lisa

Autumn – Please forward the 11/16 email to your supervisors to ensure they know we have a new HR Rep. Thanks. Lisa

**From:** Gee, Kay  
**Sent:** Friday, December 18, 2015 3:08 PM  
**To:** Eckert, Robert  
**Cc:** Human Resources; Perkovich, Mark; Rodriguez, Lisa  
**Subject:** RE: SAG 0541

Hi Rob,

April forwarded me your email below. Let me know how I can assist you with your open position.

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](mailto:kay.gee@azag.gov)

**From:** Eckert, Robert  
**Sent:** Friday, December 18, 2015 11:51 AM  
**To:** Knebel, April  
**Cc:** Perkovich, Mark  
**Subject:** SAG 0541

Hi April,

Per our discussion a week ago, please find attached the completed hire list for SAG 0541. As I previously indicated to you, there are no selected candidates from this list. I've got a couple things brewing in my mind on how to address my open position, but I may wind up re-advertising it for like a day. Once I conclude a game plan, I'll let you know.

Thanks,

Rob

Kindest Regards,

Robert "Rob" Eckert

Special Agent Supervisor – Major Fraud Unit 1

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

LAW ENFORCEMENT SENSITIVE NOTICE: This message is intended exclusively for the individual or entity to which it is addressed. This communication may contain information that is law enforcement sensitive, for official use only, sensitive but unclassified, proprietary, privileged, and may be legally protected or otherwise exempt from disclosure. If you are not the intended recipient, you are hereby notified that any disclosure, dissemination, copying or distribution of this transmission is strictly prohibited. If you have received this message in error, please notify the sender immediately by email and immediately delete this message and all of its attachments.

**From:** [Rodriguez, Lisa](#)  
**To:** [Perkovich, Mark](#); [Maya, Autumn](#)  
**Subject:** FW: SAG0292 - CRM/SIS - SAS (Dison, Wes)  
**Date:** Friday, October 09, 2015 9:12:09 AM  
**Attachments:** [Untitled.PDF - Adobe Acrobat Pro.pdf](#)

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FYI. Autumn – Do you need help with the Requisition and PDQ? Let me know. Lisa

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**From:** Rodriguez, Lisa  
**Sent:** Friday, October 09, 2015 9:11 AM  
**To:** Welch, Leslie; Knebel, April; Human Resources  
**Cc:** Rodriguez, Lisa; Conrad, Donald  
**Subject:** SAG0292 - CRM/SIS - SAS (Dison, Wes)  
**Importance:** High

April – Per our conversation, attached is a memo seeking to put SA Paul Cuellar into a special assignment as SAS Wes Dison has given notice. This special assignment should begin 10/16/15. I will bring you the originals.

Also, please note, I will be sending you the Personnel Requisition and PDQ to fill the SAS next week. Let me know if you need anything else to facilitate this request for special assignment. Thanks. Lisa





OFFICE OF ATTORNEY GENERAL

Criminal Division

Special Investigations Section

MEMORANDUM

TO: Leslie Welch  
Operations Division Director

FROM: Charles Loftus  
Assistant Chief Special Agent  
Special Investigations Section

DATE: October 8, 2015

RE: Memorandum requesting appointment of Paul Cuellar as acting Special Agent Supervisor using #SAG-0292.

Donald Conrad Division Chief Counsel	Reviewed <i>Approved</i>	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
Mark Perkovich Chief Special Agent	Reviewed <i>Approved</i>	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
Charles Loftus Assistant Chief Special Agent	Reviewed <i>Approved</i>	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N

I request permission to appoint Special Agent Paul Cuellar as acting Special Agent Supervisor position #SAG0292 for a period no more than six months. The position is assigned to the Tucson Special Investigations Section at a salary of \$78,000.00.

The position is presently filled by Special Agent Supervisor Wesley Dison who has announced his last day of employment with the Arizona Attorney General's Office will be October 16<sup>th</sup>, 2015. I ask the effective date for the acting position be effective October 19<sup>th</sup>, 2015.

I anticipate an internal promotion process for this position January 2016.

Thank you,

## Rodriguez, Lisa

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**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**

**From:** [Rodriguez, Lisa](#)  
**To:** [Welch, Leslie](#); [Conrad, Donald](#)  
**Subject:** FW: SAG0537 - CRM/SIS - SA Elizabeth Lopez  
**Date:** Tuesday, October 06, 2015 8:44:40 AM

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**From:** Eckert, Robert  
**Sent:** Tuesday, October 06, 2015 8:44 AM  
**To:** Knebel, April  
**Cc:** Rodriguez, Lisa; Perkovich, Mark  
**Subject:** FW: SAG0537 - CRM/SIS - SA Elizabeth Lopez  
**Importance:** High

Hi April,

Good morning. Do you know when Agent Lopez's status might be updated? If nothing else, I was thinking her Position Information in HRIS with respect to the "Law Enforcement Status" should be updated as she is functioning as a fully sworn peace officer and has been since graduating the academy in May. My other question is, Liz is contributing to ASRS versus PSPRS and that should probably have converted as well upon graduation. That's important cause if she's injured in the line of duty, her benefits, as you know, are different than they would be for ASRS.

