

From: [Rodríguez, Lisa](#)
To: [Maya, Autumn](#)
Subject: FW: SIS process for case opening
Date: Tuesday, November 10, 2015 1:05:40 PM
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](#)

Keeping you in the loop. Awaiting additional changes and then we can send out to all SIS.

From: Conrad, Donald
Sent: Tuesday, November 10, 2015 11:02 AM
To: Perkovich, Mark
Cc: Rodríguez, Lisa
Subject: FW: SIS process for case opening

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

SIS PROCESS FOR CASE OPENING SHEETS:

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

cc: Section Chiefs/OAs
SIS Agents/Staff

#4696642 – Lisa Rodriguez

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"/> Complainant
<small>(Case names should be suspects only, not victims.)</small>	

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.

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

Is the subject of the investigation a client agency, an elected official, governmental entity and/or a matter of political sensitivity?	YES <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: [Maya, Autumn](#)
Cc: [Rodriguez, Lisa](#)
Subject: FW: SIS tablets
Date: Tuesday, December 29, 2015 8:20:43 AM
Attachments: [20151228145749097.pdf](#)

These are the people with the tablets. You need to keep it with you inventory. Also, I'll give SIS one less from my inventory as you have Woods to give out now. You can return it to me for distribution. Let me know if that works. Thanks. Lisa

From: Holtkamp, Ken
Sent: Monday, December 28, 2015 4:00 PM
To: Rodriguez, Lisa
Subject: SIS tablets

Thank you!

Ken Holtkamp
Technical Services Manager

Office of the Attorney General
Information Services Section
1275 W. Washington
Phoenix, AZ 85007
Desk: 602.542.8061
Ken.Holtkamp@azag.gov



OFFICE OF THE ATTORNEY GENERAL
FIXED ASSET TRANSFER FORM

Transfer From: EXOVISS

(Section)

Section Chief Signature

Date Jul 16, 2015

Transfer To: CRM/SIS

(Section)

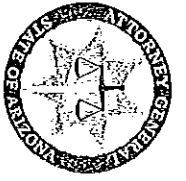
Section Chief Signature

Date Jul 16, 2015

Asset #	Serial #	Asset Description	Model #	Room #	Comments
10909	10909	Microsoft Tablet	Surface pro 3	2241	Mike Edwards
10906	10906	Microsoft Tablet	Surface pro 3	2020	Dan Woods
10905	10905	Microsoft Tablet	Surface pro 3	2253	Frank Griffiths
10901	10901	Microsoft Tablet	Surface pro 3	2257	Lauren Buhrow
10902	10902	Microsoft Tablet	Surface pro 3	2265	Madison MacDonald
10903	10903	Microsoft Tablet	Surface pro 3	2251	Melissa Opp
10904	10904	Microsoft Tablet	Surface pro 3	2063	James Larnerson
10907	10907	Microsoft Tablet	Surface pro 3	2070	Travis Williams

Once form is completed and signed, please submit the original form to Accounting

Accounting Use Only
Entered On/By: _____



OFFICE OF THE ATTORNEY GENERAL

FIXED ASSET TRANSFER FORM

Transfer From:

EXO/ISS

(Section)

Section Chief Signature

Date Jul 17, 2015

Transfer To:

CRM/SIS

(Section)

Section Chief Signature

Date Jul 17, 2015

[Handwritten Signature]

Asset #	Serial #	Asset Description	Model #	Room #	Comments
10908	10908	Microsoft Tablet	Surface pro 3	300.27	Wes Dison
10910	10910	Microsoft Tablet	Surface pro 3	300.15	Kevin Spencer

Once form is completed and signed, please submit the original form to Accounting

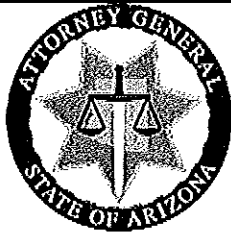
Accounting Use Only
Entered On/By: _____

From: [Rodriguez, Lisa](#)
To: [Conrad, Donald](#)
Subject: FW: Space 51 - who occupies this space? (ART0080) Don would like to know!
Date: Monday, December 28, 2015 11:16:48 AM
Attachments: [image001.png](#)

From: James, Michelle
Sent: Monday, December 28, 2015 11:11 AM
To: Rodriguez, Lisa
Subject: RE: Space 51 - who occupies this space? (ART0080) Don would like to know!

I would say no I will look into this, maybe they just have a dirty car lol

Michelle James -Facilities Management Specialist



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

From: Rodriguez, Lisa
Sent: Monday, December 28, 2015 10:37 AM
To: James, Michelle
Subject: RE: Space 51 - who occupies this space? (ART0080) Don would like to know!

Don says a car is being stored down there. Has dust and cobwebs. Is that appropriate?

From: James, Michelle
Sent: Monday, December 28, 2015 10:35 AM
To: Rodriguez, Lisa
Subject: RE: Space 51 - who occupies this space? (ART0080) Don would like to know!

Kevin Cobo

Michelle James -Facilities Management Specialist



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

From: Rodriguez, Lisa
Sent: Monday, December 28, 2015 10:29 AM
To: James, Michelle
Subject: Space 51 - who occupies this space? (ART0080) Don would like to know!

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

From: [Rodriguez, Lisa](#)
To: [Perkovich, Mark](#); [Maya, Autumn](#)
Subject: FW: Special Assignment Letter and Conditions of Employment
Date: Friday, November 06, 2015 10:18:07 AM
Attachments: [AG Offer Letter - Special Assignment - Cuellar, Paul.pdf](#)
[image001.png](#)
[Condition of Employment Uncovered PersReform hired on&after 09-29-12 \(Sept2013\).docx](#)
[PHX-#2285431-v3-PER - PDQ - SAG 0292 - SA SUPERVISOR - TUCSON.PDF](#)

FYI. This was approved.

From: Human Resources
Sent: Friday, November 06, 2015 9:11 AM
To: Cuellar, Paul
Cc: Human Resources; Rodriguez, Lisa; Conrad, Donald; Welch, Leslie
Subject: Special Assignment Letter and Conditions of Employment

Dear Paul Cuellar,

Attached is your special assignment offer letter and conditions of employment, please sign and return to Human Resources. If you have any questions, feel free to call us at 602-542-8056.

Thank you,

April Knebel
Human Resources



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



MARK BRNOVICH
ATTORNEY GENERAL

OFFICE OF THE ARIZONA ATTORNEY GENERAL
OPERATIONS DIVISION

HUMAN RESOURCES
SECTION

November 5, 2015

Mr. Paul D. Cuellar
[REDACTED]

Dear Mr. Cuellar,

This letter is to confirm our offer and your acceptance of the six months Special Assignment Special Agent Supervisor position, number SAG000000292, grade 23, within the Criminal Division/Special Investigations Section of the Office of the Attorney General in Tucson. Your starting base salary on this Special Assignment will be \$78,000.00 per year. Your starting date is 10/19/2015, unless otherwise discussed.

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

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

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

Sincerely,

Human Resources
Office of the Attorney General

Acknowledged:

Print Name

Signature

Date

**STATE OF ARIZONA
POSITION DESCRIPTION QUESTIONNAIRE**

POSITION NUMBER	JOB CODE
SAG000000292	AUN04558
OFFICIAL CLASSIFICATION TITLE	WORKING TITLE
AG SPECIAL AGENT SUPERVISOR	AG SPECIAL AGENT SUPERVISOR

AGENCY	DIVISION/SECTION
ARIZONA ATTORNEY GENERAL'S OFFICE	CRM/SPECIAL INVESTIGATIONS SECTION
ADDRESS (PHYSICAL WORK LOCATION)	PHONE
400 W. CONGRESS ST., STE. 315, TUCSON, AZ 85701	(520) 628-6363

SUPERVISOR'S NAME	TITLE
CHARLES LOFTUS	ASSISTANT CHIEF SPECIAL AGENT
EMAIL	PHONE
CHARLES.LOFTUS@AZAG.GOV	602) 542-7946

REQUEST TO		
<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: _____	

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.	
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

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

Number of Direct Reports: <u>7</u>	Number of Indirect Reports: <u>0</u>		
<input checked="" type="checkbox"/> Work Assignment	<input checked="" type="checkbox"/> Work Review	<input checked="" type="checkbox"/> Performance Appraisal	<input checked="" type="checkbox"/> Leave Requests
<input checked="" type="checkbox"/> Disciplinary Actions	<input checked="" type="checkbox"/> Hiring	<input type="checkbox"/> Other: _____	

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

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

Pursuant to A.R.S. §41-711(B)(2), this request is being made due to the confidential working relationship it holds with several attorney and legal support staff throughout the office. In addition, this position will have access to highly confidential matters such as attorney-client communications.

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

The supervisor position is assigned to the Tucson Unit of the Special Investigations Section, Criminal Division. The position will be responsible for the supervision of agents assigned to the unit. Duties include but are not limited to; preparation and consultation of personnel evaluations, approval of electronic time records, counsel subordinates on personnel issues, and confer with Chief Special Agent and supervisors regarding policy and procedures.

The position will conduct full investigations of violations of Arizona Criminal and Civil statutes. The employee will also provide investigative and litigation support for investigations involving serious felonies, white collar crimes, organized crimes, serious drug offenses and human trafficking. The employee will perform tasks requiring certification as a peace officer by AZPOST. Successful criminal and civil allocations and prosecutions will result from the employee's investigative work. This will be accomplished largely through production of investigative reports, evidence collection, suspect/witness interviews and court testimony. The employee must be safety conscious and use proper work methods by following standard police policies and procedures. Position is also responsible for conducting criminal and civil fraud investigations, specializing in undercover operations including but not limited to surveillance, use of electronic devices and control of confidential informants. Will be accountable for usage and knowledge of all specialized equipment, such as covert transmitters, radios and weapons.

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. Operate undercover vehicle to various locations to conduct interviews, surveillance, or do research for public documents.	20
2. Operate computer equipment to compile data, type investigative reports, fill in property & evidence forms, and memorialize investigative activity.	15
3. Conduct interviews of victims, witnesses, and suspects involved in criminal and civil investigations involving fraud and abuse cases. Serve process on individuals and/or companies.	15
4. Operate ACJIS/NCIC computer terminal to gather criminal history background data.	10
5. Attend tactical operations and search warrants.	20
6. Provide protection for witnesses and government officials.	10
7. Confer with Chief Special Agent, subordinates and attorneys to discuss findings of investigation and how to proceed further, as well as review subordinates reports on investigations in the unit.	10
8.	
Attach additional sheets as needed	Must total 100%

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.

Complete working knowledge of the Arizona criminal and civil statutes. Considerable knowledge of criminal litigation, investigative interviews, report writing, and undercover techniques. Must know asset and tracing procedures, rules of evidence, investigative techniques and methods, evidence collection, use of confidential informants, search and seizure, methods of evidence collection, and testifying in administrative and court proceedings. Skilled in oral and written communication. Studied courses specializing in surveillance equipment. Attended training seminars in use of informants and undercover operations. Read manuals and other training materials related to law enforcement.

Worked in an undercover capacity with other law enforcement agencies and have more than 10 years of law enforcement experience.

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

Skilled in witness interviewing, report writing, asset tracing, search warrant laws and techniques, evidence collection, court testimony, and use of confidential informants. Ability to find, collect, preserve and evaluate compiled information to determine the validity of alleged violation. Ability to use a variety of equipment including but not limited to vehicles, 2-way radios, surveillance equipment, computers, and police issued equipment. Communicate findings to others orally or through spreadsheet format. Use of strong time management skills and possess the skills to supervise and instruct others in effective time management skills.

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

Ability to find, collect, preserve and evaluate compiled information to determine the validity of alleged violation.

Ability to use a variety of equipment including but not limited to motor vehicles, 2-way radios, surveillance equipment, computers, and standard police issued equipment.

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

Certification as an Arizona Peace Officer is preferred. Significant experience conducting investigations and supervision is preferred.

