

From: [Rodriguez, Lisa](#)
To: [Loftus, Charles](#)
Cc: [Maya, Autumn](#); [Rodriguez, Lisa](#)
Subject: RE: Advertisement Approval for Position SAG000001108
Date: Monday, November 16, 2015 10:14:45 AM
Attachments: [image001.png](#)

I believe that was SAG0222, but now on hold per Autumn.

From: Loftus, Charles
Sent: Monday, November 16, 2015 10:14 AM
To: Rodriguez, Lisa
Subject: RE: Advertisement Approval for Position SAG000001108

Yes, I hope to ---- I was not certain which position the Chief pulled from Tucson to Phoenix.

From: Rodriguez, Lisa
Sent: Monday, November 16, 2015 10:10 AM
To: Loftus, Charles; Perkovich, Mark
Cc: Maya, Autumn; Rodriguez, Lisa
Subject: FW: Advertisement Approval for Position SAG000001108

What is going on with this position (Gradillas)? Are you hiring someone off of the SAG0222 list? It has never been advertised. Lisa

From: Dison, Wes
Sent: Monday, October 05, 2015 1:32 PM
To: Rodriguez, Lisa
Subject: RE: Advertisement Approval for Position SAG000001108

Well, I though I had, but do not see it in my out box. So I just did. Thank you!

I believe A/C Loftus was planning to fill this off the same recruiting applications from SAG 222 (Kessler), but I am not certain.

Thank you for the reminder here.

From: Rodriguez, Lisa
Sent: Monday, October 05, 2015 1:17 PM
To: Dison, Wes
Cc: Maya, Autumn; Rodriguez, Lisa
Subject: RE: Advertisement Approval for Position SAG000001108
Importance: High

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



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

From: [Rodriguez, Lisa](#)
To: [Perkovich, Mark](#)
Subject: RE: Am I approving Loftus for you?
Date: Friday, December 04, 2015 12:08:34 PM

Let me know when you are available so I can get these signed and taken to Payroll.

From: Perkovich, Mark
Sent: Friday, December 04, 2015 10:25 AM
To: Rodriguez, Lisa
Subject: RE: Am I approving Loftus for you?

Not necessary, I just signed off on his revised timecard which captured his sick leave.

From: Rodriguez, Lisa
Sent: Friday, December 04, 2015 10:18 AM
To: Perkovich, Mark; Flores, Kirstin
Subject: Am I approving Loftus for you?

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

From: [Rodriguez, Lisa](#)
To: [Woods, Dan](#)
Subject: RE: Anyway I can get a car for Don tomorrow as well --- 10/20 by 10:30am?
Date: Monday, October 19, 2015 5:12:57 PM

PERFECT! :S

From: Woods, Dan
Sent: Monday, October 19, 2015 5:11 PM
To: Rodriguez, Lisa; Perkovich, Mark; Maya, Autumn; Conroy, Dorothy
Subject: RE: Anyway I can get a car for Don tomorrow as well --- 10/20 by 10:30am?

He can use the truck Joe and I use... I will give him the keys during our 10am meeting.

From: Rodriguez, Lisa
Sent: Monday, October 19, 2015 5:07 PM
To: Woods, Dan; Perkovich, Mark; Maya, Autumn; Conroy, Dorothy
Subject: Anyway I can get a car for Don tomorrow as well --- 10/20 by 10:30am?
Importance: High

Will Dottie's be available since she is loaning her car 10/21?

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

From: [Rodriguez, Lisa](#)
To: [Woods, Dan](#)
Subject: RE: Anyway I can get a car for Don tomorrow as well --- 10/20 by 10:30am?
Date: Monday, October 19, 2015 5:10:19 PM

Should be back around 3:00ish. Has a meeting a HIDTA.
Sorry. I think when we were talking about it you guys were going to have five SWs so we figured there would be none. If I could get one that would be asesome!

From: Woods, Dan
Sent: Monday, October 19, 2015 5:09 PM
To: Rodriguez, Lisa
Subject: RE: Anyway I can get a car for Don tomorrow as well --- 10/20 by 10:30am?

Sorry... I didn't see the subject line... 1030 until when?

From: Rodriguez, Lisa
Sent: Monday, October 19, 2015 5:07 PM
To: Woods, Dan; Perkovich, Mark; Maya, Autumn; Conroy, Dorothy
Subject: Anyway I can get a car for Don tomorrow as well --- 10/20 by 10:30am?
Importance: High

Will Dottie's be available since she is loaning her car 10/21?

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

From: [Rodriguez, Lisa](#)
To: [Perkovich, Mark](#); [Woods, Dan](#)
Cc: [Maya, Autumn](#); [Conroy, Dorothy](#)
Subject: RE: Anyway I can get a car for Don tomorrow as well --- 10/20 by 10:30am?
Date: Monday, October 19, 2015 5:43:39 PM

Thanks. Whatever works. Dan said we could use his car tomorrow.

From: Perkovich, Mark
Sent: Monday, October 19, 2015 5:28 PM
To: Woods, Dan
Cc: Rodriguez, Lisa; Maya, Autumn; Conroy, Dorothy
Subject: Re: Anyway I can get a car for Don tomorrow as well --- 10/20 by 10:30am?

Sure, Dottie's car will be around all day if needed.

On Oct 19, 2015, at 5:10 PM, Woods, Dan <Dan.Woods@azag.gov> wrote:

He can use the truck Joe and I use... I will give him the keys during our 10am meeting.

From: Rodriguez, Lisa
Sent: Monday, October 19, 2015 5:07 PM
To: Woods, Dan; Perkovich, Mark; Maya, Autumn; Conroy, Dorothy
Subject: Anyway I can get a car for Don tomorrow as well --- 10/20 by 10:30am?
Importance: High

Will Dottie's be available since she is loaning her car 10/21?

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: RE: APAAC Executive Training (9:30 a.m.) AND Council Meeting (1:00 p.m.) ON Friday, Oct. 23, 2015
Date: Monday, October 19, 2015 8:19:40 AM
Attachments: image001.png

I already sent the proxy and I already printed all this on Friday! :/

From: Conrad, Donald
Sent: Monday, October 19, 2015 8:04 AM
To: Rodriguez, Lisa
Subject: FW: APAAC Executive Training (9:30 a.m.) AND Council Meeting (1:00 p.m.) ON Friday, Oct. 23, 2015

I need the proxy Don't print all this. They'll have a notebook

From: Diana Cooney [mailto:Diana.Cooney@apaac.az.gov]
Sent: Friday, October 16, 2015 4:09 PM
To: Diana Cooney
Subject: APAAC Executive Training (9:30 a.m.) AND Council Meeting (1:00 p.m.) ON Friday, Oct. 23, 2015

Council,

With this email are the Agenda and attachments for APAAC's Council Meeting to be held on **Friday, October 23, 2015, at 1:00 p.m.** in the APAAC office located at 1951 W. Camelback Road, Suite 202, Phoenix. These documents (with the exception of the [Finance Committee Report](#)) are also available at <http://apaac.az.gov> - click on the Event Calendar icon on the left and select the meeting date on the Calendar for a link to the documents.

REMINDER: APAAC's Executive Training - "Murder in the Park" movie and discussion (see flyer below) - is scheduled from 9:30 a.m. to noon in the APAAC office prior to the Council Meeting. Lunch will be provided for those who attend both the Executive Training and Council Meeting. For your convenience, the following parking spaces are available: East Garage Parking Spaces #11, 12, 106, 107, 108, 109, 110 and 143 - or you may use any of the visitor parking spaces on the surface parking lot.

RSVP - Please reply by email no later than Wednesday, October 21, 2015, if you plan to attend both the Executive Training and Council Meeting. While it is not necessary to pre-register for the Executive Training, your RSVP will let us know to prepare your Council book in advance and include you in the headcount for lunch.

APAAC offers several other options for attending the Council Meeting (the Executive Training is "in person" only):

BY PHONE: The toll-free call-in number to appear telephonically is **1-888-██████████** and at the voice prompt enter your Meeting ID **98900██████████** followed by the # sign - the PIN is **██████████**

BY VIDEOCONFERENCE: Go to: <http://join.ucanytime.com/scopia/mt/apaac?ID=9890052100&autojoin> and use meeting ID: **989005██████████** the PIN is **██████████** (see *SCOPIA meeting instructions at the end of this email*).

BY PROXY: If you are unable to attend the meeting, either in person or by phone, you may submit a proxy form (attached) to Diana.Cooney@apaac.az.gov PRIOR to the start of the meeting. You may designate either a Council or a non-Council member to appear and vote on your behalf. Please ensure, however, that the person you designate will be attending the meeting.

Thank you,

AZ Prosecuting Attorneys' Advisory Council
1951 W. Camelback Road, #202
Phoenix, AZ 85015
602-542-7222 | phone
602-274-4215 | fax



MURDER IN THE PARK

Lessons Learned From An
Innocent Project Run Amok

OCTOBER 23, 2015
9:30 a.m. – 12:00 p.m.

"A Murder in the Park" is a must see documentary that meticulously uncovers the efforts of David Protes, the deceitful Northwestern journalism professor, who skillfully manipulated his students and the criminal justice system in order to release a guilty man from death row and frame an innocent man for a double homicide."

"The film is a jaw-dropping expose of corruption, intimidation, coercion, glory-seeking, and unabashed lack of journalism ethics. It is gut wrenching, totally riveting and skillfully tells a very complex story of gross injustice. The real heroine is our own fearless Anita Alvarez, Cook County State's Attorney, whose efforts restored humanity and justice."

Barbara LaWall
Pima County Attorney

This Executive Training will feature the documentary *Murder in the Park*, followed by a roundtable discussion lead by the Honorable Michael D. Jones, Maricopa County Superior Court (ret.).