Can you advise?

Thanks,

Rob

---

**From:** Rodriguez, Lisa  
**Sent:** Friday, September 18, 2015 1:58 PM  
**To:** Perkovich, Mark; Eckert, Robert  
**Subject:** FW: SAG0537 - CRM/SIS - SA Elizabeth Lopez

FYI.

---

**From:** Rodriguez, Lisa  
**Sent:** Friday, September 18, 2015 1:58 PM  
**To:** Human Resources; Knebel, April; Welch, Leslie; Bailey, Michael  
**Cc:** Verver, Phillip; Rodriguez, Lisa  
**Subject:** SAG0537 - CRM/SIS - SA Elizabeth Lopez

Please see the attached memo. I will bring the original to HR today.

Phil – FYI.

Thanks!

Lisa

**From:** [Rodríguez, Lisa](#)  
**To:** [McClain, Mark](#); [Perkovich, Mark](#); [Maya, Autumn](#)  
**Cc:** [Rodríguez, Lisa](#)  
**Subject:** FW: SAG0540 - CRM/SIS - Transfer of SA Ismael Fuentes  
**Date:** Friday, October 30, 2015 3:53:15 PM  
**Attachments:** [Untitled.PDF - Adobe Acrobat Pro.pdf](#)  
[Untitled.PDF - Adobe Acrobat Pro.pdf](#)

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FYI.

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**From:** Rodríguez, Lisa  
**Sent:** Friday, October 30, 2015 3:53 PM  
**To:** Knebel, April; Human Resources  
**Cc:** Rodríguez, Lisa  
**Subject:** SAG0540 - CRM/SIS - Transfer of SA Ismael Fuentes

April – Pursuant to my previous email of 10/19/15, SA Izzy Fuentes is transferring from SIS-CPA to SIS-HCFA. Please see the attached hiring packet and updated PDQ. We would like the switch of SA Fuentes and FIA Dottie Conroy (SAG0982) can take place on November 9, 2015. Also attached is a fillable PDQ. I will bring you the original packet as well.

Also, as noted in my 10/19/15 email, please process the paperwork forwarded to you for SAG0295 for a SA in SIS-MF2.

If you have any questions, please contact me.

Thanks.

Phil – FYI.

Lisa

**STATE OF ARIZONA  
POSITION DESCRIPTION QUESTIONNAIRE**

<b>POSITION NUMBER</b>	<b>JOB CODE</b>
SAG000000540	AUN02078
<b>OFFICIAL CLASSIFICATION TITLE</b>	<b>WORKING TITLE</b>
AG SPECIAL AGENT	AG SPECIAL AGENT

<b>AGENCY</b>	<b>DIVISION/SECTION</b>
ARIZONA ATTORNEY GENERAL'S OFFICE	CRM/SPECIAL INVESTIGATIONS SECTION
<b>ADDRESS (PHYSICAL WORK LOCATION)</b>	<b>PHONE</b>
1275 W. WASHINGTON, PHOENIX, AZ 85007	(602) 542-4853

<b>SUPERVISOR'S NAME</b>	<b>TITLE</b>
MARK MCCLAIN	SPECIAL AGENT SUPERVISOR
<b>EMAIL</b>	<b>PHONE</b>
██████████@AZAG.GOV	602. ██████████

<b>REQUEST TO</b>		
<input type="checkbox"/> Establish New Position	<input type="checkbox"/> Review/Reclass Position	<input type="checkbox"/> Change Position Status
<input checked="" type="checkbox"/> Update PDQ	<input type="checkbox"/> Other: _____	

<b>EMPLOYEE INITIATED: SEE PERSONNEL RULE R2-5-301.G. IF YES, EMPLOYEE SHOULD SUBMIT THROUGH AGENCY MANAGEMENT. FOR ASSISTANCE, EMPLOYEE SHOULD CONTACT THEIR AGENCY HUMAN RESOURCES OFFICE</b>	
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

<b>SUPERVISE</b>	<b>MANAGE</b>
<input type="checkbox"/> Yes (If yes, please complete the section below.)	<input type="checkbox"/> Yes (If yes, please complete the section below.)
<input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> No

Number of Direct Reports: <u>    0    </u>	Number of Indirect Reports: <u>    0    </u>		
<input type="checkbox"/> Work Assignment	<input type="checkbox"/> Work Review	<input type="checkbox"/> Performance Appraisal	<input type="checkbox"/> Leave Requests
<input type="checkbox"/> Disciplinary Actions	<input type="checkbox"/> Hiring	<input type="checkbox"/> Other: _____	

# 4716535

**1. JUSTIFICATION STATEMENT: EXPLAIN THE EVENTS/CHANGES THAT MADE THIS REQUEST NECESSARY, INCLUDING JUSTIFICATION FOR EXEMPT, UNCOVERED POSITION REQUESTS:**

Update Position Description for purposes of recruitment.