If applying to be a certified peace officer, applicant(s) needs 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.

Spanish speaking.

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 - 7
<input checked="" type="checkbox"/> Climbing	O	6
<input checked="" type="checkbox"/> Crawling	R	6
<input checked="" type="checkbox"/> Fine Dexterity	F	1, 2, 4, 6
<input checked="" type="checkbox"/> Foot Controls	F	1, 6
<input checked="" type="checkbox"/> Hearing	C	1 - 7
<input checked="" type="checkbox"/> Kneeling/Crouching/Bending	O	1 - 7
<input checked="" type="checkbox"/> Manual Dexterity	C	1 - 7
<input checked="" type="checkbox"/> Lifting/Carrying # of pounds <u>10</u> <small>*Lifting/Carrying 25 lbs or more will require a physical exam.</small>	R	2, 6
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>10</u> <small>*Pushing/Pulling 25 lbs or more will require a physical exam.</small>	R	6
<input checked="" type="checkbox"/> Reaching	O	1 - 7
<input checked="" type="checkbox"/> Sitting	F	1 - 7
<input checked="" type="checkbox"/> Standing	F	1 - 7
<input checked="" type="checkbox"/> Talking	C	1 - 7
<input checked="" type="checkbox"/> Twisting	R	6
<input checked="" type="checkbox"/> Upper Extremity Repetitive Motion	C	1 - 7
<input checked="" type="checkbox"/> Seeing	C	1 - 7
<input checked="" type="checkbox"/> Walking/Running Short Distances Length of distance _____	O	1 - 7
<input checked="" type="checkbox"/> Walking/Running Long Distances Length of distance _____	O	3, 6
<input type="checkbox"/> Other _____		

Mental Demands	Frequency	Applicable Major Functions
<input checked="" type="checkbox"/> Analysis/Reasoning	C	1 - 7
<input checked="" type="checkbox"/> Communications Skills (as distinguished from talking)	C	1 - 7
<input checked="" type="checkbox"/> Math/Mental Computation	F	2
<input checked="" type="checkbox"/> Reading	F	1 - 7
<input checked="" type="checkbox"/> Sustained Mental Activity (e.g., auditing, grant writing, composing reports, problem solving)	F	1 - 7
<input checked="" type="checkbox"/> Writing	F	2, 3, 5, 6, 7
<input type="checkbox"/> Other _____		

Environmental Demands	Frequency	Applicable Major Functions
<input type="checkbox"/> Asbestos	N/A	
<input checked="" type="checkbox"/> Dust	R	6
<input checked="" type="checkbox"/> Frequent Task Changes	R	1 - 7
<input checked="" type="checkbox"/> High Volume Public Contact	F	1, 3, 5, 6, 7
<input checked="" type="checkbox"/> Loud Noise	O	6
<input checked="" type="checkbox"/> Physical Danger	R	3, 6, 7
<input checked="" type="checkbox"/> Tedious/Exacting Work	O	1 - 7
<input type="checkbox"/> Temperature Extremes	N/A	
<input type="checkbox"/> Toxic Substances (e.g., solvents, degreasers, herbicides, pesticides, asbestos, printer toner, etc.)	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.

Print Name

Sign

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:

Print Name

Sign

Date

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.

Print Name

Sign

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 THE ATTORNEY GENERAL
AT- WILL UNCOVERED EMPLOYEE**

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

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

1. Standards of Conduct

A state employee shall at all times:

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

A state employee shall not:

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

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

BENEFITS

Health:

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

Leave:

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

1. Annual leave

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

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

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

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

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

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

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

Employee Name (printed)

Employee Signature/Date

From: [Rodriguez, Lisa](#)
To: [Perkovich, Mark](#); [Maya, Autumn](#)
Subject: FW: subpoena requests
Date: Wednesday, December 02, 2015 2:05:55 PM

This is one of the reasons we need to finalize our COS process.

From: Griffiths, Frank
Sent: Wednesday, December 02, 2015 1:50 PM
To: Martinez, Gilda
Cc: Ahler, Paul; Rodriguez, Lisa
Subject: RE: subpoena requests

Ok. My mistake. It was my understanding that Joe had been assigned. Not sure why I thought that. Won't happen again.

Frank Griffiths

Special Agent

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

From: Martinez, Gilda
Sent: Wednesday, December 02, 2015 1:46 PM
To: Griffiths, Frank
Cc: Ahler, Paul; Rodriguez, Lisa
Subject: FW: subpoena requests

Frank this case was assigned to Joe yesterday. Paul was not aware of the case and SIS had not submitted an AAG assignment request to him prior to your email to Joe.

Please ensure you follow the correct FSP procedure when requesting an AAG assignment. Thx

From: Martinez, Gilda
Sent: Wednesday, November 18, 2015 10:23 AM
To: Ahler, Paul
Cc: Waters, Joseph
Subject: FW: subpoena requests

Paul, did they request and AAG assignment? Did you assign this matter to Joe? This is the first I see this SIS opening. If it's a yes on both I will ensure it is opened on our side and a FSP COS submitted.
Thx

Thx

From: Waters, Joseph
Sent: Wednesday, November 18, 2015 10:18 AM
To: Martinez, Gilda
Subject: FW: subpoena requests

Did you receive this case opening yet from SIS?

From: Griffiths, Frank
Sent: Wednesday, November 18, 2015 10:15 AM
To: Waters, Joseph
Subject: subpoena requests

Joe,

I attached two subpoena requests for P-2015-1857. This is related to the extortion/threats email received by Deputy Chief of Staff Michael Bailey.

Frank Griffiths

Special Agent

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

From: [Rodriguez, Lisa](#)
To: [Conrad, Donald](#)
Subject: FW: T# Affidavit
Date: Monday, November 30, 2015 4:30:51 PM

From: Ortiz, Kim
Sent: Monday, November 30, 2015 4:26 PM
To: Rodriguez, Lisa
Cc: Juarez, Maride
Subject: FW: T# Affidavit

Can Don do the wire meeting from Tucson when he is down here on Fri. 12/4? It's usually set on Fri. at 10:30.

From: Juarez, Maride
Sent: Monday, November 30, 2015 4:17 PM
To: Ortiz, Kim; Morrow, Nanette
Cc: Alleman, Paula; Rodriguez, Lisa
Subject: RE: T# Affidavit

FYI – The soonest Don is available is 12/07 @ 10:30 for a meeting. I can get that on his calendar right now. Is that good for you?

From: Ortiz, Kim
Sent: Monday, November 30, 2015 4:06 PM
To: Juarez, Maride
Cc: Alleman, Paula
Subject: RE: T# Affidavit

Attached. It is from Nanette Morrow.

From: Ortiz, Kim
Sent: Monday, November 30, 2015 3:05 PM
To: Juarez, Maride
Cc: Alleman, Paula
Subject: T# Affidavit

We will be sending up an affidavit by 4 today for distribution for review by Committee. Just making some final edits.

From: [Rodriguez, Lisa](#)
To: [Conrad, Donald](#)
Subject: FW: Thursday
Date: Monday, October 19, 2015 11:44:12 AM
Attachments: [image001.png](#)

FYI. I'll email everyone from your computer.

From: Kredit, Beth
Sent: Monday, October 19, 2015 11:43 AM
To: Rodriguez, Lisa
Subject: Thursday

Just got word from Mike that Thursday's meeting has been cancelled. Do you everyone on speed dial? ☺ I have no other information about whether it's being rescheduled or anything. Sorry!

Beth Kredit
Executive Assistant to Attorney General Mark Brnovich
Office of the Attorney General
602-542-8005
Beth.Kredit@azag.gov



From: [Rodriguez, Lisa](#)
To: [Conrad, Donald](#)
Subject: FW: Thursday
Date: Thursday, October 22, 2015 8:46:39 AM
Attachments: [image001.png](#)

FYI.

From: Kredit, Beth
Sent: Thursday, October 22, 2015 8:35 AM
To: Rodriguez, Lisa
Subject: RE: Thursday

I will let you know if (a) she calls in and (b) Mark wants to do the interview. Since she cancelled the last visit without any notice, he may just decide not to. I'll call you if Don is needed.

From: Rodriguez, Lisa
Sent: Wednesday, October 21, 2015 4:09 PM
To: Kredit, Beth
Subject: RE: Thursday

Tomorrow at 10am? Yes.

From: Kredit, Beth
Sent: Wednesday, October 21, 2015 10:57 AM
To: Rodriguez, Lisa
Subject: Thursday

Kathryn Peterson from the FBI is going to try to call Mark Thursday at 10:00 a.m. I told her it depended on Mark's schedule so it's not definite, but I think if Mark talks to her he wants Don present. Will Don be available if she does call and Mark agrees to talk to her at that time?

Beth Kredit
Executive Assistant to Attorney General Mark Brnovich
Office of the Attorney General
602-542-8005
Beth.Kredit@azag.gov



From: Rodriguez, Lisa
To: Human Resources; Knebel, April; Arvizu, Francisco
Cc: Rodriguez, Lisa; Maya, Autumn; Perkovich, Mark
Subject: FW: Transfer - Offer Letter and Conditions of Employment - FRANCISCO ARVIZU
Date: Monday, October 05, 2015 3:24:12 PM

April – I haven't heard if this issue was resolved. I don't have an updated offer letter for Frank Arvizu correcting the errors on the July 21st letter. Was one completed? I noticed on Phil's report that Frank is in SAG1181 position. Please clarify the position number and get me an updated letter so that we can rectify this problem and file the paperwork away. Thanks. Lisa

From: Rodriguez, Lisa
Sent: Wednesday, July 22, 2015 10:56 AM
To: Arvizu, Francisco; Human Resources; Knebel, April
Cc: Maya, Autumn; Woods, Dan; Rodriguez, Lisa
Subject: RE: Transfer - Offer Letter and Conditions of Employment

See attached fillable PDQ.

From: Rodriguez, Lisa
Sent: Wednesday, July 22, 2015 10:52 AM
To: Arvizu, Francisco; Human Resources
Cc: Maya, Autumn; Woods, Dan; Rodriguez, Lisa
Subject: RE: Transfer - Offer Letter and Conditions of Employment
Importance: High

April – I see the problem. The PDQ that was attached to the Hiring memo states Consumer Fraud Supervisor. This position is a non-sworn position. Like Rob Eckert .. thus the hiring salary of no OT. The fillable PDQ was what was sent in error. I'm tracking down the fillable PDQ that matches the hiring memo sent on 6/28/15. As soon as I have it, I will forward it to you. Please work off the attached hiring memo/pdq. Lisa

From: Arvizu, Francisco
Sent: Wednesday, July 22, 2015 10:20 AM
To: Human Resources
Cc: Rodriguez, Lisa; Maya, Autumn
Subject: RE: Transfer - Offer Letter and Conditions of Employment

Thank you for the offer letter. However, there were a couple of issues with how my new position was processed which conflict with what I was originally told. I have communicated these issues to Autumn who will discuss them with Lisa and HR.

The two issues involve peace officer status (I'm non-sworn, yet my revised YES profile indicates full auth peace officer), and qualification for overtime pay at 1.5x (per offer letter).

Please advise.

Frank A.

602- [REDACTED]

From: Human Resources
Sent: Wednesday, July 22, 2015 7:51 AM
To: Arvizu, Francisco
Cc: Human Resources; Rodriguez, Lisa; Conrad, Donald
Subject: Transfer - Offer Letter and Conditions of Employment

Dear Mr. Francisco Arvizu,

Congratulations on your new position within the Office of the Attorney General! Attached is your offer letter and conditions of employment, please sign and return to Human Resources. Human Resources will have your Position Description Questionnaire ready for signature.

If you have any questions, feel free to call us at 602-542-8056.