Arizona Prosecuting Attorneys' Advisory Council

1951 W. Camelback Rd., Ste. 202
Phoenix, AZ 85015
(602) 542-7222

Executive Training Location

**APAAC
Training
Center**

1951 W. Camelback
Suite 202
Phoenix, AZ 85015



****You will need to update the client for first time users using the NEW service****

CLIENT Installation for PC or MAC: Please INSTALL the SCOPIA client beforehand. To install the client click the following link:
<http://join.ucanytime.com/scopia/mt/apaac?client>

Desktop Link for PC or MAC:

To CONNECT from your computer or mobile device click the following link:
<http://join.ucanytime.com/scopia/mt/apaac?ID=9890052100&autojoin>

Mobile device dial-in:

To connect from an iPhone, iPad, or Android device go to the App Store or Goggle Play Store and download the FREE **Scopia Mobile v3** app. After the client is installed, enter join.ucanytime.com/scopia/mt/apaac for the server address, then press **Done**. To join my meeting simply enter 98900[REDACTED] for the meeting number, then press **Connect**.

Phone dial-in:

Dial: 1.888.2[REDACTED] and at the voice prompt enter your Meeting ID 98900[REDACTED] followed by the # sign...PIN is [REDACTED]

H.323 dial-in:

To connect from any H.323 device (i.e. Polycom, LifeSize, Radvision, Tandberg/CISCO, etc.) dial: 159.54.57.11##98900[REDACTED] or 98900[REDACTED].57.11 or 98900[REDACTED].ucanytime.com. Alternatively dial 159.54[REDACTED] then when prompted enter your meeting ID via DTMF tones (# sign brings up DTMF key pad on most systems) followed by the # sign

SCOPIA Best Practices: Be sure to check your audio and video settings before calls. Please take a look at our Scopia Best Practices Guide: (Cut and Paste if URL does not work) - http://facetofacelive.com/docs/Virtual_Meeting_Room_Quick_Start_Guide_F2E1.pdf

NOTE: It's best to mute your microphone when not actively speaking.

From: [Rodriguez, Lisa](#)
To: [Perkovich, Mark](#)
Subject: RE: Assistant Chief Dan Woods
Date: Tuesday, December 22, 2015 9:26:19 AM

Thanks. If you need help, please let me know. Autumn should have an inventory of all AGO items assigned to him, including the Surface Pro. I'm not sure if he ever took a laptop as well, but she should have an inventory of everything.

From: Perkovich, Mark
Sent: Tuesday, December 22, 2015 9:23 AM
To: Rodriguez, Lisa
Subject: FW: Assistant Chief Dan Woods

As you may already know, Assistant Chief Dan Woods was terminated this morning. I will be working with Autumn to orchestrate the removal of personal belongings from Dan's office. The below email was sent to SIS-All on my behalf.

Mark

From: Perkovich, Mark
Sent: Tuesday, December 22, 2015 9:16 AM
To: DL-SIS-ALL
Subject: Assistant Chief Dan Woods

This morning, Assistant Chief Dan Woods' employment with the Attorney General's Office was terminated. Amidst short notice employment changes such as this, rumors and speculation tend to follow. Out of respect for Dan and the many contributions he has made over the years to the AGO, please refrain from this behavior. As of today, all operational and administrative issues in which Dan was involved (his chain of command) should be directed through your immediate supervisor who will bring the matter directly to my attention.

Thank you-
Mark

Mark Perkovich
Chief Agent

Office of the Attorney General
Special Investigations Section
1275 W. Washington, Phoenix, AZ 85007
Desk: 602.542.7944 | Cell: 480.216.0187 | Fax: 602.542.4882
Mark.Perkovich@azag.gov
<http://www.azag.gov>

From: [Rodriguez, Lisa](#)
To: [Perkovich, Mark](#)
Subject: RE: Assistant Chief Dan Woods
Date: Tuesday, December 22, 2015 9:26:19 AM

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Sent: Tuesday, December 22, 2015 9:23 AM
To: Rodriguez, Lisa
Subject: FW: Assistant Chief Dan Woods

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Mark

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Sent: Tuesday, December 22, 2015 9:16 AM
To: DL-SIS-ALL
Subject: Assistant Chief Dan Woods

This morning, Assistant Chief Dan Woods' employment with the Attorney General's Office was terminated. Amidst short notice employment changes such as this, rumors and speculation tend to follow. Out of respect for Dan and the many contributions he has made over the years to the AGO, please refrain from this behavior. As of today, all operational and administrative issues in which Dan was involved (his chain of command) should be directed through your immediate supervisor who will bring the matter directly to my attention.

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Mark Perkovich
Chief Agent

Office of the Attorney General
Special Investigations Section
1275 W. Washington, Phoenix, AZ 85007
Desk: 602.542.7944 | Cell: 480.216.0187 | Fax: 602.542.4882
Mark.Perkovich@azag.gov
<http://www.azag.gov>

From: [Rodriguez, Lisa](#)
To: [Perkovich, Mark](#)
Subject: RE: Audit Meeting
Date: Friday, October 09, 2015 3:27:13 PM

Sure. I think we can clear it up in a phone call. We probably need to tell Wes, we are changing it to next week. I am just checking paperwork, I would not be making any findings/discipline suggestions for SIS. If that helps. I do have one request though, so just let me know what I need to plan on.

From: Perkovich, Mark
Sent: Friday, October 09, 2015 3:26 PM
To: Rodriguez, Lisa
Subject: Audit Meeting

Can you meet one day next week? Got a bit tied up.

Thanks-
Mark

From: [Rodriguez, Lisa](#)
To: [Hill, Virginia](#); [Green-Wolfe, Katie](#); [Shabi, Shaylin](#)
Cc: [Perkovich, Mark](#); [Maya, Autumn](#)
Subject: RE: Autumn is out today and possibly tomorrow. Let me know if you need help.
Date: Tuesday, December 08, 2015 8:51:31 AM

Autumn is out. Let me know if you need help. I'll stop by after my am meetings.

From: Rodriguez, Lisa
Sent: Monday, December 07, 2015 8:49 AM
To: Hill, Virginia; Green-Wolfe, Katie; Shabi, Shaylin
Cc: Perkovich, Mark; Maya, Autumn
Subject: Autumn is out today and possibly tomorrow. Let me know if you need help.

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

From: [Rodriguez, Lisa](#)
To: [Diaz, Bethany](#); [Conrad, Donald](#); [Loftus, Charles](#); [Perkovich, Mark](#)
Cc: [Garcia, Mia](#); [Anderson, Ryan](#); [Rodriguez, Lisa](#)
Subject: RE: Biological Resource Center FOIA
Date: Tuesday, December 08, 2015 1:14:27 PM

Joe will provide me with the same set of CDs to cover this request as well. Lisa

From: Diaz, Bethany
Sent: Tuesday, December 08, 2015 10:02 AM
To: Conrad, Donald; Loftus, Charles; Perkovich, Mark
Cc: Rodriguez, Lisa; Garcia, Mia; Anderson, Ryan
Subject: FW: Biological Resource Center FOIA

Good morning,

Please see below for a new records request regarding BRC.

Thank you,

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

From: Conner, Katie [<mailto:katie.conner@abc15.com>]
Sent: Tuesday, December 08, 2015 9:46 AM
To: Garcia, Mia
Subject: Biological Resource Center FOIA

Good morning Mia,
I hope you're doing well!
I know Stephen Gore's sentencing is scheduled for later this week.
I wanted to submit this FOIA for the Biological Resource Center investigation.
Thank you so much!!
Best,
Katie

12/8/2015

To Whom It May Concern:

Pursuant to the Arizona Public Records Request, ARS 39-121, I hereby formally request as a member of the news media at KNXV-TV, that you, in your capacity as the information officer for your agency, provide for my inspection the following unredacted items:

- All investigative reports regarding investigation into Biological Resource Center in Phoenix Arizona, including the owner's residence at [REDACTED] located in Scottsdale Arizona.

I am prepared to pay reasonable costs for locating the requested video or file and reproducing it. I would like to start reviewing each of these documents as soon as they become available, regardless of whether the entire request is completely filled.

If your agency plans on redacting, removing, and/or withholding any of the above requested information, ABC15 formally requests you provide a detailed "index" of any information that is being removed and under what statutory exemption. ARS 29-121.01 is very clear about this:

"If requested, the custodian of the records of an agency shall also furnish an index of records or categories of records that have been withheld and the reasons the records or categories of records have been withheld from the requesting person."

I am making this request in my capacity as a journalist because this information is of timely value, please contact me at (602) [REDACTED] or e-mail Katie.conner@abc15.com rather than by mail. If there are any questions or concerns regarding this request.

Thank you.
Sincerely,

Best,
Katie Conner

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From: [Rodriguez, Lisa](#)
To: [Diaz, Bethany](#)
Cc: [Garcia, Mia](#); [Rodriguez, Lisa](#)
Subject: RE: Biological Resource Center FOIA
Date: Tuesday, December 22, 2015 2:46:41 PM

Joe has been in a meeting all day, but as soon as I get to speak with him, I will let you know!

From: Diaz, Bethany
Sent: Tuesday, December 22, 2015 11:33 AM
To: Rodriguez, Lisa
Cc: Garcia, Mia
Subject: FW: Biological Resource Center FOIA

Hi Lisa,

Please see below for a follow up based upon the BRC records we provided to ABC 15.
Can you let me know if this is something we have/can release or not?

Thank you,

Bethany

From: Conner, Katie [<mailto:katie.conner@abc15.com>]
Sent: Tuesday, December 22, 2015 11:29 AM
To: Diaz, Bethany
Subject: RE: Biological Resource Center FOIA

Hey Bethany,

I am looking through some of the paperwork now.

I wanted to see if/where I can get a copy of the search warrant and returned warrant of what was found inside Gore's home?

I didn't see it attached in the paperwork.

Thank you again!

From: [Rodriguez, Lisa](#)
To: [Loftus, Charles](#)
Cc: [Perkovich, Mark](#)
Subject: RE: Brady folder
Date: Tuesday, December 29, 2015 5:46:00 PM

Charlie – I'll fix these when I have a chance. They are locked down to CRM only ... GJ Trustees and Criminal Appeals. I see that you are not in the GJ Trustee group. That's a problem. I will get that fixed as well. If you have any other questions, let me know. Lisa

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

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

Charles Loftus Ph.D.