The purpose of this PDQ is to update the description for an existing position.

**2. JOB SUMMARY: EXPLAIN THE PURPOSE OF THIS POSITION:**

The position will be assigned to Health Care Fraud (HCF) Section of the Special Investigations Section (SIS), Criminal Division. As a Special Agent, the position will coordinate closely with supervisors and prosecutors to:

1. Conduct interviews of victims, witnesses, investigative leads, and suspects.
2. Properly collect, process, control, and analyze evidence.
3. Prepare clear, concise, grammatically correct, and detailed written reports to document all aspects of the investigation.
4. Communicate regularly and effectively with prosecutors and provide courtroom/Grand Jury testimony as needed.
5. Be able to physically control a suspect and be prepared and able to use deadly force if necessary.
6. Provide support to other AGO employees and perform administrative tasks as needed.
7. Be safety conscious and use proper work methods by following standard police policies and procedures.
8. Maintain proficiency with a firearm and maintain AZPOST peace officer certification.
9. Maintain a professional appearance and demeanor at all times.

As a Special Agent assigned to HCF, the position will also:

1. Conduct analysis of patient health care records, health insurance records, AHCCCS Administration generated documents, records maintained by government licensing agencies, bank records, and other financial records.
2. Use computer software to create spreadsheets that organize data acquired during the course of investigations.
3. Prepare search/seizure warrant affidavits and operational plans and coordinate/execute the warrants with other members of the Special Investigations Section.
4. Conduct occasional undercover operations, trash covers, mail covers, surveillance, and other standard law enforcement investigative techniques as needed to advance investigations.

**3. MAJOR RESPONSIBILITIES: USE ACTION VERBS TO STATE THE PRIMARY FUNCTIONS FOR WHICH THIS POSITION IS ACCOUNTABLE, AND EXPLAIN WHAT THIS POSITION DOES AND WHY.**

Primary Responsibilities (In increments of no less than 5%)	Percent Time Spent (%)
1. Conduct investigations (conduct interviews, analyze evidence, write investigative reports, consult with prosecutor).	85
2. Training (maintain firearms proficiency and AZPOST certification; continuing education; participate in periodic search warrant activity; and other law enforcement and agency wide activities required by section and office policies and federal grant guidelines).	10
3. Perform administrative tasks (attend staff meetings; complete timecards and status reports; scan and copy documents; organize case files)	5
4.	
5.	
6.	
7.	
8.	
<b>Attach additional sheets as needed</b>	<b>Must total 100%</b>

**4. DECISION MAKING AUTHORITY: CHECK THE ONE BOX THAT BEST DESCRIBES THIS POSITION'S INVOLVEMENT IN THE DECISION MAKING PROCESS.**

- Follows written and verbal instructions
- Follows established guidelines
- Interprets policies and procedures
- Participates in the establishment of guidelines and policies
- Acts as final authority to implement guidelines and policies
- Other: \_\_\_\_\_

**5. PROBLEM SOLVING: CHECK THE ONE BOX THAT BEST DESCRIBES THE TYPE OF PROBLEM SOLVING SITUATIONS REQUIRED OF THIS POSITION.**

- Identical or similar situations following established routines/instructions
- Diverse procedures in differing situations; some research within area of expertise is required
- Variable situations requiring analytical, interpretive, evaluative, and/or constructive thinking within broadly defined policies and objectives

**6. KNOWLEDGE, SKILLS, ABILITIES (KSAs): EXPLAIN THE KNOWLEDGE, SKILLS, AND ABILITIES AN EMPLOYEE IN THIS POSITION MUST HAVE IN ORDER TO PERFORM WORK SATISFACTORILY.**

KNOWLEDGE IS THE UNDERSTANDING OF A SUBJECT THROUGH EXPERIENCE OR EDUCATION; ALWAYS COGNITIVE.

As a Special Agent, the position will be expected to know and understand various Arizona criminal and civil statutes; the Arizona criminal justice system; rules of evidence; and tactics, procedures, and techniques for general investigations, searches, seizures, and arrests.

As a Special Agent assigned to HCF, the position will be expected to know and understand the essential elements of the delivery of health care, particularly in terms of the state administered Medicaid program known as AHCCCS.

As a Special Agent assigned to HCF, the position will be expected to know and understand the types of criminal offenses that victimize the elderly, vulnerable adults, and developmentally disabled citizens, such as financial exploitation, physical and sexual abuse, and patient care neglect.

SKILLS ARE LEARNED AND GET BETTER WITH PRACTICE; THEY ARE EITHER COGNITIVE OR PSYCHOMOTOR.

As a Special Agent, this position must have the skills to communicate effectively with people of various backgrounds and education levels using both verbal and non-verbal communication skills; conduct effective interviews and interrogations; maintain strict compliance with chain-of-custody and evidence control procedures; prepare search/seizure warrant affidavits; safely plan and execute search/seizure warrants; safely make arrests; manage time and resources effectively; work effectively with team members including attorneys, forensic accountants, computer forensics experts, administrative staff, and other investigators; and maintain proficiency with a firearm.