Thank you,

April Knebel
Human Resources
Office of the Arizona Attorney General Mark Brnovich
Main Office: 1275 West Washington, Phoenix, AZ 85007
Phone: (602) 542-8053
Fax: (602) 542-8000

From: [Rodriguez, Lisa](#)
To: [Conrad, Donald](#); [Ahler, Paul](#)
Subject: FW: Tuesday
Date: Tuesday, October 13, 2015 7:42:11 AM

FYI.

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

From: Gadow, Blaine
Sent: Monday, October 12, 2015 4:19 PM
To: Rodriguez, Lisa
Subject: Tuesday

So I will be working tomorrow but from home because my kids are not signed up for Fall break camp.

From: [Rodriguez, Lisa](#)
To: [Maya, Autumn](#)
Subject: FW: USDA OT Argeement
Date: Friday, December 18, 2015 2:31:28 PM
Attachments: [USDA SIS OT Agreement.pdf](#)

FYI.

From: Verver, Phillip
Sent: Friday, December 18, 2015 11:09 AM
To: Accounting
Cc: Loftus, Charles; Rodriguez, Lisa; Perkovich, Mark
Subject: USDA OT Argeement

Hello accounting,

Attached is the signed agreement with USDA. The amount of this award is \$7,0000 which can be used for OT on related case work. The end date for this agreement is 9/30/2016. Please submit requests on a monthly basis as charges are posted to the account (Please see page #2 of the agreement for allowable reimbursement expenses). Non allowable reimbursement expenses should be charged to ARAB30060.

The function code for this account is FFAB30055.

Criminal,

Please use the function code FFAB30055 for any related OT.

Let me know if you have any questions.

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



Verver
FDS

MARK BRNOVICH
ATTORNEY GENERAL

OFFICE OF THE ATTORNEY GENERAL
CRIMINAL DIVISION

December 7, 2015

Lori Chan
Special Agent-in-Charge
USDA-OIG, Investigations
1333 Broadway
Suite 400
Oakland, CA 94612

Re: USDA Cost Reimbursement Agreement

Dear Ms. Chan:

Attached is the signed Cost Reimbursement Agreement between the US Department of Agriculture – Office of Inspector General and the Arizona Attorney General's Office.

Thank you for your continued support of our Special Investigation's Section.

Sincerely,

A handwritten signature in cursive script that reads "Donald E. Conrad".

Donald E. Conrad
Division Chief Counsel
Criminal Division
Office of the Attorney General
(602) 542-3881

DEC:lsr

cc: Mark Perkovich, Chief Agent
Phil Verver, Budget Analyst
Lisa Rodriguez, OA

#4284844v32

**UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF INSPECTOR GENERAL**

COST REIMBURSEMENT AGREEMENT

This Agreement is made between the United States Department of Agriculture, Office of Inspector General (OIG) and the Arizona Attorney General's Office, Criminal Division, Special Investigations Section (AG/SIS) (tax identification number 86-6004791; NCIC ORI number AZ007015A).

WHEREAS, OIG and the AG/SIS previously entered into Cost Reimbursement Agreements during Fiscal Years 2013 and 2014, and are conducting a joint law enforcement operation into alleged Supplemental Nutrition Assistance Program (SNAP) fraud that began in October 2013, and the operation is continuing and ongoing. The parties agree to the following:

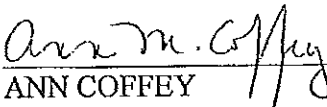
1. To conduct and participate in a joint law enforcement operation and to:
 - a. Cooperate in a comprehensive law enforcement effort to identify and locate individuals and businesses involved in SNAP fraud and related violations of law throughout the State of Arizona and other States in violation of State and Federal laws including, but not limited to:
 - 7 U.S.C. § 2024 (SNAP Fraud);
 - Ariz. Rev. Stat. § 13-2310 (Fraudulent Schemes and Artifices);
 - Ariz. Rev. Stat. § 13-2312 (Illegally Conducting an Enterprise);
 - Ariz. Rev. Stat. § 13-2316 (Computer Tampering);
 - Ariz. Rev. Stat. § 13-2317 (Money Laundering); and
 - Ariz. Rev. Stat. § 13-3701 (Unlawful Use of Food Stamps).
 - b. Conduct appropriate law enforcement operations and engage in methods of investigation to effectuate prosecutions before the courts of the United States, the State of Arizona, and/or other States.
 - c. Gather intelligence relating to SNAP fraud, dealing in proceeds of unlawful activity, and related violations of law.
2. To accomplish the objectives of the joint law enforcement operation outlined above, the AG/SIS agrees to assign experienced officers to the joint activities, as requested by the OIG, Western Region, Special Agent-in-Charge (SAC).
3. To accomplish the objectives of the joint law enforcement operation outlined above, OIG agrees to assign at least one Special Agent to the operation and coordinate resources as needed to assist in meeting the goals of the joint task force effort. To that end, OIG will reimburse AG/SIS for overtime paid to AG/SIS law enforcement officers that was incurred in support of the operation. With respect to approved funding for this joint law enforcement operation, OIG will obligate in its financial management system an amount equal to the total

authorized funding under this Agreement for the joint operation, as specified below in paragraphs four through ten.


4. Subject to the availability of funds from the Department of Justice Assets Forfeiture Fund, OIG will administer the funds to AG/SIS for reimbursement of paid overtime relating to AG/SIS law enforcement officers incurred while engaged in the joint law enforcement operation under this Agreement.
5. After AG/SIS has paid overtime to its law enforcement officers that was incurred while engaged in the operation covered by this Agreement, AG/SIS will submit a reimbursement request to the regional OIG office on a monthly basis by the 15th of the following month. The reimbursement request must include the following information: FMMI Code 165410R2000706RADOJAJR706AG; and Purchase Order No. 4300228243.
6. Upon receipt, the regional SAC will review the reimbursement request to ensure that the request contains only costs that may be lawfully reimbursed based upon the standards and criteria enunciated in 28 U.S.C. § 524(c)(1)(I). The maximum total amount for authorized reimbursement pursuant to this Agreement is seven thousand dollars (\$7,000).
7. During the period of the joint law enforcement operation outlined above, the AG/SIS will remain responsible for the payment of costs incurred by AG/SIS personnel.
8. All overtime reimbursements from all federally-provided sources for each individual State or local officer participating in the joint law enforcement operation with the Federal Government shall not exceed 25 percent yearly base pay of a GS-12, Step 1, taken from the general pay scale at the beginning of each Federal Government fiscal year, without any locality pay or other adjustments during the fiscal year. For purposes of this Agreement, "overtime" shall not include any costs for benefits, such as retirement, FICA, or other expenses.
9. In no event will the AG/SIS charge any indirect costs to OIG for the administration or implementation of this Agreement.
10. More than one law enforcement agency may be involved in the joint law enforcement operation as outlined above. OIG will reimburse funds for expenses incurred in the conduct of the joint law enforcement operation as outlined above only to the entity identified in this Agreement. If more than one State or local law enforcement agency is participating in the joint law enforcement operation, separate reimbursable agreements must be entered into with each law enforcement agency in order to reimburse costs as approved by the Department of Justice Assets Forfeiture Fund.
11. The AG/SIS shall maintain, on a current basis, complete and accurate records and accounts of all obligations and expenditures of funds under this Agreement, in accordance with generally accepted accounting principles and instructions provided by OIG to facilitate onsite auditing and inspection of such records and accounts.

12. The AG/SIS shall permit and have readily available for examination and auditing by OIG, the United States Department of Justice, the Comptroller General of the United States, and any of their duly authorized agents and representatives, any and all records, documents, accounts, invoices, receipts, and expenditures relating to this Agreement. The AG/SIS shall maintain all such reports and records until all audits and examinations are completed and resolved, or for a period of three (3) years after termination of this Agreement, whichever is later.
13. The AG/SIS shall comply with Title VI of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000d et seq., and all requirements imposed by applicable regulations.
14. All final costs must be incurred by September 30, 2016. All requests for payment and supporting documentation must be submitted to the regional SAC no later than October 15, 2016.
15. Billings for all outstanding expenditures must be received by OIG within thirty (30) days of the termination date for the joint law enforcement operation, but no later than October 15, 2016. OIG will only be responsible for the reimbursement of funds for authorized overtime paid relating to AG/SIS law enforcement officers, as specified by and during the term of this Agreement.
16. This Agreement becomes effective upon the date that the last party signs the Agreement. This Agreement may be terminated by either party with thirty (30) days advance written notice. Any amendments to this Agreement must be in writing and signed by both parties.
17. In the event that OIG's Financial Management Division needs to contact the AG/SIS for additional financial information in order to process authorized reimbursements pursuant to this Agreement, the AG/SIS designates the following official as the point of contact:

Mary Applebee
 FSS Grant Manager
 1275 W. Washington Street, Phoenix, AZ
 (602) 542-8502
 (602) 542-5940, and
Mary.applebee@azag.gov



 ANN COFFEY 11/9/15 Date
 Assistant Inspector General
 for Investigations
 OIG



 DON CONRAD 12/3/15 Date
 Chief Counsel, Criminal Division
 Arizona Attorney General's Office



UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF INSPECTOR GENERAL
Western Region - Investigations
1333 Broadway, Suite 400
Oakland, CA 94612
TEL: 510-208-6860 FAX: 510-208-3751



NOV 30 2015

Don Conrad
Chief Counsel, Criminal Division
Arizona Attorney General's Office
1275 W. Washington Street
Phoenix, Arizona

Dear Mr. Conrad:

I am forwarding to you a Cost Reimbursement Agreement (CRA) between U.S. Department of Agriculture-Office of the Inspector General (USDA-OIG) and the **Arizona Attorney General's Office, Criminal Division, Special Investigations Section (AG/SIS)**. I have attached two originals signed by the Assistant Inspector General of Investigations. Please sign and date both, keep one for your records and send one to my attention at the following address:

Lori Chan
Special Agent-in-Charge
USDA-OIG, Investigations
1333 Broadway, Suite 400
Oakland, CA 94612

Please pay special attention to paragraph 5 of the agreement, which states that invoices must be submitted on a monthly basis to the regional USDA-OIG office. In addition, paragraph 14 of the agreement lists the following important fiscal year-end deadlines:

- All costs must be incurred by September 30, 2016.
- All requests for payment and supporting documentation must be submitted no later than October 15, 2016.

For FY 16, USDA-OIG will only reimburse for overtime expenses. Reimbursement request for any expenses, other than overtime, will not be approved.

Sincerely,

LORI CHAN
Special Agent-in-Charge

Enclosure(s)

From: Rodriguez, Lisa
To: Conrad, Donald
Subject: FW: WLN Registration Key
Date: Tuesday, November 24, 2015 1:14:02 PM

From: Dalton, Joan
Sent: Tuesday, November 24, 2015 1:14 PM
To: Rodriguez, Lisa
Subject: WLN Registration Key

Your WestlawNext registration key follows: [REDACTED]

You will use this registration key to create your individual Log-On ID and password on WestlawNext. This is called a "OnePass" Log-On ID and Password. Once you have created your OnePass Log-On ID and password, you may use it to sign on to WestlawNext.

For further instructions on how to register your password using the above registration key, visit the AGO Library's Westlaw Products Wiki page on sharepoint.

Westlaw/WestlawNext Information Page On Sharepoint

New users **must** review the sharepoint "WestlawNext/Westcheck WIKI" page before registering your password on WestlawNext. This page will direct you how to set up the client billing format when you begin each research session, and answer other "frequently asked questions" such as:

- * What is the client billing format?
- * How is the charge for using Westlaw/WestlawNext tallied?
- * Which databases are included under our Westlaw/WestlawNext contract?
- * What is a transactional charge?
- * Is there a charge for printing on Westlaw/WestlawNext?