Assistant Chief Special Agent

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

From: [Rodríguez, Lisa](#)
To: [Conrad, Donald](#)
Subject: RE: Brady policy
Date: Monday, November 16, 2015 11:03:00 AM

I did this. I put me on your calendar for 3:00pm so we can go over the stuff on my table and discuss this.

From: Conrad, Donald
Sent: Thursday, November 12, 2015 2:37 PM
To: Rodríguez, Lisa
Subject: Brady policy

Make the changes on the hard copy and insert this language at the bottom of the first page of the draft policy.

Please use redline to indicate what I have changed.

If the prosecutor determines that material in his/her possession could be construed as Brady material but that a legitimate argument may be made that the material is not Brady and that the material is sensitive, damaging to the career of the law enforcement officer, objectionably invasive of the privacy of a law enforcement officer, irrelevant, or for other reasons identified by the prosecutor, the prosecutor shall, with the agreement of his/her Section Chief, file a motion for in camera review of the materials.

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

From: [Rodriguez, Lisa](#)
To: [Diaz, Bethany](#); [Loftus, Charles](#); [Perkovich, Mark](#)
Cc: [Anderson, Ryan](#); [Garcia, Mia](#)
Subject: RE: BRC records requests
Date: Tuesday, December 08, 2015 12:17:09 PM

Joe provided me a cd yesterday. I'll get it to you today.

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

From: Diaz, Bethany
Sent: Tuesday, December 08, 2015 10:01 AM
To: Loftus, Charles; Perkovich, Mark; Rodriguez, Lisa
Cc: Anderson, Ryan; Garcia, Mia
Subject: BRC records requests

Good morning,

I wanted to touch base and see where we're at with the two BRC public records requests we've previously received? I know there's a lot of material to go through but thought I'd just see if there was a status update of any sort.

I will be sending a new request momentarily, as well.

I show that we have outstanding:

A request from Yvonne Wingett Sanchez; AZ Republic
A request from Elizabeth Stuart; New Times

Thanks!

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

From: [Rodriguez, Lisa](#)
To: [Conrad, Donald](#)
Cc: [Martinez, Gilda](#)
Subject: RE: closed investigation
Date: Tuesday, November 10, 2015 8:43:17 AM
Attachments: [PHX-#4345468-v1-P-2013-1973-OTH-APPROVED CASE CLOSE OUT.PDF](#)

Per LF, Mary Harris is the AAG. Chuck Boyd was the lead investigator, but SIS has closed it. See attached.

Gilda – Please have Sheree close this file in LF. Also, do you know where the file is? Lisa

From: Conrad, Donald
Sent: Monday, November 09, 2015 9:19 AM
To: Rodriguez, Lisa
Subject: closed investigation



Who was investigator

Where is it

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

For Office Use Only

LEGAL FILES

- File Set-Up
- File Manager
- Case Phase
- Scan Signed Close-Out
- File Room File
- Agent Case File

By: KG Date: 2/25/15

**GIVE AGENT FILE TO
ADMIN STAFF WITH A
COPY OF UNSIGNED
CLOSE OUT SHEET**

**STATE OF ARIZONA
OFFICE OF THE ATTORNEY GENERAL
SPECIAL INVESTIGATIONS SECTION
CASE CLOSING FORM**

NAME	Chuck Boyd	FILE NUMBER	P-2013-1973
ATTORNEY		ATTORNEY	Harriss

OPEN DATE	11/12/2013
CLOSE DATE	12/15/2014

NAME	INITIALS	DATE
CASE AGENT	<u>KB</u>	<u>12/15/14</u>
TEAM LEADER	<u>KG</u>	<u>12/15/14</u>
ATTORNEY	<u>[Signature]</u>	<u>12/15/14</u>
EVIDENCE CUSTODIAN	<u>SC</u>	<u>02/13/15</u>
CHIEF SPECIAL AGENT	<u>AK</u>	<u>2/25/15</u>

CASE WILL NOT BE CLOSED UNTIL ALL EVIDENCE ISSUES ARE RESOLVED.



- INSUFFICIENT EVIDENCE
- LACK OF JURISDICTION
- ATTORNEY TURNDOWN
- ADMINISTRATIVE CLOSURE

**CASE RESOLVED BY
(CHECK BOX)**

- CONVICTED/SENTENCED
- NOT GUILTY VERDICT
- JUDGEMENT
- SETTLEMENT

NARRATIVE:

ATTACHED: SENTENCING MINUTE ENTRY CLOSING MEMO

For Evidence Custodian Use Only

EVID. LOG/BEAST

- Close on EC Log – Mark in Color
- Account for Each Item
- Close Each Item in BEAST
- Close Entire File No. In BEAST
- Copy of Completed Close Out in EV File

NO EVIDENCE IN THIS CASE
(VERIFIED BY CASE AGENT)

RETURN TO OWNER
(LIST ITEM NUMBERS)

1 & 2

ARCHIVE
(LIST ITEM NUMBERS)

3

DESTROY
(LIST ITEM NUMBERS)

SURPLUS
(LIST ITEM NUMBERS)

OTHER:
(i.e. electronics/computers)

owner contact:
Jonathan Schultz
Kutak Rock, LLP
8601 N. Scottsdale Rd Ste 300
480-429-7122

BEAST CASES:

None




OFFICE OF ATTORNEY GENERAL TOM HORNE
CRIMINAL DIVISION / SPECIAL INVESTIGATIONS SECTION

MEMORANDUM


TO: Rob Eckert
MFS
CRM/SIS

DATE: Dec 15, 2014



CC: Mary Harriss
AAG
CRM/FSP

FROM:  Chuck Boyd
Special Agent
Special Investigations Section

RE:  P-2013-1973 Case Closing

On 11/13/2014 this case was modified and placed on hold pending the results of an FBI investigation in which  was considered a witness. On or about 12/03/2014 I learned that the US Attorney's office had sent a letter to the attorney representing PSPRS, saying that they were closing their investigation into alleged criminal misconduct by PSPRS (copy attached).

Both of the ARS statutes that were considered by us, Computer Tampering, ARS 13-2316.A.1, and Taking the Identity of Another, ARS 13-2008.A, require either an intent to defraud or intent to use the information for an unlawful purpose as elements of the offenses.

I have not found any direct evidence that  intentions met these criteria. I have monitored the PSPRS website as well as news and social media outlets and there have been no reports that anyone's' personal information was compromised by .

Memorandum to Rob Eckert

Dec 15, 2014

RE: [REDACTED] P-2013-1973

Page 2 of 2

The case materials were returned to our AGO Civil Attorneys at their request so they could present them to the Maricopa County Attorney's Office for consideration of criminal charges against [REDACTED]

I therefore request that this case be closed based on the above observations.

From: [Rodríguez, Lisa](#)
To: [Human Resources](#); [Knebel, April](#)
Cc: [Rodríguez, Lisa](#); [Conrad, Donald](#)
Subject: RE: Congratulations! (Intern/Volunteer Confirmation)
Date: Thursday, October 22, 2015 1:47:19 PM
Attachments: [image004.png](#)

April – This situation just gets more and more confusing since we never received an email from you in the first place that Karyn Love was even approved as an intern. The processes seem to vary for each situation and we need to get a better handle on it immediately.

08/02/15 - We sent the Volunteer Requisition Packet to HR. In that packet we asked for a start date of 10/12/15. CRM never received a confirmation email from you that Ms. Love was approved, passed the background check and would begin volunteering.

10/13/15 – You sent a “New Hire” email listing Karyn Love as an Intern-Law Clerk for which she was issued a Westlaw registration; but does not need nor require a Westlaw password. I don’t receive this email; however, it should have been a red-

flag to you and OVS that this volunteer 1) never had a background check completed (HR) and 2) CRM never received confirmation that she was even approved (OVS).

10/21/15 – CRM emails you asking for the status of Ms. Love as we need to send the Network Security Request to activate her. No response from you was received.

10/22/15 – Since no response from you was received, OVS sent an additional email to you inquiring of Ms. Love’s approval.

10/22/15 – OVS OA contacted you for assistance with this issue; however, you were short, condescending and dismissive.

10/22/15 – You send Ms. Love the Fingerprint/background and additional information and schedule her for a background check on 10/26/15, the day she is to begin her volunteering with OVS.

Obviously crucial steps were missed in your processes resulting in the lack of communication on the approval process. Why would a new employee not have a background check prior to her going through NEO training and obtaining a badge to enter our offices? Don’t you follow a specific protocol?

In addition, why would you not copy me on the email below, especially since, I was asking you specifically about getting confirmation of this intern. You have advised me time and time again that you would copy me on all CRM related matters. I am requesting again that we follow that protocol.

I will be sending the Network Security Request to ISS immediately and Heather has already contacted the Library to discontinue a Westlaw password for this intern.

Lisa

From: Tanner, Heather
Sent: Thursday, October 22, 2015 12:02 PM
To: Human Resources; Bobertz, Briana; Knebel, April

Cc: Rodriguez, Lisa
Subject: RE: Congratulations! (Intern/Volunteer Confirmation)

Thanks April. Is her background investigation complete then?

Heather A. Tanner

Office Administrator

Criminal Division/Office of Victim Services

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

From: Human Resources
Sent: Thursday, October 22, 2015 12:00 PM
To: Bobertz, Briana
Cc: Human Resources; Tanner, Heather; Human Resources
Subject: Congratulations! (Intern/Volunteer Confirmation)

Hello All,

HR has confirmed Intern into our internship program. Ms. Karyn Love's start date will be 10/26/2015, she has attended New Employee Orientation with Human Resources on 10/13/2015. Please submit the Network Security Form to ISS for processing.