As a Special Agent assigned to HCF, this position must have the skills to interpret and apply state laws pertaining to white collar crime; health care fraud; vulnerable adult abuse; and analyze and accurately interpret health care and insurance records; use a computer and software to prepare reports and perform data analysis; and use investigative resources to discover non-obvious relationships between entities.



ABILITIES ARE NATURAL, CONTRIBUTE TO SKILLS, AND ARE PERCEPTUAL, MOTOR, OR A COMBINATION; THEY ARE EITHER COGNITIVE OR PSYCHOMOTOR.

As a Special Agent, this position must have the ability to find, collect, preserve, and evaluate information to determine the validity of and relevance to the alleged violation(s). This position must demonstrate initiative, self-motivation, and determination to consistently advance investigations and bring them to a successful conclusion.

As a Special Agent assigned to HCF, this position must also have the ability to work collaboratively with health care agency personnel, government regulatory agency personnel, and law enforcement personnel at the local, state and federal levels.

**7. LICENSES/CERTIFICATIONS: LIST ANY LICENSES, CERTIFICATIONS, DEGREES, OR CREDENTIALS THAT ARE REQUIRED BY LAW FOR THIS POSITION.**

Applicants need to be a certified Arizona peace officer in good standing or be eligible to obtain Arizona peace officer certification via the AZPOST waiver process within six months of hire date. To be eligible, a person must have previously served as a certified peace officer in Arizona, another state, or federal agency; must have completed basic and advanced training that demonstrates substantial comparability to the Arizona basic course; and must meet all of the minimum qualifications for certification as an Arizona Peace Officer. Refer to <http://www.azpost.state.az.us/CertWaiver.htm> for more information on the waiver process.

**8. SELECTIVE PREFERENCES: LIST ANY PREFERRED (NOT REQUIRED) QUALIFICATIONS THAT THE IDEAL CANDIDATE WOULD PORTRAY.**

As a Special Agent assigned to HCF, the ideal applicant will have at least a Bachelor's degree and five years of investigative experience, including investigative experience dealing with crimes committed against the elderly and vulnerable adults, crimes associated with health care or insurance fraud, crimes associated with the diversion of prescription drugs, and experience in the health care industry or with health care regulatory agencies.

**9. ESSENTIAL JOB FUNCTIONS: LIST ALL PHYSICAL, MENTAL, AND ENVIRONMENTAL REQUIREMENTS FOR THIS POSITION BY CHECKING EACH BOX THAT APPLIES. FOR EACH REQUIREMENT, INDICATE THE FREQUENCY WHICH IS REQUIRED IN THIS POSITION. UNDER APPLICABLE MAJOR FUNCTIONS, IDENTIFY THE CORRESPONDING PRIMARY RESPONSIBILITY. (FROM PG. 3)**

C = CONTINUOUSLY (>66%); F = FREQUENTLY (34-66%); O = OCCASIONALLY (10-33%); R = RARELY (<10%); N/A = NOT APPLICABLE

Physical Demands	Frequency	Applicable Major Functions
<input checked="" type="checkbox"/> Balancing	O	1-3
<input checked="" type="checkbox"/> Climbing	O	1-3
<input checked="" type="checkbox"/> Crawling	R	1-3
<input checked="" type="checkbox"/> Fine Dexterity	F	1-3
<input checked="" type="checkbox"/> Foot Controls	F	1-3
<input checked="" type="checkbox"/> Hearing	C	1-3
<input checked="" type="checkbox"/> Kneeling/Crouching/Bending	O	1-3
<input checked="" type="checkbox"/> Manual Dexterity	C	1-3
<input checked="" type="checkbox"/> Lifting/Carrying # of pounds <u>50</u> <small>*Lifting/Carrying 25 lbs or more will require a physical exam.</small>	R	1-3
Span of Lift: <input type="checkbox"/> Floor to Waist <input checked="" type="checkbox"/> Floor to Shoulder <input type="checkbox"/> Waist to Shoulder <input type="checkbox"/> Other:		
<input checked="" type="checkbox"/> Pushing/Pulling # of pounds <u>50</u> <small>*Pushing/Pulling 25 lbs or more will require a physical exam.</small>	R	1-3
<input checked="" type="checkbox"/> Reaching	O	1-3
<input checked="" type="checkbox"/> Sitting	F	1-4
<input checked="" type="checkbox"/> Standing	F	1-4
<input checked="" type="checkbox"/> Talking	C	1-4
<input checked="" type="checkbox"/> Twisting	R	1-4
<input checked="" type="checkbox"/> Upper Extremity Repetitive Motion	C	1-4
<input checked="" type="checkbox"/> Seeing	C	1-4
<input checked="" type="checkbox"/> Walking/Running Short Distances Length of distance _____	O	1-3
<input checked="" type="checkbox"/> Walking/Running Long Distances Length of distance _____	O	1-3
<input type="checkbox"/> Other _____		