The Westlaw/WestlawNext Information page on sharepoint can be accessed here:

<http://sharepoint.azag.gov/training-resources/library/Law%20Library%20Wiki/Westlaw%20Products%20Wiki.aspx>

Legal Resource Sharing

Researchers who are new to the Office should know that, in addition to Westlaw Classic and WestlawNext, the AGO provides access to many other legal resources. For example, many free on-line databases are available on the sharepoint library page:

<http://sharepoint.azag.gov/training-resources/library/Lists/OnLine%20Databases/AllItems.aspx>

Joan Dalton
AGO Library Director
Office of the Arizona Attorney General

Solicitor General's Office
1275 W. Washington
Phoenix, AZ 85007
(602) 542-8025
joan.dalton@azag.gov

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From: [Rodriguez, Lisa](#)
To: [Fong, May](#); [Helpdesk](#)
Cc: [Rodriguez, Lisa](#); [Loftus, Charles](#); [Perkovich, Mark](#)
Subject: HDM - GJ TRUSTEE Group
Date: Tuesday, December 29, 2015 5:48:34 PM

May – For some reason Charles Loftus is missing from the GJ Trustee group in HDM. Can you please add him when you get a chance? Thanks! Lisa

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

From: Rodriguez, Lisa
To: Ahler, Paul; Martinez, Gilda; Duplissis, Steve; Smith, Annette; Perkovich, Mark; Maya, Autumn; Dalley, Mike; Garcia, Bobbie; Alleman, Paula; Juarez, Maride; Jimenez, Martita; Ortiz, Kim; Flores, Kirstin; Tanner, Heather; Conrad, Donald
Subject: HR Representative for CRM
Date: Monday, November 16, 2015 2:32:09 PM

All –Please note that Kay Gee will be the Criminal Division’s HR representative starting today. All CRM processes and procedures will remain the same. Thanks. Lisa

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

From: Rodriguez, Lisa
To: Ahler, Paul; Martinez, Gilda; Duplissis, Steve; Smith, Annette; Perkovich, Mark; Maya, Autumn; Dailey, Mike; Garcia, Bobbie; Alleman, Paula; Juarez, Maride; Jimenez, Martita; Ortiz, Kim; Flores, Kirstin; Tanner, Heather; Conrad, Donald
Subject: HR Representative for CRM
Date: Monday, November 16, 2015 2:32:10 PM

All –Please note that Kay Gee will be the Criminal Division’s HR representative starting today. All CRM processes and procedures will remain the same. Thanks. Lisa

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

From: [Rodriguez, Lisa](#)
To: [Conrad, Donald](#)
Subject: I need signatures when you are ready!
Date: Friday, October 02, 2015 2:43:14 PM

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

From: [Rodriguez, Lisa](#)
To: [Conrad, Donald](#)
Subject: I think these relate to us. I have to figure out how to log in the system to get the info. My password doesn't work! I'll figure it out today.
Date: Monday, November 09, 2015 10:02:05 AM
Attachments: [Activity in Case 207-cv-02513-GMS Melendres et al. v. Arpaio et al Response.msg](#)
[Activity in Case 207-cv-02513-GMS Melendres et al. v. Arpaio et al Order on Motion to Seal Document.msg](#)

Diaz, Bethany

From: azddb_responses@azd.uscourts.gov
Sent: Monday, November 09, 2015 9:45 AM
To: azddb_nefs@azd.uscourts.gov
Subject: Activity in Case 2:07-cv-02513-GMS Melendres, et al. v. Arpaio, et al Order on Motion to Seal Document

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**U.S. District Court
DISTRICT OF ARIZONA**

Notice of Electronic Filing

The following transaction was entered on 11/9/2015 at 9:44 AM MST and filed on 11/9/2015

Case Name: Melendres, et al. v. Arpaio, et al

Case Number: 2:07-cv-02513-GMS

Filer:

Document Number: 1528

Docket Text:

ORDER granting [1442] Motion to Seal Pleading. Signed by Judge G Murray Snow on 11/9/15. (LAD)

2:07-cv-02513-GMS Notice has been electronically mailed to:

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law.civil.minute.entries@phoenix.gov

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Tammy Albarran talbarran@cov.com, eerlich@cov.com

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2:07-cv-02513-GMS Notice will be sent by other means to those listed below if they are affected by this filing:

Aggrieved and Irreparably Injured Class of United States and Phoenix Citizens(Terminated)
P.O. Box 2811
Phoenix, AZ 85002-2811

Michael Zullo

[REDACTED]
Phoenix, AZ 85085

Scott Huminski(Terminated)

[REDACTED]
Gilbert, AZ 85295

The following document(s) are associated with this transaction:

Document description:Main Document

Original filename:n/a

Electronic document Stamp:

[STAMP dcecfStamp_ID=1096393563 [Date=11/9/2015] [FileNumber=14188095-0] [059a44563057de3a91c848e01978f938914b4e40a709bb14290431c73e27806b5317c9a7f3a8959712c1e9e677574808d2800c75ded9174cd6b70635c4dfa061]]

Diaz, Bethany

From: azddb_responses@azd.uscourts.gov
Sent: Monday, November 09, 2015 9:48 AM
To: azddb_nefs@azd.uscourts.gov
Subject: Activity in Case 2:07-cv-02513-GMS Melendres, et al. v. Arpaio, et al Response

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U.S. District Court
DISTRICT OF ARIZONA

Notice of Electronic Filing

The following transaction was entered on 11/9/2015 at 9:47 AM MST and filed on 11/9/2015

Case Name: Melendres, et al. v. Arpaio, et al
Case Number: 2:07-cv-02513-GMS
Filer: Arizona, State of
Document Number: 1529

Docket Text:

SEALED RESPONSE to Inquiry of Arizona Attorney General filed by Arizona, State of. (LAD)

2:07-cv-02513-GMS Notice has been electronically mailed to:

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John M Girvin john.m.girvin@gmail.com

2:07-cv-02513-GMS Notice will be sent by other means to those listed below if they are affected by this filing:

Aggrieved and Irreparably Injured Class of United States and Phoenix Citizens(Terminated)
P.O. Box 2811
Phoenix, AZ 85002-2811

Michael Zullo
[REDACTED]
Phoenix, AZ 85085

Scott Huminski(Terminated)
[REDACTED]
Gilbert, AZ 85295

The following document(s) are associated with this transaction:

Document description:Main Document

Original filename:n/a

Electronic document Stamp:

[STAMP dcecfStamp_ID=1096393563 [Date=11/9/2015] [FileNumber=14188107-0] [3add53d657febc480f5493729d38c87fdc924fc4e9c3b752d442091fac5513f87707c7dc7027940f617fa77961f52841b1b181c70f3bd00cf204bd39058e9b83]]

From: [Rodriguez, Lisa](#)
To: [Green-Wolfe, Katie](#); [Maya, Autumn](#)
Cc: [Rodriguez, Lisa](#)
Subject: IAFCI Membership Dues in ProcureAZ
Date: Tuesday, December 15, 2015 10:18:53 AM
Attachments: [Investigator Fees.xlsx](#)

Katie – I did not approve your request in ProcureAZ as there was an error in the Function Code. Please resubmit it using the attached breakdown of Function Code percentages. Thanks! Lisa

Name	Function Code				
Danya Acosta	ARAE30063	1			
Frank Arvizu	CPAE60599	1			
Chuck Boyd	GFAE30035	1			
Dottie Conroy	CPAE60599	1			
Paul Cuellar	ARAE30063	1			
Ron Davis	FFAB30050	1			
Denise Fritz	ARAB30060	1	CPAE60599	2	7%
Ismael Fuentes	FFAB30050	1	ARAE30063	4	14%
Luis Huante	FFAB30050	1	ARAB30060	4	14%
James Lamerson	FFAB30050	1	ARPB30093	9	32%
Jawan Little	ARPB30093	1	FFAB30050	7	25%
AnnalisaMadse	GFAE30035	1	GFAE30035	2	7%
Roger Nusbaum	ARAE30063	1		28	100%
Daniel Ortiz	ARAB30060	1			
Ron Perreira	ARPB30093	1			
Mark Roberts	FFAB30050	1			
Gina Schelbrack	ARPB30093	1			
Michele Shaw	ARAE30063	1			
Ron Sterrett	ARPB30093	1			
Caitlin Stumpf	ARPB30093	1			
Keith Thomas	ARPB30093	1			
J.T. Walsh	ARAB30060	1			
Tim Taylor	ARPB30093	1			
Jim Schweigel	FFAB30050	1			
Mike Carroll	FFAB30050	1			
Bruce Myers	ARPB30093	1			
Kevin Spencer	ARAB30060	1			
Brady Wilkins	ARPB30093	1			
		28			

From: [Rodriguez, Lisa](#)
To: [Conrad, Donald](#)
Subject: I'm leaving now for lunch. See you when I get back.
Date: Monday, October 19, 2015 12:25:21 PM

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

From: [Rodriguez, Lisa](#)
To: [Conrad, Donald](#)
Subject: I'm meeting with Phil by myself. We will reset a meeting for all of us after he gets back from vacation - week of 10/19.
Date: Thursday, October 08, 2015 9:58:44 AM

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

From: [Rodriguez, Lisa](#)
To: [Fong, May](#)
Cc: [Smith, Annette](#); [Rodriguez, Lisa](#); [Maya, Autumn](#)
Subject: Jim Schwegel - NWS Request
Date: Thursday, November 12, 2015 2:10:03 PM
Attachments: [Untitled.PDF - Adobe Acrobat Pro.pdf](#)

May –Please see attached Request Name Change/HDM Group change only. Thanks. Lisa

NETWORK SECURITY REQUEST (NSR)

Please send NSR via email or interoffice mail to ISS
Please allow 3 business days to process

INFORMATION	
First name: Schwegel	Middle initial: J. Last name: James
Request date: 10/19/15	Effective date: 10/19/15
Position title: Special Projects Coord.	Division: CRM Section: HCF
Phone number: 602-██████████	Location: Law Building
Fax number: 602-542-8430	Office#: 2081 Cubicle#:

ACTION	
<input type="radio"/> New Employee	<input checked="" type="radio"/> Change Position Title
Change From: SIS Volunteer	Change To: AGO Special Projects Coord

APPLICATIONS			
<input type="checkbox"/> PC Docs	<input type="checkbox"/> OnBase	<input checked="" type="checkbox"/> Footprints	Choose an Item
<input type="checkbox"/> Other (specify):			

EMAIL GROUPS:			
<input checked="" type="checkbox"/> Phoenix	<input type="checkbox"/> Offsite Location	<input type="checkbox"/> Attorneys	<input type="checkbox"/> Paralegals
<input type="checkbox"/> Tucson	<input type="checkbox"/> Division Chiefs	<input type="checkbox"/> Section Chiefs	<input type="checkbox"/> Office Administrators
<input type="checkbox"/> Other (specify):			

DIRECTORY ACCESS: (to other people's directory or share directory)				
Directory/Subdirectory: K:\CRM\OCF				
<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Modify	<input checked="" type="checkbox"/> Create	<input type="checkbox"/> Erase

CASE MANAGEMENT SYSTEMS:			
<input type="checkbox"/> CICS (Modify)	<input type="checkbox"/> CICS (View Only)	<input type="checkbox"/> Personnel System	<input type="checkbox"/> Victim Witness System
<input type="checkbox"/> LIPS and Timekeeping	<input type="checkbox"/> Name Search	<input checked="" type="checkbox"/> Telephone Roster	<input type="checkbox"/> Contracts
<input type="checkbox"/> Other (specify):			

Legal Files		
Site A	P002- CRM PHX	
Site B	T002- CRM TUC	
Site C	Choose an Item	
Access:	Basic	Security Level: CRM Basic User Plus 2.5
Other:	Phoenix Public Folders	
<input checked="" type="checkbox"/> HDM- Group: CRP Users No Delete	Access:	Basic

OA / Sec Chief Signature: <i>James Smith</i>	Date: 10/19/15
--	----------------

ISS Processing Use Only:							
Network:							
CMS:							