Thank you,

April Knebel
Human Resources



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

From: [Rodriguez, Lisa](#)
To: [Perkovich, Mark](#)
Cc: [Maya, Autumn](#)
Subject: RE: COS Process for SIS - Is it good to go? Please advise. Thanks. Lisa
Date: Tuesday, December 01, 2015 9:29:17 AM
Attachments: [PHX-#4696642-v1-CRM - PROCEDURE - SIS - OPENINGS-CLOSINGS.DOCX](#)

From: Perkovich, Mark
Sent: Tuesday, December 01, 2015 9:26 AM
To: Rodriguez, Lisa
Cc: Maya, Autumn
Subject: RE: COS Process for SIS - Is it good to go? Please advise. Thanks. Lisa

Can you please send me the final mark up?

From: Rodriguez, Lisa
Sent: Monday, November 30, 2015 5:17 PM
To: Perkovich, Mark
Cc: Maya, Autumn; Rodriguez, Lisa
Subject: FW: COS Process for SIS - Is it good to go? Please advise. Thanks. Lisa
Importance: High

We really need to finalize this to minimize the confusion. Is it good to go?

From: Rodriguez, Lisa
Sent: Wednesday, November 18, 2015 10:27 AM
To: Perkovich, Mark
Subject: COS Process for SIS - Is it good to go? Please advise. Thanks. Lisa

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

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

From: [Rodriguez, Lisa](#)
To: [Perkovich, Mark](#)
Subject: RE: COS status check
Date: Friday, October 16, 2015 2:03:34 PM

He signed it last night. I left a message for Autumn to come get it but it was about 415pm and she had probably gone home. I have them.

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

From: Perkovich, Mark
Sent: Friday, October 16, 2015 12:47 PM
To: Rodriguez, Lisa
Subject: COS status check

Hi Lisa, I came down to confirm with Don he had at least seen a COS originating from HCFA (P-2015-1638) as an arrest of the suspect was made today in Tucson after the suspect confessed to agents.

Thanks-
Mark

ps this is why I wanted to strike the language in your process about no work being done until the COS is approved.

From: [Rodriguez, Lisa](#)
To: [Maya, Autumn](#)
Cc: [Rodriguez, Lisa](#)
Subject: RE: CPUs/Monitors - Extra
Date: Tuesday, November 24, 2015 4:04:41 PM

Autumn -- I am following up on this request. I would like to get a quote Division-wide. Do you have anything else to add to this request? Please get back to me by tomorrow at noon. Thanks. Lisa

From: Maya, Autumn
Sent: Wednesday, November 18, 2015 10:51 AM
To: Rodriguez, Lisa
Subject: RE: CPUs/Monitors - Extra

I am waiting on a couple more responses. But will have those to you shortly

From: Rodriguez, Lisa
Sent: Wednesday, November 18, 2015 10:39 AM
To: Maya, Autumn
Subject: RE: CPUs/Monitors - Extra

Okay. Is that all in SIS that needs a 24" monitor. Also, call me.

From: Maya, Autumn
Sent: Wednesday, November 18, 2015 10:32 AM
To: Rodriguez, Lisa
Subject: RE: CPUs/Monitors - Extra

Roberts is 1091C
Lauren 2257
Madsen 2255
MacDonald 2065
Interns 2209

From: Rodriguez, Lisa
Sent: Wednesday, November 18, 2015 10:29 AM
To: Maya, Autumn
Subject: RE: CPUs/Monitors - Extra

Give me Roberts and Lauren's room numbers please.

From: Maya, Autumn
Sent: Wednesday, November 18, 2015 10:10 AM
To: Rodriguez, Lisa
Subject: RE: CPUs/Monitors - Extra

Roberts will need 1 monitor and a CPU
Interns will need new CPU (2 preferably)
MFU 3 monitors
Annalisa

Madison
Lauren

As for the extra monitors that Bobbie referenced I spoke to Charlie and he said one day they were gone and he doesn't know who took them or whose they were. He also said that in a "new secretary's" office that the monitor and CPU were missing as well.

Right now downstairs in Charlie's area there aren't any excess computers or monitors.

From: Rodriguez, Lisa
Sent: Wednesday, November 18, 2015 9:33 AM
To: Maya, Autumn
Subject: RE: CPUs/Monitors - Extra

I have no idea what is going on. Please get to the bottom of it with Charlie.
I heard Roberts was going to FRS ... is this why?
I heard there were four monitors in the ACJIS room in FRS, but now gone?
Please let me know.

From: Maya, Autumn
Sent: Wednesday, November 18, 2015 9:29 AM
To: Rodriguez, Lisa
Subject: RE: CPUs/Monitors - Extra

I don't know Charlie asked for them on his behalf

From: Rodriguez, Lisa
Sent: Wednesday, November 18, 2015 9:29 AM
To: Maya, Autumn
Subject: RE: CPUs/Monitors - Extra

Annette said he had one 24" monitor now. Why does he need two?

From: Maya, Autumn
Sent: Wednesday, November 18, 2015 9:28 AM
To: Rodriguez, Lisa
Subject: RE: CPUs/Monitors - Extra

Yes and then 2 were needed for Mark Roberts

From: Rodriguez, Lisa
Sent: Wednesday, November 18, 2015 9:25 AM
To: Maya, Autumn
Subject: RE: CPUs/Monitors - Extra

These for the cpus/monitors for the interns, correct? I gave you one each.

From: Maya, Autumn
Sent: Wednesday, November 18, 2015 9:21 AM

To: Rodriguez, Lisa
Subject: RE: CPUs/Monitors - Extra

I am still waiting on a couple of responses but so far the rooms numbers I know are:

1091C

2209

Thanks

From: Maya, Autumn
Sent: Tuesday, November 17, 2015 3:52 PM
To: Loftus, Charles
Subject: FW: CPUs/Monitors - Extra

What room is Mark Roberts going to be in?

From: Rodriguez, Lisa
Sent: Tuesday, November 17, 2015 2:28 PM
To: Juarez, Maride; Garcia, Bobbie; Smith, Annette; Martinez, Gilda; Tanner, Heather; Jimenez, Martita; Maya, Autumn
Cc: Rodriguez, Lisa
Subject: CPUs/Monitors - Extra

Ladies – Please see the attached list and provide me room numbers for each staff member before I send the list to Ken. I am also gathering a list of what needs to be ordered and will seek approval to fund additional monitors and CPUs. Please see below for what I believe we need to order from reviewing your requests:

BCS – Ordered previously. Should not need additional CPUs/Monitors, correct?

DRG – Good to go. Maride see me re: Kalon's old CPU/Monitors please.

FRS – 12 additional 24" monitors needed.

FSP – Good to go.

HCFA – 6 additional 24" monitors needed.

OVS – 5 additional CPUs needed. 8 additional 24" monitors needed.

SIS – 1 additional CPU needed/1 additional 24" monitor needed for intern.

SIS-HCFA – 6 additional 24" monitors needed.

Autumn – are there no other monitors needed in SIS?

Please provide updates/changes to me asap. Call me if you have any questions or if this is confusing.

Thanks. Lisa

From: [Rodriguez, Lisa](#)
To: [Loftus, Charles](#)
Cc: [Maya, Autumn](#); [Perkovich, Mark](#); [Rodriguez, Lisa](#)
Subject: RE: Current Federal Funding
Date: Friday, October 30, 2015 11:19:14 AM

That is a typo Charlie, but thanks for getting this corrected and ensuring that Function Codes in ETE will be correct. If I have caused undue confusion, I'm sorry. When codes are wrong, we create more problems for FSS.

From: Loftus, Charles
Sent: Friday, October 30, 2015 10:20 AM
To: Rodriguez, Lisa
Cc: Maya, Autumn; Perkovich, Mark
Subject: RE: Current Federal Funding

Correct, this was just sent to me a couple days ago. Which code is the problem code, you list ARAG30059 and ARAB30059.

I have been using ARAB30059 (not ARAG30059) since late July 2015 on direction from payroll. Perhaps there is an account association issue with these PCA codes. I have used the ARAB30059 for more than 3 pay periods back. Other than this, I cannot explain how the Fed Asset PCA is being linked to my ETE or any of the staff listed.

I don't think any of the staff were purposefully using the Fed Asset PCA code.

Charlie

From: Rodriguez, Lisa
Sent: Friday, October 30, 2015 10:05 AM
To: Loftus, Charles
Cc: Maya, Autumn; Perkovich, Mark; Rodriguez, Lisa
Subject: RE: Current Federal Funding

I don't know what you are talking about as this message below to you from Payroll states that your funding is:

Function #FFAB30048 – Accounting Template is FFAB30048.SFY16 – Fed Drug Gang Violent Crime Byrne Grant for 66%

Function #ARAB30060 – Accounting Template is ARAB30060 – ARRF – Criminal Operating for 34%

Nowhere does it say to use Fed Asset ARAG30059.

I don't know what messages the others got from Payroll. I would assume unless they are on a federal/state grant, they didn't get a message from Payroll because their Function Code is automatically defaulted.

Hope this makes sense.

Lisa

From: Loftus, Charles
Sent: Friday, October 30, 2015 9:29 AM
To: Rodriguez, Lisa
Cc: Maya, Autumn; Perkovich, Mark
Subject: RE: Current Federal Funding

Lisa,

Are you saying to ignore this message from payroll? I'm assuming the other staff members received something similar. I don't see Fed Asset Sharing PCA below.

Thanks,

Charlie

From: Payroll
Sent: Thursday, October 22, 2015 11:12 AM
To: Loftus, Charles
Cc: Perkovich, Mark; Rodriguez, Lisa; Verver, Phillip
Subject: Current Federal Funding

Hi Charlie,

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

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

Function #FFAB30048 -- Accounting Template is FFAB30048.SFY16 -- Fed Drug Gang Violent Crime Byrne Grant for 66%

Function #ARAB30060 -- Accounting Template is ARAB30060 -- ARRF -- Criminal Operating for 34%

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

If you have any questions on the use of Account Templates or how to record your time, please contact your supervisor or you may contact Payroll at (602) 542-8037. I have also attached instructions on how to select the Account Template in ETE.