Mental Demands	Frequency	Applicable Major Functions
<input checked="" type="checkbox"/> Analysis/Reasoning	C	1-4
<input checked="" type="checkbox"/> Communications Skills (as distinguished from talking)	C	1-4
<input checked="" type="checkbox"/> Math/Mental Computation	F	1-4
<input checked="" type="checkbox"/> Reading	F	1-4
<input checked="" type="checkbox"/> Sustained Mental Activity (e.g., auditing, grant writing, composing reports, problem solving)	C	1-4
<input checked="" type="checkbox"/> Writing	F	1-4
<input type="checkbox"/> Other _____		

Environmental Demands	Frequency	Applicable Major Functions
<input type="checkbox"/> Asbestos	N/A	N/A
<input checked="" type="checkbox"/> Dust	R	1-4
<input checked="" type="checkbox"/> Frequent Task Changes	O	1-4
<input checked="" type="checkbox"/> High Volume Public Contact	F	1-3
<input checked="" type="checkbox"/> Loud Noise	R	1-3
<input checked="" type="checkbox"/> Physical Danger	R	1-2
<input checked="" type="checkbox"/> Tedious/Exacting Work	O	1-2, 4
<input type="checkbox"/> Temperature Extremes	N/A	N/A
<input type="checkbox"/> Toxic Substances (e.g., solvents, degreasers, herbicides, pesticides, asbestos, printer toner, etc.)	N/A	N/A

TO THE EMPLOYEE: THIS SECTION IS TO BE SIGNED BY THE INCUMBENT.

*I have reviewed the contents of the questionnaire, and it accurately describes my job.*

ISMAEL FUENTES  
Print Name

  
Sign

10-15-15  
Date

TO THE SUPERVISOR: PLEASE PROVIDE ANY ADDITIONAL INFORMATION THAT YOU BELIEVE WILL CONTRIBUTE TO A CLEARER UNDERSTANDING OF THE DUTIES PERFORMED BY THIS POSITION. USE ADDITIONAL PAPER IF NEEDED.

Comments:

MARK McCLAIN



10-15-2015  
Date

Print Name

Sign

Date

MARK PERKOVICH



10/22/15

TO THE AGENCY DIRECTOR OR THE AUTHORIZED REPRESENTATIVE OF THE AGENCY DIRECTOR:

*I have reviewed the contents of the questionnaire, and it accurately describes this position.*

Donald E. Conrad  
Print Name

  
DIVISION Chief Sign

10/30/15  
Date

\*\*Please attach an organization chart clearly identifying each position's official classification title, position number, class code, and grade. Include at least two levels of supervision above this position, this position's co-workers, and if applicable, subordinates. If requesting a reclassification, two (2) organization charts (current and proposed) must be attached.



**OFFICE OF ATTORNEY GENERAL**  
Criminal Division  
Special Investigations Section

Former Vacant  
SAG0295  
start pp 11/9/15

## MEMORANDUM

**TO:** Leslie Welch  
Operations Division Director

**FROM:** Mark McClain  
Special Agent Supervisor  
Special Investigations Section-HCFA Unit

**DATE:** October 15, 2015

**RE:** Memorandum Requesting Direct Hire Approval of Ismael Fuentes  
(SAG0540)

---

I request permission to direct hire Special Agent Ismael Fuentes into the Special Agent position currently vacant in the Special Investigations Section, Health Care Fraud and Abuse Unit (HCFA).

Special Agent Ismael Fuentes has been a police officer for over 11 years and has been a Special Agent with the AGO Special Investigations Section for over the last three years, to include this last year in the Consumer Protection Unit.

Prior to his employment with the Arizona Attorney General's Office, Ismael served 8 years with the Arizona State University Police Department, where he was promoted from Police Officer to Corporal. Additionally, Ismael was then assigned to the FBI's Joint Terrorism Task Force as a Detective for over four years, handling complex international terrorism investigations; and was selected as the college liaison Special Agent for the FBI Phoenix Division.

During his time in the Consumer Protection Unit, Special Agent Fuentes has cultivated productive relationships with the attorneys, as well as with local and state law enforcement partners. He has earned the respect and confidence of his supervisor and co-workers. His work over the last year has led directly to several successful Consumer Fraud investigations. These include investigations into Vulnerable Adult Financial Abuse, Telemarketing Fraud Schemes, and Consumer Fraud.

Ismael possesses the competencies, knowledge, skills and abilities required to perform the job. Ismael truly values his current position in Consumer Fraud; however he would like to return to the Health Care Fraud and Abuse Unit which he was originally hired into and was very productive for over a year and a half while he was there. The original transfer of Ismael in 2012 from HCFA to Consumer Protection was only due to the operational needs of SIS.