*change Telco / HDM group
11/2/15*

From: Rodriguez, Lisa
To: Conrad, Donald
Subject: Just got out of my meeting. Finished memo. Running to lunch with Tucson girls. I'll be back. I'll leave copies of memos on your chair.
Date: Wednesday, October 21, 2015 12:03:08 PM

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

From: Rodriguez, Lisa
To: Fong, May; Helpdesk
Cc: Maya, Autumn; Buhrow, Lauren
Subject: K:drive access for Catherine Field
Date: Thursday, December 17, 2015 2:17:05 PM

May – Please give Catherine Field (CRM/SIS) **READ/WRITE/EDIT** access to the following folder for Lauren Buhrow:

K:/Casework Pictures/Aims [REDACTED]
School/Intern Share Folder, Wade

If you have any other questions, please contact me. Thanks.
Lisa

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

From: [Rodriguez, Lisa](#)
To: [Conrad, Donald](#)
Subject: Keppel - Call him.
Date: Tuesday, December 08, 2015 4:24:45 PM

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

From: [Rodriguez, Lisa](#)
To: [Conrad, Donald](#)
Subject: Kim says she is still in freetalk. Rain check on lunch if you want to leave without her.
Date: Thursday, October 29, 2015 11:32:26 AM

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

From: [Rodriguez, Lisa](#)
To: [Conrad, Donald](#)
Subject: Kim's ETA is 9:30 runnig in on the dot.
Date: Tuesday, December 22, 2015 9:03:58 AM

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

From: Rodriguez, Lisa
To: Maya, Autumn
Subject: Lavel Wilkerson Hiring Packet - Needs Perkovich's signature/Initials too.
Date: Thursday, December 17, 2015 8:51:27 AM

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

From: Rodriguez, Lisa
To: Maya, Autumn
Subject: Level Wilkerson Packet
Date: Thursday, December 17, 2015 2:09:13 PM

Autumn – You need to fix the Hiring List ... you have everyone else you filled out that you called/interviewed, but not your actual candidate. You need to complete that. Also, I see no Network Security Request. I will hold the packet here for you to update. Lisa

Lisa Rodriguez
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Criminal Division
(602) 542-8488
lisa.rodriguez@azag.gov

From: Rodriguez, Lisa
To: Perkovich, Mark
Subject: Leave Slip
Date: Wednesday, December 23, 2015 3:11:53 PM

Mark – Don told me you were not going to be here tomorrow and Monday. Please provide me a leave slip. Maybe I will see you at Disneyland!!! Lisa

Lisa Rodriguez
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Criminal Division
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lisa.rodriguez@azag.gov

From: [Rodriguez, Lisa](#)
To: [Loftus, Charles](#); [Maya, Autumn](#)
Subject: Lola Duncan's 509s
Date: Thursday, December 03, 2015 4:47:00 PM

Once again there were two 509s stuck together ... Tennessee and Washington. Please make sure that they are separated by trips when you give them to me. The Seattle, Washington 509 was behind the Brentwood, Tennessee and has no Supervisor, Chief Agent or Division Chief signature. If Lola is bringing these to SIS, have her separate them. If she is scanning them and SIS is printing them, make sure whoever is printing them ensures they are separated. Thanks. Lisa

Lisa Rodriguez
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Criminal Division
(602) 542-8488
lisa.rodriquez@azag.gov

From: Rodriguez, Lisa
To: Martinez, Gilda; Smith, Annette; Maya, Autumn; Jimenez, Marita; Juarez, Maride; Garcia, Bobbie; Tanner, Heather; Conrad, Donald; Gadow, Blaine; Ahler, Paul; Canez, Stacey; Carranza, Enerelda; Abril, Rosie
Subject: Monday - 10/26 - I will be out of the office all day.
Date: Thursday, October 22, 2015 9:11:05 AM

Lisa Rodriguez
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lisa.rodriguez@azag.gov

From: [Rodriguez, Lisa](#)
To: [Conrad, Donald](#)
Subject: Moved CRM meeting to 215pm
Date: Thursday, October 01, 2015 1:54:53 PM

Lisa Rodriguez
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lisa.rodriquez@azag.gov

From: [Rodríguez, Lisa](#)
To: [Lopez, John](#); [Gordon, Elizabeth](#)
Cc: [Ahler, Paul](#); [Conrad, Donald](#)
Subject: Notice of Claim of Unconstitutionality
Date: Wednesday, November 25, 2015 11:15:52 AM
Attachments: [Untitled.PDF - Adobe Acrobat Pro.pdf](#)

John/Betsy – Does the SGO get these type of pleadings? Please let me know if it needs to go to someone else. Thanks! Lisa

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AZ Bar No. 028969
Attorney for Defendant

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

IN AND FOR THE COUNTY OF MARICOPA

CHALICE RENEE ZEITNER,

Plaintiff,

v.

ANDY BIGGS, PRESIDENT OF AZ
STATE SENATE, MARK BRNOVICH,
AZ STATE ATTORNEY GENERAL,
DAVID M. GOWAN Sr., SPEAKER OF
THE HOUSE,

Defendants.

No. CR 2015-000299-001

**NOTICE OF CLAIM OF
UNCONSTITUTIONALITY**

Pursuant to A.R.S. § 12-1841 Plaintiff hereby submits her Notice of Claim of Unconstitutionality in the above entitled action that challenges the constitutionality of A.R.S. § 13-4071, because it is an unconstitutional infringement on Ms. Zeitner's privacy rights, limiting her Fourth & Fifth Amendment right to be free from warrantless search and seizure.

The Attorney General's Office issued a grand jury subpoena under A.R.S. § 13-4071 to compel the production of Ms. Zeitner's constitutionally protected medical records without seeking pre-approval from either a judicial officer or the grand jury. Such a process violates

constitutional protections described in *Gershon v. Broomfield*, 131 Ariz. 507 (1982) and *Marston's, Inc. v. Strand*, 114 Ariz. 260, 264 (1977).

Plaintiff provides the above notice to the President of the Arizona Senate, Andy Biggs, the Arizona State Attorney General, Mark Brnovich, and the Arizona Speaker of the House, David M. Gowan Sr., of the constitutional challenges as set forth in Ms. Zeitner's Motion attached to this notice.

The next hearing in Ms. Zeitner's above-captioned criminal case is a competency status conference on December 1, 2015, at the Maricopa County Superior Court, South Court Tower, 175 West Madison, Phoenix, AZ 85003, Courtroom 2B, Judge Keelan Bodow.

RESPECTFULLY SUBMITTED this 10th day of November, 2015.

MARICOPA COUNTY PUBLIC DEFENDER

By /s/ Adam J. Schwartz
Adam J. Schwartz
Deputy Public Defender

Copy of this motion
e-filed this 10th day
of November 2015, to:

Hon. Michael Kemp
Judge of the Superior Court
201 West Jefferson Street, 12th Floor
Phoenix, Arizona 85003

Scott Blake & Mark Brnovich
Arizona Attorney General's Office
1275 West Washington Street,
Phoenix, Arizona 85007

Andy Biggs
President of the Arizona State Senate
1700 W. Washington

Room 212
Phoenix, AZ 85007

David M. Gowan Sr.
Speaker of the Arizona House of Representatives
1700 W. Washington
Room 206
Phoenix, AZ 85007

By /s/ Adam J Schwartz
Adam J Schwartz
Deputy Public Defender

From: [Rodriguez, Lisa](#)
To: [Helpdesk](#); [Fong, May](#)
Cc: [Rodriguez, Lisa](#); [Maya, Autumn](#); [Eckert, Robert](#); [Gee, Kay](#)
Subject: NWS Requests - Two PPD Officers working in SIS
Date: Wednesday, November 18, 2015 11:14:53 AM
Attachments: [Untitled.PDF - Adobe Acrobat Pro.pdf](#)

May – Please see the attached NWS Requests for Brandy Smith and Jennifer Moore. Both are PPD Officers assigned to the AGO/SIS on a task force. Please call me if you have any questions. Thanks.
Lisa

Kay – FYI. Facilities has already given access badges to both Smith and Moore. Can you add them to your footprints report so that we can keep track of them somehow? Thanks! Lisa

NETWORK SECURITY REQUEST (NSR)

Please send NSR via email or Interoffice mail to Human Resources

INFORMATION			
User's Full Name:	Jennifer Moore		
Request Date:	November 17, 2015	Effective Date:	November 17, 2015
Position Title:	Volunteer PPD OFFICER	DIV/SEC:	CRM/SIS
Phone No.:	602- [REDACTED]	Fax No.:	602-542-4882
Location:	Second floor	Office#/Cubicle#:	2207

ACTION			
<input type="checkbox"/> New Employee <input type="checkbox"/> Modify Access <input type="checkbox"/> Change <u>Choose an item.</u>			
Change From:		Change To:	

APPLICATIONS	
<input type="checkbox"/> PC Docs <input checked="" type="checkbox"/> Internet <small>(Requires User Acceptance Agreement)</small> <input type="checkbox"/> OnBase <input type="checkbox"/> Footprints <u>Choose an item.</u> <input type="checkbox"/> Other (specify): Click here to enter text.	

EMAIL GROUPS:	
X Phoenix <input type="checkbox"/> Tucson <input type="checkbox"/> Offsite Location <input type="checkbox"/> Everyone <input type="checkbox"/> Attorneys <input type="checkbox"/> Paralegals <input type="checkbox"/> Division Chiefs <input type="checkbox"/> Section Chiefs <input type="checkbox"/> Office Administrators <input type="checkbox"/> Other (specify): Click here to enter text.	

DIRECTORY ACCESS: <small>(to other people's directory or share directory)</small>	
Directory\Subdirectory: Click here to enter text.	
<input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Modify <input type="checkbox"/> Create <input type="checkbox"/> Erase	

CASE MANAGEMENT SYSTEMS:	
<input type="checkbox"/> CICS (Modify) <input type="checkbox"/> CICS (View Only) <input type="checkbox"/> Personnel System <input type="checkbox"/> Victim Witness System <input type="checkbox"/> Contracts <input type="checkbox"/> LIPS and Timekeeping <input type="checkbox"/> Name Search <input type="checkbox"/> Telephone Roster <input type="checkbox"/> Other (specify): Click here to enter text.	

Legal Files: Site A P002- CRM PHX Site B P002- CRM PHX Site C P002- CRM PHX
Access: Basic Security Level: <u>Choose an item.</u> Special Notes: Click here to enter text.
X HDM- Group: SIS-Users Access: Basic

Requestor:	Date: 11/18/2015
Authorized Signature:	Date:

Network:									
CMS:									

11/18/15

05 Trustees
PHX Public Admin

ACAP

Noble de la...
M. J. ...

From: Rodriguez, Lisa
To: Bailey, Michael
Subject: OVS Positions
Date: Monday, December 14, 2015 3:13:56 PM

Mike – Don asked that I advise you if there are positions available in OVS. We were just awarded a new VOCA grant and the following positions will be established soon:

- 1) Second OVS Trainer;
- 2) Administrative Assistant.

If you need more info, please let me know.