Thank you,

Payroll – ET
Budget & Finance Section
Operations Division
Office of the Attorney General
P: (602) 542-4349
F: (602) 542-5940
Payroll@azag.gov

From: [Rodriguez, Lisa](#)
To: [Loftus, Charles](#)
Cc: [Maya, Autumn](#); [Perkovich, Mark](#); [Human Resources](#); [Knebel, April](#); [Rodriguez, Lisa](#)
Subject: RE: Departure:
Date: Wednesday, October 07, 2015 10:48:14 AM

Autumn – Please prepare the Personnel Requisition and PDQ so that we can get this position approved and posted.

Charlie/Mark – We will need a copy of the Memo accepting Dison’s resignation.

April – FYI. SIS is also working on a Special Assignment Memo for Paul Cuellar to assume Dison’s duties until filled.

All – If you have questions, or need my help, please let me know.

Lisa

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

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

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

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

To the group here in Tucson: Virginia, Roger, Danya, Kevin, Michele, Roberta, Madi, Laura and Jose-

You are such dedicated and outstanding public servants. Be proud!

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

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

I will miss the daily relationships that have formed, and I will miss the work. This is a dedicated and honorable profession, and after 32+ plus years in law enforcement, leaving is certainly bitter sweet.

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

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

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

Wes J. Dison #380

Special Agent Supervisor

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

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From: [Rodriguez, Lisa](#)
To: [Perkovich, Mark](#)
Subject: RE: Dison - UC Audit
Date: Friday, October 09, 2015 12:44:08 PM

I'll come see you when I get back.

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

From: Perkovich, Mark
Sent: Friday, October 09, 2015 12:20 PM
To: Rodriguez, Lisa
Cc: Woods, Dan; Conrad, Donald
Subject: Re: Dison - UC Audit

Lisa, do you have a copy of the audit in its' entirety, or was it the individual messages you sent out to Wes and cc'd me on? I'd like to get the full audit and pursue the follow up and any necessary remedies from within SIS. It's been my experience the auditor shouldn't be involved in the follow-up/remedy.

Thanks-
Mark

On Oct 9, 2015, at 11:45 AM, Rodriguez, Lisa
<Lisa.Rodriguez@azag.gov<<mailto:Lisa.Rodriguez@azag.gov>>> wrote:

Since Wes is leaving next Friday, we should move up the meeting to meet with him about his various UC files. Unfortunately, Ron cannot go next week. I could go Wednesday. Please advise if you will be sending someone else to go with me. Thanks. Lisa

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

From: Rodriguez, Lisa
To: Sterrett, Ron; Martinez, Gilda
Cc: James M Anderson; Perreira, Ron; Cardenas, Sandra; Gadow, Blaine; Perkovich, Mark; Woods, Dan; Maya, Autumn; Ahler, Paul
Subject: RE: DPS Case Opening for the Ditchoff Investigation
Date: Wednesday, December 09, 2015 12:59:37 PM

Thank you for clarifying this case Ron and sending the Case Opening Request Form. Gilda will ensure this case gets opened on the prosecution side. FYI, Paul Ahler returns tomorrow.

From: Sterrett, Ron
Sent: Wednesday, December 09, 2015 10:56 AM
To: Martinez, Gilda
Cc: James M Anderson; Perreira, Ron; Cardenas, Sandra; Rodriguez, Lisa; Gadow, Blaine; Perkovich, Mark; Woods, Dan; Maya, Autumn
Subject: DPS Case Opening for the Ditchoff Investigation

Gilda,

Because of infrastructure and Rule 15 considerations, when the AGO Special Agents on the AFCTF work cases with the DPS detectives assigned to the taskforce the cases are opened through the DPS ARIES system, which is DPS' case management system (much like PACE). When a case is opened in ARIES the system automatically assigns a report number, which will be the report number we use from that point forward. As such, I've attached an outside agency Case Opening Request for the Ditchoffs. Alternatively, when we have a case that a SIS Special Agent is working a part from the taskforce DPS or PPD detectives, we will draft a SIS Case Opening and submit it through the normal channels, just like we did with the Tempe COS Brady submitted. If you have any questions, please feel free to call me.

Thanks,
Ron

Ron Sterrett #379
Special Agent Supervisor
HIDTA - Arizona Financial Crimes
Office of the Attorney General, State of Arizona
1275 W. Washington Street, Phoenix, AZ 85007
Cell: 602-██████████
Email: ██████████@azag.gov

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From: Rodriguez, Lisa
To: Perkovich, Mark; Maya, Autumn
Subject: RE: Employee Newsletter
Date: Monday, November 30, 2015 4:39:38 PM

Thanks!

From: Perkovich, Mark
Sent: Monday, November 30, 2015 4:37 PM
To: Rodriguez, Lisa; Maya, Autumn
Subject: RE: Employee Newsletter

Lisa, Autumn was able to construct the following on behalf of CRM-SIS:

On October 13th, 2015, Mark McClain was promoted to Special Agent Supervisor over the Health Care Fraud and Abuse Unit within the Special Investigations Section. Mark joined the Attorney General's Office in 2012, and up until his being promoted served as a Special Agent out of the Prescott office. Mark is known for his dedication and his ability to be a team player and persevere during challenging times. His presence amongst co-workers, attorneys and leadership, is greatly appreciated and his promotion to the post of Special Agent Supervisor is well deserved. We deeply value all our employees and we are so pleased to watch them meet such great challenges and reach towards an array of newer and higher responsibilities. Congratulations Mark!

On a related note, Special Agent Ron Davis was instrumental in managing the HCFA Unit until such a time that SAS McClain could be promoted into a permanent, supervisory position. As such, the Special Investigations Section would like to acknowledge Ron Davis for stepping into the role of Acting Supervisor. We believe due to your selflessness and expertise, SAS Mark McClain was able to smoothly, (and, because of you, maybe even seamlessly) transition into his leadership role.

Thank you Ron for the important role you so ably played during that time of change. We appreciate you for all you have done!

Lisa, I'm assuming both McClain's and Davis' photographs can be obtained for publication?

Thanks-
Mark

From: Rodriguez, Lisa
Sent: Monday, November 30, 2015 3:29 PM
To: Perkovich, Mark; Maya, Autumn
Subject: RE: Employee Newsletter
Importance: High

From: Perkovich, Mark
Sent: Monday, November 30, 2015 3:27 PM
To: Rodriguez, Lisa; Maya, Autumn
Subject: RE: Employee Newsletter

Has the promotion of Mark McClain been covered in a previous edition? **No. Submit me a blurb.**

I also know Steve Duplissis was submitting something on the award received by Travis Williams in HCFA. **Yes, got it.**

We won't have any new employees starting for a little bit so no news there.

And, the interview process for the SAS in Tucson happens this week so that news will have to wait until the next edition.

Autumn, am I missing anything? Maybe a nice piece on the outstanding administrative staff assigned to SIS? :)

From: Rodriguez, Lisa
Sent: Monday, November 30, 2015 2:47 PM
To: Perkovich, Mark; Maya, Autumn
Subject: FW: Employee Newsletter

Are you submitting anything?

From: Rodriguez, Lisa
Sent: Monday, November 09, 2015 8:35 AM
To: Ahler, Paul; Martinez, Gilda; Alleman, Paula; Duplissis, Steve; Dailey, Mike; Flores, Kirstin; Ortiz, Kim; Perkovich, Mark; Juarez, Maride; Smith, Annette; Garcia, Bobbie; Tanner, Heather; Maya, Autumn; Jimenez, Martita; Keppler, Carol; Piano, Vince
Cc: Conrad, Donald
Subject: FW: Employee Newsletter
Importance: High

Please send me any newsletter submissions, with pictures if you have them by November 23rd.
Thanks. Lisa

From: Momich, Jelena
Sent: Friday, November 06, 2015 2:04 PM
To: Rossmell, Yvonne; Rodriguez, Lisa; Prescott, Karen; Carll, Patti; Gordon, Elizabeth
Subject: Employee Newsletter

Good Afternoon!

I have begun working on the Winter Edition of the AGO Newsletter. When you have the opportunity, please send me any newsworthy items (including photographs) that you'd like to share with the rest of the AGO. If possible, I'd like to have the submissions by November 25th. Don't forget to include news or updates from the Tucson or Prescott office as well ☺

Thank you all so much for your help!

Jelena

Jelena Momich
Project Specialist

Office of the Arizona Attorney General
1275 W. Washington Street
Phoenix, AZ 85007
602-542-8004 Office
jelena.momich@azag.gov

From: [Rodriguez, Lisa](#)
To: [Gee, Kay](#)
Cc: [Human Resources; Conrad, Donald](#)
Subject: RE: Excess Annual Leave
Date: Friday, December 11, 2015 11:02:16 AM
Attachments: [image001.png](#)

Thanks for getting this to us Kay! Happy Friday!

From: Gee, Kay
Sent: Friday, December 11, 2015 9:41 AM
To: Rodriguez, Lisa
Cc: Human Resources; Conrad, Donald
Subject: Excess Annual Leave

Lisa,

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

EMPLOYEE NAME	CURRENT BALANCE	PROJECTED BALANCE	HOURS LOST
DUPLISSIS, STEVEN J.	435.23	442.62	42.62 *400 Eligible
ABRIL, ROSIE A.	252.28	258.75	18.75
BUHROW, LAUREN J.	350.92	357.39	37.39
MOAN, CHRISTINA B.	359.6	366.07	46.07
MORROW, NANETTE C.	326.79	333.26	13.26
JACKSON, RONALD J.	334.28	340.75	20.75
ULLAH, FAISAL H.	326.57	333.04	13.04

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: [Conrad, Donald](#)
Cc: [Ahler, Paul](#)
Subject: RE: Fobs
Date: Thursday, October 01, 2015 4:00:00 PM

I already got bought some and have them. They did not have to be combined with the PIJ. I may need to buy more since we added DRG, I will figure it out.

From: Conrad, Donald
Sent: Thursday, October 01, 2015 3:46 PM
To: Rodriguez, Lisa
Cc: Ahler, Paul
Subject: Fobs

Are we buying them for the surface pros at the same time?