Mark J. Subanich  
Section Chief Approval Signature

10/27/2015  
Date

Arnold E. Arnold  
Division Chief Approval Signature

10/30/15  
Date

\_\_\_\_\_  
Operations Division Director Approval Signature

\_\_\_\_\_  
Date

Document #4718541

No NWS Request necessary. W

Job Title: Special Agent	Division/Section: CRM/SIS	Date: 8/20/2015
Position Number: SAG000000295	Hiring Supervisor: Chareles Loftus	Signature: <i>[Handwritten Signature]</i>

Candidate Name:	Contact Date:	Contact Code:	Interview Date:	Interview Code:	Comments:
Albee, Matt					
Battaglia, Bradley					
Bellissimo, Anthony					
Binuya, Joel					
Capone, John					
Cook, Carrick					
Floyd, Stephen					
Jimenez, Dustin					
Keilich, Samantha					
Morin, DuLance					
Ochoa, Daniel					
Ortega, Adriana					
Osborn, Shawn					
Smith, Frederick					
Stein, David					
Tabor, Danny					
Taylor, Robert					
Underwood, Carrie					
Voeltz, Wade					
Ware, Stacey					
Yabuku, Khalfani					

IA Phone Screen - Scheduled Interview  
 IDO Phone Screen - Candidate Withdrew  
 ID\$ Phone Screen - Salary Requirements Too High  
 NR Phone Screen - No Response  
 NC HM Review - No interest  
 LS Letter/Email Sent - No Response

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

*Fuentes, Abby (SA60540) → Transfer to SIS/HCPA. Lateral. Effective 11/9/15 or sooner.*

**From:** [Rodriguez, Lisa](#)  
**To:** [McClain, Mark](#); [Arvizu, Francisco](#)  
**Cc:** [Rodriguez, Lisa](#); [Maya, Autumn](#); [Perkovich, Mark](#)  
**Subject:** FW: SAG0540 - CRM/SIS - Transfer of SA Ismael Fuentes  
**Date:** Monday, November 09, 2015 8:26:07 AM

---

FYI re: Dottie/Izzy. Lisa

---

**From:** Knebel, April  
**Sent:** Monday, November 09, 2015 7:35 AM  
**To:** Rodriguez, Lisa; Welch, Leslie  
**Cc:** Human Resources  
**Subject:** FW: SAG0540 - CRM/SIS - Transfer of SA Ismael Fuentes  
**Importance:** High

Hello Lisa,

Yes these moves have been approved with an effective date of 11/9/2015. Supervisor should see the updates as soon as 11/10/2015.

---

**From:** Rodriguez, Lisa  
**Sent:** Friday, November 06, 2015 4:42 PM  
**To:** Knebel, April  
**Cc:** Human Resources; Welch, Leslie; Rodriguez, Lisa  
**Subject:** RE: SAG0540 - CRM/SIS - Transfer of SA Ismael Fuentes  
**Importance:** High

I'm circling back on this since our phone conversation yesterday morning. Izzy/Dottie knew that we were shooting for the transfer date of 11/9, but we were waiting for the final approval from HR to effectuate the transfer. Can I just let them and their supervisors know that it is approved for Monday in order to move forward with office changes/etc? Please advise. Thanks. Lisa

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**From:** Rodriguez, Lisa  
**Sent:** Thursday, November 05, 2015 7:58 AM  
**To:** Knebel, April  
**Cc:** Human Resources; Welch, Leslie; Rodriguez, Lisa  
**Subject:** RE: SAG0540 - CRM/SIS - Transfer of SA Ismael Fuentes

Okay, thanks. To whom are you addressing the questions? Did you need my help? I'll be in Tucson today. Call me if you need me. Lisa

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**From:** Knebel, April  
**Sent:** Thursday, November 05, 2015 7:52 AM  
**To:** Rodriguez, Lisa  
**Cc:** Human Resources; Welch, Leslie  
**Subject:** RE: SAG0540 - CRM/SIS - Transfer of SA Ismael Fuentes

Good Morning Lisa – Leslie and I have a couple of questions for this move, I don't see a problem in having it completed for 11/9.

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**From:** Rodriguez, Lisa  
**Sent:** Wednesday, November 04, 2015 11:01 AM  
**To:** Human Resources; Knebel, April  
**Cc:** Rodriguez, Lisa  
**Subject:** FW: SAG0540 - CRM/SIS - Transfer of SA Ismael Fuentes  
**Importance:** High

April – Has this transfer been approved for next week, 11/9? Please let me know. Thanks. Lisa

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**From:** Rodriguez, Lisa  
**Sent:** Friday, October 30, 2015 3:53 PM  
**To:** McClain, Mark; Perkovich, Mark; Maya, Autumn  
**Cc:** Rodriguez, Lisa  
**Subject:** FW: SAG0540 - CRM/SIS - Transfer of SA Ismael Fuentes

FYI.

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**From:** Rodriguez, Lisa  
**Sent:** Friday, October 30, 2015 3:53 PM  
**To:** Knebel, April; Human Resources  
**Cc:** Rodriguez, Lisa  
**Subject:** SAG0540 - CRM/SIS - Transfer of SA Ismael Fuentes

April – Pursuant to my previous email of 10/19/15, SA Izzy Fuentes is transferring from SIS-CPA to SIS-HCFA. Please see the attached hiring packet and updated PDQ. We would like the switch of SA Fuentes and FIA Dottie Conroy (SAG0982) can take place on November 9, 2015. Also attached is a fillable PDQ. I will bring you the original packet as well.