Lisa

From: [Rodriguez, Lisa](#)
To: [Conrad, Donald](#)
Subject: Per Gilda - Two rush CCAs for you to sign asap.
Date: Thursday, November 19, 2015 2:23:02 PM

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

From: [Rodriguez, Lisa](#)
To: [Maya, Autumn](#)
Subject: Personnel Requisition Form
Date: Tuesday, November 17, 2015 8:48:46 AM
Attachments: [PHX-#4700718-v1-PERS - FORM - PERSONNEL REQUISITION - NEW.docx](#)

Autumn – It is important that you ensure the Personnel Requisition Form is the right one when submitting them to me. I went ahead and sent the one you completed for McClain’s replacement on the wrong form. Lisa

**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:		Supervisor:	
Position Number:		Classification:	
Job Code:		Position Grade:	
Position Status:	Choose an item.	Political Appt:	Choose an item.
Last Incumbent:		Term Date:	Click here to enter a date.
Last Salary Paid:	\$	Requested Salary:	
Position Salary Range:	\$	-	\$
		FTE/# OF HRS:	Choose an item.
(Required) Action Requested:			
<input type="checkbox"/> Fill Current Vacancy <input type="checkbox"/> Establish new <input type="checkbox"/> Reallocate existing position			
If establishing new, please indicate the following:			
Provide Justification:			
If reclassing, please indicate the following:			
Classification and Grade:			
Provide Justification			
(Required) Position Information:			
Floor location and room number:			
Phone number:			
Advertising (Select One or Both):			
<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>			
Division Approvals			
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

#4700718

From: [Rodriguez, Lisa](#)
To: [Ortiz, Kim](#); [Alleman, Paula](#); [Duplissis, Steve](#); [Ahler, Paul](#); [Perkovich, Mark](#); [Dailey, Mike](#)
Cc: [Rodriguez, Lisa](#)
Subject: PHX-#4328207-v11-CRM_- ADMIN_- ROLLING_REPORT_FOR_EXO
Date: Tuesday, October 27, 2015 1:05:38 PM
Attachments: [PHX-#4328207-v11-CRM - ADMIN - ROLLING REPORT FOR_EXO.docx](#)

Please provide me any October updates to these cases or any additional cases that meet the criteria of the EXO Rolling Report by Thursday at 3:00pm. I need to turn it in on Friday. Thanks. Lisa

From: [Rodriguez, Lisa](#)
To: [Conrad, Donald](#)
Subject: PHX-#4476126-v1-VSMG_-_LETTER_TO_DAVENPORT
Date: Monday, December 07, 2015 8:57:14 AM
Attachments: [PHX-#4476126-v1-VSMG - LETTER TO DAVENPORT.doc](#)



MARK BRNOVICH
Attorney General

Office of the Attorney General

May 28, 2015

Debra K. Davenport
Auditor General
Office of the Auditor General
2910 N. 44th Street
Suite 410
Phoenix, Arizona 85018

Re: Valley Schools Management Group

Dear Auditor General Davenport:

The purpose of this letter is to request that the Office of the Auditor General provide investigative assistance to my office in the matter involving Valley Schools Management Group (VSMG). During the Horne administration, this investigation was transferred to the Pinal County Attorney's Office based on a conflict of interest that then Attorney General Horne identified. Since I took office, that conflict has disappeared and I want to continue with the investigation.

The Pinal County Attorney has returned the VSMG file to this office. I understand that the documentary evidence in the case is with you. As this office has on many occasions in the past, I ask that we work jointly to bring this matter to a conclusion. It would be of significant assistance to this office if you were to assign investigators with your office to complete the examination of the circumstances of the case.

Sincerely,

Mark Brnovich
Attorney General

MB:lsr

#4476126

From: Rodriguez, Lisa
To: Conrad, Donald
Subject: PHX-#4700190-v1-Conrad_-_Notice_of_Speail_Appearance
Date: Monday, October 05, 2015 2:14:00 PM

From: Rodriguez, Lisa
To: Conrad, Donald
Subject: Please call ...
Date: Tuesday, October 27, 2015 2:33:33 PM

Karen Hobbs from La Paz County Attorney would like you to call her back.

928- [REDACTED] -work
928- [REDACTED] - cell

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

From: [Rodríguez, Lisa](#)
To: ["snow_chambers@azd.uscourts.gov"](mailto:snow_chambers@azd.uscourts.gov)
Cc: [Rodríguez, Lisa](#); [Conrad, Donald](#)
Subject: Proposed Order in [\[REDACTED\]](#)
Date: Tuesday, October 06, 2015 3:44:55 PM

Please see attached documents filed today along with the word document for a proposed order.
Thank you. Lisa

Document Number 1441 – Notice of Special Appearance for State of Arizona by Donald E. Conrad,
AAG.

Document Number 1442 – Motion to Seal Pleading and Proposed Order

Document Number 1443 - Sealed/Lodged Response to Court's Inquiry of Arizona Attorney General

Word Document – Proposed Order

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

From: [Rodriguez, Lisa](#)
To: [Perkovich, Mark](#)
Subject: RE: 1:1 Meeting Reschedule
Date: Thursday, November 12, 2015 11:00:01 AM

Done. Reset to tomorrow at 2:30pm.

From: Perkovich, Mark
Sent: Thursday, November 12, 2015 10:57 AM
To: Rodriguez, Lisa
Subject: 1:1 Meeting Reschedule

Good morning, Lisa. Can you see if you can reschedule my meeting this afternoon with Don? I have a case briefing to attend over at HIDTA and it is at the same time as our 1:1 (3:00).

Thanks in advance-
Mark

From: [Rodriguez, Lisa](#)
To: [Perkovich, Mark](#)
Subject: RE: 1:1 MTG w/Perkovich (SIS)
Date: Tuesday, December 08, 2015 8:54:22 AM

Oh, I'm sorry. I saw you were busy from 10:00on, but 9:00 was available. I'll try to find another date!

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

From: Perkovich, Mark
Sent: Tuesday, December 08, 2015 8:53 AM
To: Rodriguez, Lisa
Subject: Re: 1:1 MTG w/Perkovich (SIS)

Lisa, I will actually be in Prescott on Friday conducting SA interviews. Any other date/time?

> On Dec 8, 2015, at 8:42 AM, Conrad, Donald <Donald.Conrad@azag.gov> wrote:
>
> **Don now has a meeting w/PAD on Weds afternoon. I need to move this
> meeting. Friday at 9am looks good. Please let me know if a problem.
> Lisa** **Changing these meetings 3:00pm per Don. Lisa** Meeting occurs EVERY Wednesday from
> 4:00pm to 5:00pm, if necessary.
>
> <meeting.ics>

From: [Rodriguez, Lisa](#)
To: [Perkovich, Mark](#)
Subject: RE: 10/21 - Can Don get a car by 9am?
Date: Monday, October 19, 2015 3:12:11 PM

Thanks!

From: Perkovich, Mark
Sent: Monday, October 19, 2015 3:00 PM
To: Maya, Autumn; Rodriguez, Lisa
Cc: Conroy, Dorothy
Subject: RE: 10/21 - Can Don get a car by 9am?

I currently have Dottie's car since mine is in the shop for a repair. As such, it will be here at 9 am for Don to use as long as it is needed.

Mark

From: Maya, Autumn
Sent: Monday, October 19, 2015 2:48 PM
To: Rodriguez, Lisa; Perkovich, Mark
Cc: Conroy, Dorothy
Subject: RE: 10/21 - Can Don get a car by 9am?

Yes.. Dottie is getting hers ready.

Thanks

From: Rodriguez, Lisa
Sent: Monday, October 19, 2015 2:39 PM
To: Maya, Autumn; Perkovich, Mark
Subject: RE: 10/21 - Can Don get a car by 9am?
Importance: High

Just following up ... I need a car please. 10/21. Thanks. Lisa

From: Rodriguez, Lisa
Sent: Thursday, October 15, 2015 3:37 PM
To: Roberts, Mark; Davis, Ronald
Cc: Maya, Autumn; Perkovich, Mark
Subject: RE: 10/21 - Can Don get a car by 9am?

Yes. Absolutely. Mark/Autumn – Can you secure a car for Don on 10/21 by 9am? Thanks! Lisa

From: Roberts, Mark
Sent: Thursday, October 15, 2015 3:23 PM
To: Rodriguez, Lisa; Davis, Ronald
Subject: RE: 10/21 - Can Don get a car by 9am?

That will be tough. I still have a car in the shop for repair and we have a search warrant scheduled next week that will take all of us out to multiple locations, so I'm not sure we will be able to

accommodate you. Can you check around? Please advise... If SIS can't help you then I'll figure something out.

From: Rodriguez, Lisa
Sent: Thursday, October 15, 2015 3:11 PM
To: Roberts, Mark; Davis, Ronald
Subject: 10/21 - Can Don get a car by 9am?

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

From: Rodriguez, Lisa
To: Diaz, Bethany; Garcia, Mia; Conrad, Donald; Anderson, Ryan
Cc: Blake, Scott; Rodriguez, Lisa; Jackson, Ronald
Subject: RE: 12 NEWS Records Request
Date: Thursday, December 03, 2015 9:44:38 AM
Attachments: image001.png
image002.png

Per Don, [REDACTED]
[REDACTED] Lisa

From: Diaz, Bethany
Sent: Wednesday, December 02, 2015 12:52 PM
To: Garcia, Mia; Conrad, Donald; Anderson, Ryan; Rodriguez, Lisa
Cc: Blake, Scott
Subject: RE: 12 NEWS Records Request

Looping in Lisa Rodriguez.

From: Garcia, Mia
Sent: Wednesday, December 02, 2015 12:50 PM
To: Diaz, Bethany; Conrad, Donald; Anderson, Ryan
Cc: Blake, Scott
Subject: FW: 12 NEWS Records Request

From: Schuster, Angela [<mailto:aschuster@12NEWS.COM>]
Sent: Wednesday, December 02, 2015 12:49 PM
To: Garcia, Mia
Subject: 12 NEWS Records Request

Dec. 2, 2015

To Whom it May Concern:

This email is a KPNX-TV request all for records of the investigation against [REDACTED]
[REDACTED] This request includes all documents, incident reports supplements, information on searches
of his residence and all other relevant information/documents about this or any other investigation
on [REDACTED]

This request is pursuant to ARS 39-121, Arizona's inspection of public records law.
KPNX-TV is prepared to pay reasonable costs for locating the requested information and
reproducing it. A response is requested if this request will take longer than 30 days under state
statute. KPNX-TV would prefer delivery of items in digital format if available. Please contact myself
at 623-824-1213 when any part of this request is ready.

Thank you for your time on this request.

Angela Schuster
Watchdog Unit Producer



A **TEGNA** Company | 200 E. Van Buren St., Phoenix, AZ 85004
aschuster@12news.com | C. [REDACTED] | Twitter: @angieschuster

From: Rodriguez, Lisa
To: Diaz, Bethany; Garcia, Mia
Subject: RE: 12 News
Date: Wednesday, December 16, 2015 3:01:23 PM

I'm sorry if you were waiting on something from me, but see my response below. We don't release this information.

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

From: Diaz, Bethany
Sent: Wednesday, December 16, 2015 9:35 AM
To: Rodriguez, Lisa; Garcia, Mia
Subject: RE: 12 News

Hi Lisa,

I just wanted to circle back on this to see if the rest of the below request is being processed (for the documents/photos requested, etc...) or if we aren't able to release any of it. Just wanted to double check rather than assume anything one way or the other.

Thanks,

Bethany

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

From: Rodriguez, Lisa
Sent: Monday, November 02, 2015 2:29 PM
To: Diaz, Bethany; Garcia, Mia
Cc: Rodriguez, Lisa
Subject: RE: 12 News

FYI per Don: We never release calls intercepted pursuant to a wiretap. Never. It's against federal law.

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

From: Diaz, Bethany
Sent: Monday, November 02, 2015 1:53 PM
To: Rodriguez, Lisa
Subject: RE: 12 News

Hi Lisa,

Please see below.

Thanks!

Bethany

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

From: Garcia, Mia
Sent: Monday, November 02, 2015 1:51 PM
To: Conrad, Donald; Diaz, Bethany
Subject: FW: 12 News

This is an old money laundering case that reporter claims resulted in successful prosecution...want to make sure that is the case

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

From: Kennedy, Kevin [<mailto:kekennedy@12NEWS.COM>]
Sent: Monday, November 02, 2015 9:56 AM

To: Garcia, Mia
Subject: 12 News

Hello,

This is A public records request for any and all documents and photographs associated with case CR 2013-001179. 12News would also like any audio transmissions that are associated with this investigation. That includes intercepted wiretaps . 12News will pay for any reasonable fees associated with this request.