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

From: [Rodriguez, Lisa](#)
To: [Maya, Autumn](#)
Subject: RE: FORM-AGENT OVERTIME
Date: Tuesday, December 29, 2015 8:44:18 AM
Attachments: [Untitled.PDF - Adobe Acrobat Pro.pdf](#)

Autumn – I like this updated form better. I think it will really help you, but you must ensure everyone is using the form you put in place once it is ready. See my attached comments. I didn't want to mess up your form, so I made changes attached. Also, I added the distribution on the bottom which helps explain the process. If you don't think that is needed, don't add it. Call me if you have questions. If you can't read this and want the original I wrote on, I will bring it over. Great job! Lisa

From: Maya, Autumn
Sent: Thursday, December 24, 2015 3:13 PM
To: Rodriguez, Lisa
Subject: FORM-AGENT OVERTIME

THOUGHTS?

Autumn Maya

Law Enforcement Administrator

Office of the Attorney General – SIS
1275 W. Washington, Phoenix, AZ 85007
Desk: 602.542.7903 | Cell: 602.284.9297 | Fax: 602.542.4882
Autumn.Maya@azag.gov
<http://www.azag.gov>

From: [Rodriguez, Lisa](#)
To: [Maya, Autumn](#)
Subject: RE: FORM-AGENT OVERTIME
Date: Tuesday, December 29, 2015 8:44:18 AM
Attachments: [Untitled.PDF - Adobe Acrobat Pro.pdf](#)

Autumn -- I like this updated form better. I think it will really help you, but you must ensure everyone is using the form you put in place once it is ready. See my attached comments. I didn't want to mess up your form, so I made changes attached. Also, I added the distribution on the bottom which helps explain the process. If you don't think that is needed, don't add it. Call me if you have questions. If you can't read this and want the original I wrote on, I will bring it over. Great job! Lisa

From: Maya, Autumn
Sent: Thursday, December 24, 2015 3:13 PM
To: Rodriguez, Lisa
Subject: FORM-AGENT OVERTIME

THOUGHTS?

Autumn Maya

Law Enforcement Administrator

Office of the Attorney General – SIS
1275 W. Washington, Phoenix, AZ 85007
Desk: 602.542.7903 | Cell: 602.284.9297 | Fax: 602.542.4882
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<http://www.azag.gov>

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

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

To be completed by Employee

Name: _____ EIN: _____ Date Submitted: _____

Agency: ~~AGO~~ AGO AG SECURITY USDA
 ~~TOBACCO~~ TOBACCO HCFA IRS
 FBI DPS - FIRG

Actual Number of Overtime Hours Requested: _____

FUNCTION CODE: _____ DPS-HIDTA OTHER: _____

Date: _____ Time From: _____ Lunch Hour: _____ Time To: _____ LF Case Number: _____

Task Force Case Number: _____

Work to be performed: _____

Justification: _____

No outside agency's overtime shall be flexed or compensatory hours accrued

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

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

Employee Signature: _____ Date: _____

To be completed by Team Leader Supervisor

NOTE:

PLEASE CHECK ALL BOXES THAT APPLY

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

Forward this request only if Overtime is approved.

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

Team Leader / Supervisor Date

Approved by: Division/Section Chief Date

Other Agency Authorization Date

FUNCTION CODES:

AGO RICO-ARAB30060
 USDA-FFAB30055 (exp. 9/15) *#Carol*
 IRS-FFAB30994
 HCFA (PRESCOTT)-FFAB30974
 HCFA (PHX/TUC)-FFAB30973

AG DETAIL-ARPB10339
 TOBACCO-ISA60447
 DPS-FIRG (ALLIANCE)-ARPB30093
 DPS-HIDTA-FFAB30046
 FIRG Directives-See SIS SAS

DISTRIBUTION:

1. SAS reviews/approves etc.
2. OA audits etc. and ensures FC correct
3. Original sent to payroll
4. OA to keep copy.

From: [Rodriguez, Lisa](#)
To: [Conrad, Donald](#)
Subject: RE: Function Code
Date: Monday, November 09, 2015 10:48:38 AM

Per Autumn, Loftus said we were getting paid pack. I told Phil RICO.

From: Conrad, Donald
Sent: Monday, November 09, 2015 10:24 AM
To: Rodriguez, Lisa
Subject: RE: Function Code

Yes. I don't know if we will be reimbursed. It may be included in the order but we have to pay for this anyway.

From: Rodriguez, Lisa
Sent: Tuesday, November 03, 2015 9:57 AM
To: Conrad, Donald
Subject: FW: Function Code

RICO correct? Will we be reimbursed on these expenses as well?

From: Verver, Phillip
Sent: Tuesday, November 03, 2015 9:50 AM
To: Rodriguez, Lisa
Subject: FW: Function Code

See below. Should this be charged to RICO or GF?

From: Powell, Audrey
Sent: Tuesday, November 03, 2015 9:09 AM
To: Verver, Phillip
Subject: RE: Function Code

The expense is for the cremation of remains in the amount of \$2250.00.

From: Verver, Phillip
Sent: Tuesday, November 03, 2015 9:07 AM
To: Powell, Audrey
Subject: RE: Function Code

What is the expense? How much?

From: Powell, Audrey
Sent: Monday, November 02, 2015 4:29 PM
To: Verver, Phillip
Subject: Function Code

Hello Phil,

Can you please tell me what function code to use for CRM/SIS and object code 6299? Let me know if

you have any questions.

Thank You

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

From: [Rodriguez, Lisa](#)
To: [Perkovich, Mark](#)
Subject: RE: Graven cases, laptops
Date: Thursday, December 31, 2015 5:30:09 PM
Attachments: [Untitled.PDF - Adobe Acrobat Pro.pdf](#)

Hi Mark.

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

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

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

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

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

Lisa

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

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

Thanks-
Mark

5/5/14 Joe Laptop #9443^{NEW} Speakers &
 In Focus 48.72 (projector) ~~DRG~~
 5/12/14 black out, orange cable

9454
 NOT WORKING

5/19/14 Todd laptop #9454

~~7/15/14 Carol K. Projector / Speakers
 EXT CARD~~

7/22/14 SA Connell SA Griffiths #9568 - Return by 8/2/14
 Still works per Woods 7/28/14

8/7/14 T. Lawson #9454

8/21/14 Dan Woods #9454 Speaker port not working

Returned Ben ? #6748 Laptop
 12/13/14 Ben

~~1/2/15 [unclear] #9716 Laws
 Screen~~

1/26/15 laptop Michelle 9569

(Gilda started new log on yellow pad)

Check out

8/2/14 Dan Woods 9454

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

9/4/14 Carol Sgoviano 6745 projector

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

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

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

~~9/12/14 Screen Gura/Matt~~

~~9/24/14 Ted Projector
org card: orator
BIB~~

~~9/29/14 Ted Laptop 10627 Ted Laptop
10627 12/2/14~~

~~9/29/14 Ted Projector~~

10/6/14 Connell Waters projector 542)

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

~~10/27/14 Moan 10623~~

~~11/1 11/21 Projector Kepper~~

**OFFICE OF THE ATTORNEY GENERAL
PHYSICAL FIXED ASSET INVENTORY
FY 2014**

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

From: [Rodriguez, Lisa](#)
To: [Conrad, Donald](#)
Subject: RE: graven viewing
Date: Wednesday, December 16, 2015 2:36:02 PM

Okay. I did reserve EXO.

From: Conrad, Donald
Sent: Wednesday, December 16, 2015 8:44 AM
To: Rodriguez, Lisa
Subject: graven viewing

Dan is going to do it in my office

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

From: Rodriguez, Lisa
To: Maya, Autumn
Subject: RE: HCFA Case Openings
Date: Wednesday, December 23, 2015 10:47:21 AM
Attachments: PHX-75020.DOC.DRF
PHX-77163.DOC.DRF

What about FRS? You need to change these forms as these are the master. Or, am I missing something and a whole new form was created and these are obsolete? Either way, we need the right forms in the right place.

From: Maya, Autumn
Sent: Wednesday, December 23, 2015 10:43 AM
To: Rodriguez, Lisa
Subject: RE: HCFA Case Openings

I spoke to Schwegel and McClain Monday about it so we should be good now.

From: Rodriguez, Lisa
Sent: Wednesday, December 23, 2015 10:42 AM
To: Maya, Autumn
Subject: HCFA Case Openings

Hey there. HCFA is not using the updated COS that Don Conrad wanted addressing Senior 60+ and Vulnerable as attached. As we discussed previously when I updated the main SIS COS and drafted the procedures for SIS, FRU and HCFA have their own SIS COS forms in PHX Public Folder/SIS Forms. They must be updated asap. Please ensure these forms are updated by December 29th and inform those SIS agents in those Units. If you have any questions, please see 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: [Perkovich, Mark](#)
Subject: RE: Hire List and Hire Packet Information to Interview and Hire Position# SAG000000603
Date: Monday, November 02, 2015 3:33:54 PM
Attachments: [image001.png](#)

Gotcha. Thanks for the follow-up.

From: Perkovich, Mark
Sent: Monday, November 02, 2015 3:21 PM
To: Rodriguez, Lisa
Cc: Maya, Autumn
Subject: RE: Hire List and Hire Packet Information to Interview and Hire Position# SAG000000603

We are good to move forward. I had inquired about an abolish and create situation but it doesn't seem possible at this time.

Thanks-
Mark

From: Rodriguez, Lisa
Sent: Monday, November 02, 2015 3:17 PM
To: Perkovich, Mark
Cc: Rodriguez, Lisa
Subject: FW: Hire List and Hire Packet Information to Interview and Hire Position# SAG000000603

Do you know what the status of this position is?

From: Maya, Autumn
Sent: Monday, November 02, 2015 3:17 PM
To: Rodriguez, Lisa; Woods, Dan
Subject: RE: Hire List and Hire Packet Information to Interview and Hire Position# SAG000000603

I was told by Mark to hold off on setting them and he was going to speak with Don at his 1:1 on Thursday? I have not contacted the candidates yet and have not followed up with Mark.