Also, as noted in my 10/19/15 email, please process the paperwork forwarded to you for SAG0295 for a SA in SIS-MF2.

If you have any questions, please contact me.

Thanks.

Phil – FYI.

Lisa



**From:** [Rodriguez, Lisa](#)  
**To:** [Perkovich, Mark](#); [Maya, Autumn](#)  
**Subject:** FW: Schwegel  
**Date:** Thursday, October 15, 2015 9:25:46 AM

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FYI.

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**From:** Duplissis, Steve  
**Sent:** Thursday, October 15, 2015 9:25 AM  
**To:** Rodriguez, Lisa; Smith, Annette  
**Subject:** RE: Schwegel

Sounds good – thank you.

Steve

Steven J. Duplissis, J.D.  
Section Chief Counsel  
Health Care Fraud and Abuse Section  
Criminal Division  
Office of the Attorney General  
(602) 542-3881



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**From:** Rodriguez, Lisa  
**Sent:** Thursday, October 15, 2015 8:02 AM  
**To:** Duplissis, Steve; Smith, Annette  
**Cc:** Rodriguez, Lisa  
**Subject:** Schwegel

I need a Direct Hire memo for position – Special Project Coordinator SAG0890. Also, we have him reporting to HCFA, Steve Duplissis; however, he is a “reserve officer.” I’m not sure how that all works out. Please address that issue with SIS and if we need to change the PDQ for supervision purposes, let’s do it at the same time we submit the memo. Call me if you have questions. Thanks.  
Lisa

Lisa Rodriguez  
Legal Administrator  
Arizona Attorney General’s Office  
Criminal Division  
(602) 542-8488

[lisa.rodriquez@azag.gov](mailto:lisa.rodriquez@azag.gov)

**From:** [Rodríguez, Lisa](#)  
**To:** [Perkovich, Mark](#)  
**Cc:** [Maya, Autumn](#); [Rodríguez, Lisa](#)  
**Subject:** FW: SIS Case Opening Procedure  
**Date:** Thursday, October 15, 2015 11:43:22 AM  
**Attachments:** [PHX-#4696642-v1-CRM - PROCEDURE - SIS - OPENINGS-CLOSINGS.docx](#)  
[PHX-#73873-v2-FORM - SIS CASE OPENING SHEET.DOC](#)

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Hi there. Have you had a chance to review this? Also, please see the updated SIS Case Opening Sheet that will be attached to the procedure. Thanks for your help. Lisa

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**From:** Rodríguez, Lisa  
**Sent:** Thursday, October 08, 2015 12:58 PM  
**To:** Perkovich, Mark  
**Cc:** Maya, Autumn  
**Subject:** SIS Case Opening Procedure

Mark -- After speaking with Autumn today about timelines of getting a case opened in SIS, we slightly modified this procedure. Please review and let me know if it is ready to go out. Thanks. Lisa

### SIS PROCESS FOR CASE OPENING SHEETS:

- 1) Once a Special Agent Supervisor (SAS) and/or Chief Agent have approved a case to be opened for investigation, the Special Agent (SA) prepares the Case Opening Sheet (COS) and forwards it to SISAdmin email for opening in LF.
  - a. SIS Administrative staff will input into Legal Files (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 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 case is opened in LF, the Chief Agent will review and sign the COSs and return them to the Section OA.
  - a. COS will be given to the Division OA to ensure a quick turn-around in obtaining approval signature.
  - b. 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 COS is signed by the Division Chief, it will be immediately scanned and sent to the assigned SA, Section OA, if an AAG is assigned, and uploaded into LF.
  - a. SAs will not begin an investigation until they receive a completed COS, which has been reviewed/signed by Criminal Division leadership.
  - b. 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.
  - c. 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  
Section OAs  
SIS Agents/Staff

**SIS PROCESS FOR CASE CLOSING SHEETS:**

For Office Use Only

Check One

- 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**

- PHX-# \_\_\_\_\_
- Open Case
  - Open & Close  
(Info Only Report)  
NO Case Closing Required

**CASE OPENING FORM**

LF No.:	Open Date:
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Case Name:	<input type="checkbox"/> Suspect <input type="checkbox"/> Victim <input type="checkbox"/> Complainant
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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	

Law Enforcement Assist? <input type="checkbox"/> NO <input type="checkbox"/> YES	Type of Report:	Senior 60+ <input type="checkbox"/> Vulnerable <input type="checkbox"/> <small>(Only one type can be checked in LF.)</small>
If Yes, Agency:		
Assigned Agent(s)	Supervisor	Assigned Attorney

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

<b>Chief Special Agent</b> Mark Perkovich	Approval	Date	<b>Chief Counsel</b> Donald Conrad	Approval	Date
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Is the subject of the investigation a client agency, an elected official, governmental entity and/or a matter of political sensitivity?	YES <input type="checkbox"/> NO <input type="checkbox"/>
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**Synopsis of Allegation/Complaint** (include approx. dates of offense, estimated loss, estimated number of victims):