Thanks,

Kevin Kennedy
602- [REDACTED]

Sent from my iPhone

From: [Rodriguez, Lisa](#)
To: [Diaz, Bethany](#); [Garcia, Mia](#)
Subject: RE: 12 News
Date: Wednesday, December 16, 2015 3:01:23 PM

I'm sorry if you were waiting on something from me, but see my response below. We don't release this information.

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

From: Diaz, Bethany
Sent: Wednesday, December 16, 2015 9:35 AM
To: Rodriguez, Lisa; Garcia, Mia
Subject: RE: 12 News

Hi Lisa,

I just wanted to circle back on this to see if the rest of the below request is being processed (for the documents/photos requested, etc...) or if we aren't able to release any of it. Just wanted to double check rather than assume anything one way or the other.

Thanks,

Bethany

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

From: Rodriguez, Lisa
Sent: Monday, November 02, 2015 2:29 PM
To: Diaz, Bethany; Garcia, Mia
Cc: Rodriguez, Lisa
Subject: RE: 12 News

FYI per Don: We never release calls intercepted pursuant to a wiretap. Never. It's against federal law.

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

From: Diaz, Bethany
Sent: Monday, November 02, 2015 1:53 PM
To: Rodriguez, Lisa
Subject: RE: 12 News

Hi Lisa,

Please see below.

Thanks!
Bethany

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

From: Garcia, Mia
Sent: Monday, November 02, 2015 1:51 PM
To: Conrad, Donald; Diaz, Bethany
Subject: FW: 12 News

This is an old money laundering case that reporter claims resulted in successful prosecution...want to make sure that is the case

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

From: Kennedy, Kevin [<mailto:kekennedy@12NEWS.COM>]
Sent: Monday, November 02, 2015 9:56 AM

To: Garcia, Mia
Subject: 12 News

Hello,

This is A public records request for any and all documents and photographs associated with case CR 2013-001179. 12News would also like any audio transmissions that are associated with this investigation. That includes intercepted wiretaps . 12News will pay for any reasonable fees associated with this request.

Thanks,

Kevin Kennedy
602- [REDACTED]

Sent from my iPhone

From: [Rodriguez, Lisa](#)
To: [Diaz, Bethany](#)
Subject: RE: 12 News
Date: Wednesday, December 16, 2015 3:21:34 PM

Got it.

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

From: Diaz, Bethany
Sent: Wednesday, December 16, 2015 9:54 AM
To: Rodriguez, Lisa
Subject: FW: 12 News

Nevermind.

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

From: Diaz, Bethany
Sent: Wednesday, December 16, 2015 9:54 AM
To: Garcia, Mia
Subject: RE: 12 News

Okay, thanks.

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

From: Garcia, Mia
Sent: Wednesday, December 16, 2015 9:53 AM
To: Diaz, Bethany
Subject: RE: 12 News

Bethany,

This story aired about a month ago and my guess is Kevin Kennedy no longer wants this information.

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

From: Diaz, Bethany
Sent: Wednesday, December 16, 2015 9:35 AM
To: Rodriguez, Lisa; Garcia, Mia
Subject: RE: 12 News

Hi Lisa,

I just wanted to circle back on this to see if the rest of the below request is being processed (for the documents/photos requested, etc...) or if we aren't able to release any of it. Just wanted to double check rather than assume anything one way or the other.

Thanks,

Bethany

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

From: Rodriguez, Lisa
Sent: Monday, November 02, 2015 2:29 PM
To: Diaz, Bethany; Garcia, Mia
Cc: Rodriguez, Lisa
Subject: RE: 12 News

FYI per Don: We never release calls intercepted pursuant to a wiretap. Never. It's against federal law.

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

From: Díaz, Bethany
Sent: Monday, November 02, 2015 1:53 PM
To: Rodriguez, Lisa
Subject: RE: 12 News

Hi Lisa,

Please see below.

Thanks!
Bethany

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

From: Garcia, Mia
Sent: Monday, November 02, 2015 1:51 PM
To: Conrad, Donald; Díaz, Bethany
Subject: FW: 12 News

This is an old money laundering case that reporter claims resulted in successful prosecution...want to make sure that is the case

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

From: Kennedy, Kevin [<mailto:kekennedy@12NEWS.COM>]
Sent: Monday, November 02, 2015 9:56 AM
To: Garcia, Mia
Subject: 12 News

Hello,

This is A public records request for any and all documents and photographs associated with case CR 2013-001179. 12News would also like any audio transmissions that are associated with this investigation. That includes intercepted wiretaps . 12News will pay for any reasonable fees associated with this request.

Thanks,

Kevin Kennedy
602-[REDACTED]

Sent from my iPhone

From: [Rodriguez, Lisa](#)
To: [Evans, Travis](#)
Cc: [Maya, Autumn](#)
Subject: RE: ADOA Extended Vehicles - August
Date: Thursday, December 17, 2015 3:02:30 PM

That's what I got, sorry. Autumn – Do you have September? Lisa

From: Evans, Travis
Sent: Thursday, December 17, 2015 2:54 PM
To: Rodriguez, Lisa
Cc: Maya, Autumn
Subject: RE: ADOA Extended Vehicles - August

Hi Lisa,

The attached document was a scan for September. Do you possibly have one of August? Otherwise I will look for it in tomorrow's mail hopefully.

Thanks!

From: Rodriguez, Lisa
Sent: Thursday, December 17, 2015 1:38 PM
To: Evans, Travis; Accounting
Cc: Maya, Autumn; Rodriguez, Lisa
Subject: RE: ADOA Extended Vehicles - August

I just got this today. For quick response to you Travis, I am scanning it. I will send the original to follow. Sorry for the delay. Lisa

From: Accounting
Sent: Thursday, December 17, 2015 11:09 AM
To: Maya, Autumn
Cc: Rodriguez, Lisa
Subject: FW: ADOA Extended Vehicles - August
Importance: High

Good morning,

I was wondering if you have had time to review this? Since I need to pay any FY15 expenses for FFAB30050 by this Friday, I would greatly appreciate it if you could verify the billing is correct by tomorrow morning.

Thanks!

Accounting - TE

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



From: Evans, Travis
Sent: Monday, December 14, 2015 9:57 AM
To: Maya, Autumn
Cc: Rodriguez, Lisa
Subject: ADOA Extended Vehicles - August

Good morning,

Attached is the AUGUST ADOA EXTENDED BILLING. These vehicles are used throughout the entire year by your section. Would you please review the invoice and if all looks valid, please approve the invoice for payment.

Please write on the invoice, "okay to pay" and email it back to me.

If I could have this information back by Thursday, it would be greatly appreciated.

Thank you,

Accounting - TE



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

From: [Rodriguez, Lisa](#)
To: [Evans, Travis](#); [Accounting](#)
Cc: [Maya, Autumn](#); [Rodriguez, Lisa](#)
Subject: RE: ADOA Extended Vehicles - August
Date: Thursday, December 17, 2015 1:38:16 PM
Attachments: [Untitled.PDF - Adobe Acrobat Pro.pdf](#)

I just got this today. For quick response to you Travis, I am scanning it. I will send the original to follow. Sorry for the delay. Lisa

From: Accounting
Sent: Thursday, December 17, 2015 11:09 AM
To: Maya, Autumn
Cc: Rodriguez, Lisa
Subject: FW: ADOA Extended Vehicles - August
Importance: High

Good morning,

I was wondering if you have had time to review this? Since I need to pay any FY15 expenses for FFAB30050 by this Friday, I would greatly appreciate it if you could verify the billing is correct by tomorrow morning.

Thanks!

Accounting - TE



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

From: Evans, Travis
Sent: Monday, December 14, 2015 9:57 AM
To: Maya, Autumn
Cc: Rodriguez, Lisa
Subject: ADOA Extended Vehicles - August

Good morning,

Attached is the AUGUST ADOA EXTENDED BILLING. These vehicles are used throughout the entire year by your section. Would you please review the invoice and if all looks valid, please approve the invoice for payment.

Please write on the invoice, "okay to pay" and email it back to me.

If I could have this information back by Thursday, it would be greatly appreciated.

Thank you,

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Function	Driver	Tier	Reservation	License Number	Rental Date	Days Used	Miles Used	Gallons Fuel Used	Miles Charge	Rental Charges	Cost Fuel Used	Misc Credit Card	Total Charges
FFAB30030	NUSBAUM	E2		G007BX	September		880	36.600	44.00	99.80	65.30	0.00	228.90
FFAB30030	PETERSON	E1		G062GP	September		2077	106.010	100.85	418.50	271.44	0.00	790.79
FFAB30030	PETERSON	E2		G093FL	September		0	42.866	0.00	79.80	101.93	0.00	181.73
ARAB30050	Admin, WNY	E2		G100CV	September		0	12.350	0.00	119.40	28.88	0.00	146.28
ISAE60447	ARVIZU	E2		G106GV	September		344	17.975	17.20	119.40	43.48	0.00	180.08
ARAB30060	LOFTUS	E2		G141DA	September		0	94.282	0.00	126.30	206.28	0.00	332.58
ISAE60447	NEBRICH	E1		G142GP	September		2922	142.152	146.10	363.30	387.00	0.00	876.40
FFAB30030	FUENTES	E2		G184FL	September		271	17.466	13.55	119.40	43.33	0.00	176.26
GFAE30035	SCHWEGUAFU TEMP	E2		G245FC	September		0	26.560	0.00	79.80	63.02	0.00	142.82
FFAB30035	TUCSON LOANER	E2		G359EP	September		1115	56.160	55.75	126.30	138.06	0.00	320.11
ARAB30060	Unknown	E2		G453DF	September		0	58.410	0.00	126.30	152.45	0.00	278.75
ARAB30060	ARVIZU	E2		G481DF	September		0	22.000	0.00	106.50	48.94	0.00	155.34
GFAE66629	Unknown	E2		G498EP	September		69	14.528	3.45	79.80	35.14	0.00	118.39
FFAB30050	MARK ROBERTS	E1		G603GY	September		0	70.859	0.00	418.50	160.58	0.00	579.09
FFAB30050	MARK ROBERTS	L1		G618GY	September		0	56.720	0.00	397.80	122.72	0.00	519.92
FFAB30050	MARK ROBERTS	L1		G620GY	September		1540	67.486	77.00	397.80	154.97	0.00	639.77
FFAB30050	MARK ROBERTS	L1		G624GY	September		1761	59.022	88.05	397.80	142.66	0.00	629.51
FFAB30050	MARK ROBERTS	L1		G628GY	September		280	11.624	12.50	397.80	25.07	0.00	435.37
FFAB30050	MARK ROBERTS	L1		G629GY	September		2245	96.900	112.25	397.80	191.00	0.00	701.05
FFAB30050	MARK ROBERTS	L1		G630GY	September		1109	63.058	55.45	397.80	148.15	0.00	601.40
ARAB30060	EDWARDS	L1		G648GY	September		1012	48.296	50.60	397.80	110.88	0.00	559.28
ARAB30060	LOFTUS	L1		G630GY	September		167	9.864	8.35	397.80	22.84	0.00	428.99
ARAB30060	EDWARDS	L1		G709CK	September		2032	0.000	0.00	106.50	0.00	0.00	106.50
ARAB30060	MARK ROBERTS	L1		G729CK	September		1015	36.848	50.75	387.90	90.83	0.00	639.38
CPAE60906	ARVIZU	E2		G814FS	September		0	0.000	0.00	79.80	79.80	0.00	269.31
FFAB30050	ROBERTS	E2		G832FB	September		1938	47.124	96.50	79.80	92.61	0.00	491.43
FFAB30050	Unknown	E1		G834FS	September		747	22.890	36.35	387.80	57.26	0.00	628.30
FFAB30050	HUARTA	E1		G835FS	September		2742	36.880	137.10	387.80	93.40	0.00	166.50
ARAB30060	VALENCIAKESSELER	E2		G403481	September		0	0.000	0.00	106.50	0.00	0.00	106.50
GFAE30035	Unknown	E1		G410309	September		0	64.402	0.00	385.70	141.36	0.00	537.08
ARAB30060	Cuelar	E2		G410357	September		1287	50.576	64.35	79.80	122.86	0.00	287.04

\$12,258.29

12/17/15

RECEIVED
DEC 16 2015
Attorney General's Office
Special Investigations Section

OK TO FIND

Portkovich
CPAE60594

Cuelar
ARAB30060 Cuelar

From: [Rodriguez, Lisa](#)
To: [Evans, Travis](#)
Cc: [Maya, Autumn](#); [Rodriguez, Lisa](#)
Subject: RE: ADOA Extended Vehicles - August
Date: Thursday, December 17, 2015 4:34:41 PM
Attachments: [ADOA Extended Vehicles - August.msg](#)

Autumn – I believe he is looking for this one, sent to you on 12/14. If this is not the one you are looking for Travis, would you mind resending it and Autumn will process it immediately. Sorry for all the hassle Travis. Lisa

From: Evans, Travis
Sent: Thursday, December 17, 2015 2:54 PM
To: Rodriguez, Lisa
Cc: Maya, Autumn
Subject: RE: ADOA Extended Vehicles - August

Hi Lisa,

The attached document was a scan for September. Do you possibly have one of August? Otherwise I will look for it in tomorrow's mail hopefully.