From: Rodriguez, Lisa
Sent: Monday, November 02, 2015 3:15 PM
To: Maya, Autumn; Woods, Dan
Cc: Rodriguez, Lisa
Subject: RE: Hire List and Hire Packet Information to Interview and Hire Position# SAG000000603

Autumn – What is the status of setting interviews for this position per our discussion last week?
Please advise. Thanks. Lisa

From: Knebel, April
Sent: Tuesday, October 20, 2015 8:23 AM
To: Maya, Autumn
Cc: Human Resources; Rodriguez, Lisa; Conrad, Donald; Perkovich, Mark
Subject: Hire List and Hire Packet Information to Interview and Hire Position# SAG000000603

Autumn,

Enclosed is the hire list and information to interview, and hire for Administrative Assistant II, position number SAG000000603.

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

ATTACHMENTS

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

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

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

Thank you,

April Knebel
Human Resources



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

From: [Rodriguez, Lisa](#)
To: [Conrad, Donald](#)
Subject: RE: I left my door ope and computer on
Date: Friday, October 16, 2015 3:36:19 PM

Ok. I'm back. Have a safe trip. The skies were bad earlier.

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

From: Conrad, Donald
Sent: Friday, October 16, 2015 2:20 PM
To: Rodriguez, Lisa
Subject: I left my door ope and computer on

So you could get the addresses for those agents with whom Blaine, Paul and I need to meet. Please lock my office when you leave.

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

From: [Rodríguez, Lisa](#)
To: [Maya, Autumn](#)
Subject: RE: I need to go to the warehouse with Charlie around 11 is that ok?
Date: Wednesday, December 23, 2015 9:11:08 AM

Okay. Thanks for letting me know. Today probably is not a good day as I do expect to see written documentation for our meeting today at 3:00pm.

From: Maya, Autumn
Sent: Wednesday, December 23, 2015 8:31 AM
To: Rodríguez, Lisa
Subject: RE: I need to go to the warehouse with Charlie around 11 is that ok?

Disregard, he said we could do it tomorrow or next week. I will keep you in the loop when he wants to go and I have AZ POST audit I need to prepare for.

From: Maya, Autumn
Sent: Wednesday, December 23, 2015 8:11 AM
To: Rodríguez, Lisa
Subject: I need to go to the warehouse with Charlie around 11 is that ok?

Autumn Maya

Law Enforcement Administrator

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Autumn.Maya@azag.gov
<http://www.azag.gov>

From: [Rodriguez, Lisa](#)
To: [Conrad, Donald](#)
Subject: RE: I wawnt to go to lunch with you and dan
Date: Monday, October 05, 2015 8:22:48 AM

Okay! :D

From: Conrad, Donald
Sent: Monday, October 05, 2015 8:10 AM
To: Rodriguez, Lisa
Subject: I wawnt to go to lunch with you and dan

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

From: [Rodriguez, Lisa](#)
To: [Maya, Autumn](#)
Subject: RE: I'm going to leave now. Goodnight and I hope all went well today.
Date: Tuesday, December 22, 2015 10:37:44 AM

Autumn –

On Monday, 12/21, you arrived to work at 7:30am, ½ hour earlier than your scheduled time and left 5:00pm, ½ hour after your scheduled time. If you are planning on using this time as make-up time for your appointment today, I will approve that. Please submit your make-up time slip and I will adjust your leave slip for today, when I get it.

I believe my email on Friday 12/18 was clear as far as your scheduled time in and time out and ½ hour lunch as you are an hourly employee. It is important that you adhere to your approved work schedule of 8:00am to 4:30pm, everyday unless you receive prior approval. If something comes up that requires you to deviate from your approved schedule, I expect to be notified immediately.

Let me know if you have any questions or need further clarification.

Lisa

From: Maya, Autumn
Sent: Monday, December 21, 2015 4:57 PM
To: Rodriguez, Lisa
Subject: I'm going to leave now. Goodnight and I hope all went well today.

Autumn Maya

Law Enforcement Administrator

Office of the Attorney General – SIS
1275 W. Washington, Phoenix, AZ 85007
Desk: 602.542.7903 | Cell: 602.284.9297 | Fax: 602.542.4882
Autumn.Maya@azag.gov
<http://www.azag.gov>

From: [Rodriguez, Lisa](#)
To: [Woods, Dan](#)
Subject: RE: Interpreting a Recording
Date: Monday, November 30, 2015 3:04:47 PM

Okay, sounds good.

From: Woods, Dan
Sent: Monday, November 30, 2015 3:02 PM
To: Rodriguez, Lisa
Subject: RE: Interpreting a Recording

I think we're saying the same thing... our LTE is case specific. We're using it in an ad hoc fashion for the one case.

CPA will use whatever funds they use for this sort of thing... it will NOT be on our case-specific LTE.

I don't think Katie is confused... we're all saying the same thing (I am just not doing it very well!)

Dan

From: Rodriguez, Lisa
Sent: Monday, November 30, 2015 2:58 PM
To: Woods, Dan
Subject: RE: Interpreting a Recording

That makes no sense to me. Yes, the company must be on contract, but I think we should do specific LTEs for each case. Specifically, some cases are not paid out of the same fund. For instance, if you have a case that comes out of a grant, and then a general fund or RICO case, you wouldn't be able to use the same LTE. So, being case specific per LTE makes more sense. Plus it is easier to keep track of that way. I will talk to Jerry to clear up that confusion and ensure Katie understands as well.

As for CPA, that is exactly what they need to do once a quote is received. Just to make sure I'm clear, it is not our funds they are using right?

From: Woods, Dan
Sent: Monday, November 30, 2015 2:54 PM
To: Rodriguez, Lisa
Subject: RE: Interpreting a Recording

The company was one of many on state contract. Jerry asked us to do an LTE because we planned to go back to this particular company many times in an ad hoc fashion. Katie just told me there is an LTE for us, but to your point, it is case-specific (Peggy's mortgage fraud case).

Once I get the quote, I will send it to the AAG in CPA and have them do a PSR. Is that right? Or should I proceed differently? Thanks for your continued patience with me.

Dan

From: Rodriguez, Lisa
Sent: Monday, November 30, 2015 2:27 PM
To: Woods, Dan
Subject: RE: Interpreting a Recording

Just want to make sure we are on the same page. I believe the LTE is/was for each particular time we need "contract" with the vendor. We shouldn't keep an open LTE just sitting around. The process is that once we get a quote ... we open up an LTE by doing a PSR. We get the work completed, we submit the bill. The LTE closes. And then the next time this happens, we do the same thing. We shouldn't be paying for CPA. They would follow the same process as us. They can call me if they need help.

From: Woods, Dan
Sent: Monday, November 30, 2015 2:06 PM
To: Rodriguez, Lisa
Subject: RE: Interpreting a Recording

What you're saying make sense, but Jerry asked Autumn to do an LTE and I am under the impression that she did. We have charged several tasks against it already. Of course, I am still probably missing something!

From: Rodriguez, Lisa
Sent: Monday, November 30, 2015 2:04 PM
To: Woods, Dan
Subject: RE: Interpreting a Recording

Dan – They are on contract, not an LTE. An LTE means we have set aside our money to pay for services once the work is complete. Once a quote is received, CPA would do need to do a PSR to create an LTE to pay for the services that they are seeking. Make sense? Lisa

From: Woods, Dan
Sent: Monday, November 30, 2015 2:01 PM
To: Harriss, Mary; Meislik, Alyse; Rodriguez, Lisa; Martinez, Gilda; Moan, Christina
Subject: RE: Interpreting a Recording

We have a long term encumbrance (LTE) with a company called Linguistica International, Inc. The company has court certified translators who can transcribe the audio from Spanish into English. If you provide me with the length of the audio file (in minutes) I should be able to get a quote for what it will cost and how long it will take. -Dan

From: Harriss, Mary
Sent: Monday, November 30, 2015 1:25 PM
To: Meislik, Alyse; Rodriguez, Lisa; Martinez, Gilda; Woods, Dan; Moan, Christina
Subject: FW: Interpreting a Recording

Hi All – Please see the email below. Alyse is trying to get an official transcript. I am hoping that with your institutional knowledge you may be able to provide some direction. Thanks -

Mary
(602) 542-8461

From: Meislik, Alyse
Sent: Monday, November 30, 2015 1:22 PM
To: Harriss, Mary
Subject: Interpreting a Recording

Hi Mary,

Thank you for your help! I recently filed a petition to find a business in contempt of a (civil) consumer fraud consent judgment. I am trying to find out how I can get an official translation of a recording of a telephone call that takes place in Spanish between a consumer and the business. If you or anyone in your section has any ideas, please let me know. Thanks!

Alyse Meislik
Assistant Attorney General
Consumer Protection & Advocacy Section
Tel: (602) 542-7727
Fax: (602) 542-4377
alyse.meislik@azag.gov

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From: [Rodríguez, Lisa](#)
To: [Conrad, Donald](#)
Subject: RE: Kudos
Date: Friday, November 20, 2015 1:47:55 PM

Yep. Todd already wrote me something too.

From: Conrad, Donald
Sent: Friday, November 20, 2015 1:00 PM
To: Rodríguez, Lisa
Subject: FW: Kudos

How about Todd's and Maura's gambling trial

From: Neumann, Valerie
Sent: Friday, November 20, 2015 12:33 PM
To: Lopez, John; Northup, Dawn; Watkins, Paul; Johnson, John; Conrad, Donald
Cc: Garcia, Mia
Subject: Kudos

Just a reminder, please send me any information by Monday morning regarding any attorney accomplishments for Mia's weekly e-mail.

Thank you,
Val

From: [Rodriguez, Lisa](#)
To: [Conrad, Donald](#)
Subject: RE: Kudos
Date: Friday, November 20, 2015 3:27:45 PM

Done.