**From:** Rodriguez, Lisa  
**To:** Conrad, Donald  
**Subject:** FW: SIS process for case opening  
**Date:** Tuesday, November 10, 2015 11:01:09 AM  
**Attachments:** PHX-#4696642-v1-CRM - PROCEDURE - SIS - OPENINGS-CLOSINGS (2).docx  
PHX-#4696642-v1-CRM - PROCEDURE - SIS - OPENINGS-CLOSINGS.DOCX  
PHX-#73873-v2-FORM - SIS CASE OPENING SHEET.DOC

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Mark: Lisa provided me your comments.

Regarding 1, the review provided is the initial review so that you can triage those cases that do not belong with the AG for any reason(s) including a better placement with another, more appropriate agency. The language requires your approval. Your approval authorizes entry into the file Legal Files case management system. Your approval lets me know that you think it is appropriate for us to spend time and resources on an investigation, and while the COS does not ask for any written notice, you are the first line supervision alerted to a hot potato and thus informed so that you may pass along your concerns to me as you see fit. I don't see that it contradicts 3a.

I would agree that we could perhaps tune up the language in 3b (formerly 3a). Your comment is that it implies nothing should be done until the COS has been signed by me. It's not that exactly nothing should be done, but almost. What I really want is for there to be no external fact gathering from other than a complainant before I sign the COS. I want to be involved in determining that our inquiries will not set off political sirens like they have on occasions in the past. Except for opening the file in Legal Files, I don't want an investigation to proceed without my knowledge and approval. If you think appropriate, please provide me language that you believe would better reflect our process but insure the primary goal of obtaining division chief approval before we launch an investigation.

As for 3c (formerly 3b), yes, the Section Chiefs are familiar with the process set out. Admittedly the standard written there requires a judgement call on the part of the Agent or the Chief vis a vis a decision that "the investigation reaches a point that an AAG must be assigned to the case..." Sometimes that point is reached obviously such as when a GJ subpoena is needed. Other times are more subjective such as the need to get advice about proving a particular violation. Case assignments are made by the Section Chiefs. It is only rarely that I weigh in on attorney selection.

The updated procedures and COS is attached as well.

Donald E. Conrad  
Division Chief Counsel  
Criminal Division  
(602) 542-3881

**From:** [Rodriguez, Lisa](#)  
**To:** [Conrad, Donald](#)  
**Cc:** [Rodriguez, Lisa](#)  
**Subject:** FW: SIS process for case opening  
**Date:** Tuesday, November 10, 2015 9:02:39 AM  
**Attachments:** [PHX-#4696642-v1-CRM - PROCEDURE - SIS - OPENINGS-CLOSINGS \(2\).docx](#)  
[PHX-#4696642-v1-CRM - PROCEDURE - SIS - OPENINGS-CLOSINGS.DOCX](#)  
[PHX-#73873-v2-FORM - SIS CASE OPENING SHEET.DOC](#)

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Criminal Division  
(602) 542-3881



**From:** [Rodriguez, Lisa](#)  
**To:** [Conrad, Donald](#)  
**Subject:** FW: SIS process for case opening  
**Date:** Tuesday, November 03, 2015 9:12:55 AM  
**Attachments:** [PHX-#4696642-v1-CRM - PROCEDURE - SIS - OPENINGS-CLOSINGS \(2\).docx](#)  
[PHX-#4696642-v1-CRM - PROCEDURE - SIS - OPENINGS-CLOSINGS.DOCX](#)  
[PHX-#73873-v2-FORM - SIS CASE OPENING SHEET.DOC](#)

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Division Chief Counsel  
Criminal Division  
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**From:** [Rodriguez, Lisa](#)  
**To:** [Conrad, Donald](#)  
**Subject:** FW: SIS process for case opening  
**Date:** Tuesday, November 03, 2015 9:12:54 AM  
**Attachments:** [PHX-#4696642-v1-CRM - PROCEDURE - SIS - OPENINGS-CLOSINGS \(2\).docx](#)  
[PHX-#4696642-v1-CRM - PROCEDURE - SIS - OPENINGS-CLOSINGS.DOCX](#)  
[PHX-#73873-v2-FORM - SIS CASE OPENING SHEET.DOC](#)

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Division Chief Counsel  
Criminal Division  
(602) 542-3881

**From:** Rodriguez, Lisa  
**To:** Conrad, Donald  
**Subject:** FW: SIS process for case opening  
**Date:** Tuesday, November 03, 2015 9:08:00 AM  
**Attachments:** PHX-#4696642-v1-CRM - PROCEDURE - SIS - OPENINGS-CLOSINGS (2).docx  
PHX-#4696642-v1-CRM - PROCEDURE - SIS - OPENINGS-CLOSINGS.DOCX  
PHX-#73873-v2-FORM - SIS CASE OPENING SHEET.DOC

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