Thanks!

From: Rodriguez, Lisa
Sent: Thursday, December 17, 2015 1:38 PM
To: Evans, Travis; Accounting
Cc: Maya, Autumn; Rodriguez, Lisa
Subject: RE: ADOA Extended Vehicles - August

I just got this today. For quick response to you Travis, I am scanning it. I will send the original to follow. Sorry for the delay. Lisa

From: Accounting
Sent: Thursday, December 17, 2015 11:09 AM
To: Maya, Autumn
Cc: Rodriguez, Lisa
Subject: FW: ADOA Extended Vehicles - August
Importance: High

Good morning,

I was wondering if you have had time to review this? Since I need to pay any FY15 expenses for FFAB30050 by this Friday, I would greatly appreciate it if you could verify the billing is correct by tomorrow morning.

Thanks!

Accounting - TE

Attorney General Mark Brnovich



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From: Evans, Travis
Sent: Monday, December 14, 2015 9:57 AM
To: Maya, Autumn
Cc: Rodriguez, Lisa
Subject: ADOA Extended Vehicles - August

Good morning,

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Please write on the invoice, "okay to pay" and email it back to me.

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Thank you,

Accounting - TE



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DOA Extended
AD076G160200
8/31/2015

Function	Driver	Tier/Reservation	License Number	Rental Date	Days Used	Miles Used	Gallons Fuel Used	Miles Charge	Rental Charges	Cost Fuel Used	Misc Credit Card	Total Charges
FFAB30050	NUSBAUM	E2	G001BX	August	31	445	9.450	22.25	102.92	24.71	0.00	149.88
FFAB30050	PETERSON	E1	G02ZGP	August	31	3015	137.910	150.75	432.45	372.59	0.00	955.79
FFAB30050	PETERSON	E2	G097FL	August	31	0	13.666	0.00	82.46	35.06	0.00	117.55
ARAB30060	COLLINS	E2	G104CV	August	31	0	12.950	0.00	123.38	33.10	0.00	156.48
ISAE60447	ARVIZU	E2	G105CV	August	31	0	0.000	0.00	123.38	0.00	0.00	123.38
ARAB30060	LOFTUS	E2	G111DA	August	31	0	77.224	0.00	130.51	198.71	0.00	329.22
ISAE60447	NIEBRICH	E1	G142GP	August	31	1215	68.028	60.75	375.41	173.16	0.00	609.32
FFAB30050	FUENTES	E2	G184FL	August	31	239	23.896	11.95	123.38	59.84	0.00	195.17
GFAE30035	RUBALCAVA	E2	G245FC	August	31	0	22.770	0.00	82.46	53.29	0.00	135.75
FFAB30050	SCHWEGLAUFU TEMP	E2	G359EP	August	31	612	35.704	30.60	130.51	91.70	0.00	252.81
ARAE30063	TUCSON LOANER	E2	G433DF	August	31	0	43.150	0.00	130.51	97.98	0.00	228.49
ARAB30060	Unknown	E2	G481DF	August	31	0	46.000	0.00	110.05	112.85	0.00	222.90
GFAE60023	ARVIZU	E2	G488EP	August	31	33	0.000	1.65	82.46	0.00	0.00	84.11
FFAB30050	MARK ROBERTS	E1	G603GY	August	31	0	90.978	0.00	432.45	221.94	0.00	654.39
FFAB30050	MARK ROBERTS	L1	G619GY	August	31	0	81.580	0.00	411.06	192.90	0.00	603.86
FFAB30050	MARK ROBERTS	L1	G620GY	August	31	2381	93.052	118.05	411.06	240.25	0.00	769.36
FFAB30050	MARK ROBERTS	L1	G624GY	August	31	1743	78.482	87.15	411.06	198.23	0.00	696.44
FFAB30050	MARK ROBERTS	L1	G626GY	August	31	393	12.868	19.65	411.06	33.05	0.00	483.76
FFAB30050	MARK ROBERTS	L1	G628GY	August	31	1503	47.850	75.15	411.06	126.55	0.00	612.76
FFAB30050	MARK ROBERTS	L1	G629GY	August	31	1317	27.220	65.85	411.06	65.99	0.00	545.90
FFAB30050	MARK ROBERTS	L1	G630GY	August	31	548	20.100	27.40	411.06	51.52	0.00	490.08
FFAB30050	MARK ROBERTS	L1	G648GY	August	31	1318	62.888	65.90	411.06	156.24	0.00	633.20
ARAB30060	LOFTUS	E2	G709CK	August	31	0	0.000	0.00	110.05	0.00	0.00	110.05
ARAB30060	EDWARDS	E2	G729CK	August	31	0	0.000	0.00	110.05	0.00	0.00	110.05
FFAB30050	MARK ROBERTS	L1	G810GY	August	31	1622	41.574	81.10	411.06	106.76	0.00	598.92
CPAE60606	ARVIZU	E2	G814FS	August	31	0	0.000	0.00	82.46	0.00	0.00	82.46
FFAB30050	ROBERTS	E2	G832FB	August	31	0	35.292	0.00	82.46	80.87	0.00	163.33
FFAB30050	Unknown	E1	G851FS	August	31	887	34.234	44.35	411.06	88.30	0.00	543.71
FFAB30050	HUARTA	E1	G856FS	August	31	0	61.660	0.00	411.06	175.58	0.00	586.64
ARAB30060	VALENCIA/KESSLER	E2	GA03481	August	31	0	0.000	0.00	110.05	0.00	0.00	110.05
GFAE30035	Unknown	E1	GA10309	August	31	0	19.316	0.00	408.89	49.60	0.00	458.49
GFAE30035	GIBSON	E2	GA10337	August	31	1881	73.610	94.05	82.46	177.56	0.00	354.07

\$12,148.37

From: [Rodriguez, Lisa](#)
To: [Perkovich, Mark](#)
Cc: [Saltz, Michael](#)
Subject: RE: Advertisement - Internal/External Job Opening - Position #SAG000000541
Date: Monday, November 02, 2015 4:05:51 PM

Usually, yes. But, if we know of someone who has applied for Job X (Special Agent) and also wants to apply for Job Y (Special Agent), we can have HR add them to the cert list.

From: Perkovich, Mark
Sent: Monday, November 02, 2015 3:47 PM
To: Rodriguez, Lisa
Subject: FW: Advertisement - Internal/External Job Opening - Position #SAG000000541

Lisa, can you advise on Mike's inquiry?

From: Saltz, Michael
Sent: Monday, November 02, 2015 9:25 AM
To: Perkovich, Mark
Subject: Fwd: Advertisement - Internal/External Job Opening - Position #SAG000000541

Mark,
Does an applicant have to reapply for this position if they applied for your last announcement?

Mike

Michael Saltz
Asst Attorney General
Michaels@azpost.gov
602-774-9373

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

Subject: Advertisement - Internal/External Job Opening - Position #SAG000000541
From: "Knebel, April" <April.Knebel@azag.gov>
To: DL-Everyone-Statewide AGO <Everyone-Statewide-AGO@azag.gov>
CC: Human Resources <HumanResources@azag.gov>

Please note, the following internal job opening has been posted.

Division/Section: CRM/SIS
Position #: SAG000000541
Job ID#: 19427
Classification: Special Agent
Grade: 21
Salary Range: \$68,000.00
Location: Phoenix
Closing Date: 11/04/2015

To apply: Go to <http://www.hr.az.gov/AZStateJobs/index.asp>. Search for Attorney General positions by selecting "Attorney General, Office of" in the Agency field.

Thank you,

April Knebel

Human Resources

Office of the Arizona Attorney General Mark Brnovich

Main Office: 1275 West Washington, Phoenix, AZ 85007

Phone: (602) 542-8053

Fax: (602) 542-8000

Email: HumanResources@azag.gov

Employment Opportunities: <http://www.azag.gov/employment/>

Website: www.azag.gov

From: [Rodriguez, Lisa](#)
To: [Conrad, Donald](#)
Subject: RE: Advertisement - Internal/External Job Opening - Position #SAG000000204
Date: Thursday, December 03, 2015 8:41:16 AM
Attachments: [image001.png](#)

Katrin.

From: Conrad, Donald
Sent: Thursday, December 03, 2015 7:40 AM
To: Rodriguez, Lisa
Subject: FW: Advertisement - Internal/External Job Opening - Position #SAG000000204

Is this paru's position

From: Madden, Sheila
Sent: Wednesday, December 02, 2015 4:56 PM
To: Conrad, Donald
Subject: FW: Advertisement - Internal/External Job Opening - Position #SAG000000204

Who's position is this? (Not that I want it – just wondering)

Sheila A. Madden
Assistant Attorney General
State of Arizona

ATTORNEY-CLIENT PRIVILEGED INFORMATION INTENDED FOR THE NAMED RECIPIENT ONLY.
If you have received this and are not the named, intended recipient, please do not read the contents of the email or any attachment. Please inform the sender of the error so re-transmittal to the intended recipient may occur. Please do not copy/share the contents of the transmission if you have received it in error. Please delete the email and any attachment. The contents of this communication do not constitute a formal AG opinion.
Thank you.

From: Gee, Kay
Sent: Wednesday, December 02, 2015 4:14 PM
To: DL-Everyone-Statewide AGO
Cc: Human Resources
Subject: Advertisement - Internal/External Job Opening - Position #SAG000000204

Please note, the following internal/external job opening has been posted.

Division/Section: Criminal Division/Financial Remedies Section
Position #: SAG000000204
Job ID#: 20043

Classification: Assistant Attorney General

Grade: 01

Salary Range: \$46,742-\$109,899.92

Location: Phoenix

Closing Date: 12/09/2015

To apply: Go to <http://www.hr.az.gov/AZStateJobs/index.asp>. Search for Attorney General positions by selecting "Attorney General, Office of" in the Agency field.

Thank you,

Kay Gee

Human Resources Section



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

From: [Rodriguez, Lisa](#)
To: [Dison, Wes](#)
Cc: [Maya, Autumn](#); [Rodriguez, Lisa](#)
Subject: RE: Advertisement Approval for Positton SAG000001108
Date: Monday, October 05, 2015 1:17:26 PM

Wes – Did you respond to this request? I don't recall seeing it, if so. I also have not seen that it has been advertised. Please let me know. Lisa

From: Human Resources
Sent: Saturday, September 26, 2015 11:48 AM
To: Dison, Wes
Cc: Human Resources; Maya, Autumn; Rodriguez, Lisa; Conrad, Donald
Subject: Advertisement Approval for Position SAG000001108

Please review this draft advertisement, provide any changes and give your approval by replying to this email.

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.

Feel free to contact us if you have any questions.

Thank you,

April Knebel
Human Resources



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