From: Conrad, Donald
Sent: Friday, November 20, 2015 1:00 PM
To: Rodriguez, Lisa
Subject: FW: Kudos

How about Todd's and Máura's gambling trial

From: Neumann, Valerie
Sent: Friday, November 20, 2015 12:33 PM
To: Lopez, John; Northup, Dawn; Watkins, Paul; Johnson, John; Conrad, Donald
Cc: Garcia, Mia
Subject: Kudos

Just a reminder, please send me any information by Monday morning regarding any attorney accomplishments for Mia's weekly e-mail.

Thank you,
Val

From: [Rodriguez, Lisa](#)
To: [Maya, Autumn](#)
Subject: RE: Lavel Wilkerson Hiring Packet - Needs Perkovich's signature/initials too.
Date: Thursday, December 17, 2015 9:02:01 AM

I put it on your desk because I had a note for you to add more information about his experience and why he is the best for the job. You failed to do that and just left my note to you in the memo.

From: Maya, Autumn
Sent: Thursday, December 17, 2015 8:54 AM
To: Rodriguez, Lisa
Subject: RE: Lavel Wilkerson Hiring Packet - Needs Perkovich's signature/initials too.

Oh OK I will grab it back thanks.

Sent via the Samsung Galaxy S® 5 ACTIVE™, an AT&T 4G LTE smartphone

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

From: "Rodriguez, Lisa" <Lisa.Rodriguez@azag.gov>
Date: 12/17/2015 8:51 AM (GMT-07:00)
To: "Maya, Autumn" <Autumn.Maya@azag.gov>
Subject: Lavel Wilkerson Hiring Packet - Needs Perkovich's signature/initials too.

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

From: [Rodriguez, Lisa](#)
To: [Gee, Kay](#); [Perkovich, Mark](#)
Cc: [Human Resources](#); [Maya, Autumn](#)
Subject: RE: Law Enforcement Enterprise Portal - Information
Date: Tuesday, December 22, 2015 2:55:50 PM
Attachments: [image001.png](#)

Why would we verify employment for an AHCCCS/OIG person? That is confusing. Am I missing something?

From: Gee, Kay
Sent: Tuesday, December 22, 2015 10:54 AM
To: Perkovich, Mark
Cc: Human Resources; Rodriguez, Lisa; Maya, Autumn
Subject: FW: Law Enforcement Enterprise Portal - Information
Importance: High

This one too.

From: Lauren Hendrix [<mailto:lauren.hendrix@leo.gov>]
Sent: Tuesday, December 22, 2015 10:30 AM
To: Human Resources
Subject: Law Enforcement Enterprise Portal - Information
Importance: High

Good Morning,

I have received applications from:



requesting access to the FBI's Law Enforcement Enterprise Portal information sharing system. However, before granting access to the LEEP system, I must first verify that they are in fact currently employed with Arizona Healthcare Cost Containment System - Office of Inspector General.

Please respond with a yes or no by return email. If you have any questions or need further information, please feel free to contact me at 888-334-4536, option 7.

Best regards,

Lauren Hendrix | Membership Coordinator
Membership Services Office at the FBI Support Center
225-578-2195 | 877-232-9536 | lauren.hendrix@leo.gov



From: [Rodriguez, Lisa](#)
To: [Conrad, Donald](#)
Subject: RE: letter to Ed Novak re: Bitter Smith CHECK IT ALL OUT INCLUDING SPACING AND SET UP
Date: Thursday, October 22, 2015 8:46:54 AM
Attachments: [PHX-#4729659-v1-P2015-001565 - BITTER SMITH LETTER TO NOVAK.DOCX](#)

See attached.

From: Conrad, Donald
Sent: Wednesday, October 21, 2015 8:32 AM
To: Rodriguez, Lisa
Subject: letter to Ed Novak re: Bitter Smith CHECK IT ALL OUT INCLUDING SPACING AND SET UP

Dear Ed:

Thank you for providing the materials that accompanied your letter of October 15, 2015. There are additional materials that we need to see to ensure that our examination of the activities of Ms. Bitter Smith is comprehensive. As with other materials you have produced, I will provide a copy to Beau Roydsen and Paul Watkins of the Civil Litigation Division of this office.

What follows is a list of materials we ask you to produce for our review. We realize that materials you provided on October 15 are a subset of materials identified below from the records of Southeast Cable Communications Association.

Materials from Southwest Cable Communications Association

Minutes of all meetings of the board for years 2010 to present

Minutes of any board subcommittee charged with supporting, planning, and/or supervising

Applications for association membership made by Cox, Enterprises, Inc.; Cox Communications, Inc.; CoxCom, L.L.C.; Cox Communications Arizona, L.L.C.; Cox Arizona Telcom, L.L.C.; entities identified by the trade names Cox Communications, Coxcom, or Cox Business Services; Comcast; Suddenlink and/or Time Warner for years 2010-2015

Copies of all written or digital communications or correspondence sent to officers, employees, and/or representatives of Cox, Enterprises, Inc.; Cox Communications, Inc.; CoxCom, L.L.C.; Cox Communications Arizona, L.L.C.; Cox Arizona Telcom, L.L.C.; entities identified by the trade names Cox Communications, Coxcom, or Cox Business Services, Comcast; Suddenlink and/or Time Warner for years 2010-2015

Any and all financial documentation and/or correspondence related to payment of association membership dues for Cox, Enterprises, Inc.; Cox Communications, Inc.; CoxCom, L.L.C.; Cox Communications Arizona, L.L.C.; Cox Arizona Telcom, L.L.C.; entities identified by the trade names Cox Communications, Coxcom, or Cox Business Services; Comcast; Suddenlink and/or Time Warner for years 2010-2015 including but not limited to checks and/or documents arranging for the auto-deduction of dues from financial institutions

Any and all filings with the Arizona Secretary of State related to lobbying made by Southwest Cable Communications Association from its inception to the present

Books and records that demonstrate the share of operational costs paid by each association member for years 2010 to present

Materials from Technical Solutions

All filings with the Arizona Secretary of State related to lobbying made by Technical Solutions, its owners or any employees from its inception to the present

Any written or digital communication or correspondence from Ms. Bitter Smith or any employee of Technical Solutions with any officer, employee, and/or representative of Cox, Enterprises, Inc.; Cox Communications, Inc.; CoxCom, L.L.C.; Cox Communications Arizona, L.L.C.; Cox Arizona Telcom, L.L.C.; entities identified by the trade names Cox Communications, Coxcom, or Cox Business Services, Comcast; Suddenlink and/or Time Warner for years 2010-2015

Information and materials from Ms. Bitter Smith

A written waiver of any attorney and client privilege that may exist between Ms. Bitter Smith and attorney Randy Nelson or Technical Solutions and Randy Nelson regarding communications with Ms. Bitter Smith related to her election to the ACC, her service at the ACC and voting conflicts at the ACC inclusive of advice about conflicts in voting.

All filings with the Arizona Secretary of State made by Ms. Bitter Smith

Thank you again for your cooperation.

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



MARK BRNOVICH
ATTORNEY GENERAL

OFFICE OF THE ARIZONA ATTORNEY GENERAL
CRIMINAL DIVISION

October 22, 2015

Edward J. Novak
Polsinelli, PC
1 East Washington Street
Suite 1200
Phoenix, AZ 85004-2568

Re: Bitter Smith

Dear Ed:

Thank you for providing the materials that accompanied your letter of October 15, 2015. There are additional materials that we need to see to ensure that our examination of the activities of Ms. Bitter Smith is comprehensive. As with other materials you have produced, I will provide a copy to Beau Roydsen and Paul Watkins of the Civil Litigation Division of this office.

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- Minutes of any board subcommittee charged with supporting, planning and/or supervising;
- Applications for association membership made by Cox Enterprises, Inc.; Cox Communications, Inc.; CoxCom, L.L.C.; Cox Communications Arizona, L.L.C.; Cox Arizona Telcom, L.L.C.; entities identified by the trade names Cox Communications, Coxcom or Cox Business Services; Comcast; Suddenlink and/or Time Warner for years 2010 to 2015;
- Copies of all written or digital communications or correspondence sent to officers, employees, and/or representatives of Cox Enterprises, Inc.; Cox Communications, Inc.; CoxCom, L.L.C.; Cox Communications Arizona, L.L.C.; Cox Arizona Telcom, L.L.C.; entities identified by the trade names Cox Communications, Coxcom, or Cox Business Services, Comcast; Suddenlink and/or Time Warner for years 2010 to 2015;

Edward J. Novak
October 21, 2015
Page 2

- Any and all financial documentation and/or correspondence related to payment of association membership dues for Cox Enterprises, Inc.; Cox Communications, Inc.; CoxCom, L.L.C.; Cox Communications Arizona, L.L.C.; Cox Arizona Telcom, L.L.C.; entities identified by the trade names Cox Communications, Coxcom, or Cox Business Services; Comcast; Suddenlink and/or Time Warner for years 2010 to 2015, including but not limited to, checks and/or documents arranging for the auto-deduction of dues from financial institutions;
- Any and all filings with the Arizona Secretary of State related to lobbying made by Southwest Cable Communications Association from its inception to the present; and
- Books and records that demonstrate the share of operational costs paid by each association member for years 2010 to present.

Materials from Technical Solutions:

- All filings with the Arizona Secretary of State related to lobbying made by Technical Solutions, its owners or any employees from its inception to the present; and
- Any written or digital communication or correspondence from Ms. Bitter Smith or any employee of Technical Solutions with any officer, employee and/or representative of Cox Enterprises, Inc.; Cox Communications, Inc.; CoxCom, L.L.C.; Cox Communications Arizona, L.L.C.; Cox Arizona Telcom, L.L.C.; entities identified by the trade names Cox Communications, Coxcom, or Cox Business Services, Comcast; Suddenlink and/or Time Warner for years 2010-2015.

Information and materials from Ms. Bitter Smith:

- A written waiver of any attorney and client privilege that may exist between Ms. Bitter Smith and attorney Randy Nelson or Technical Solutions and Randy Nelson regarding communications with Ms. Bitter Smith related to her election to the ACC, her service at the ACC and voting conflicts at the ACC inclusive of advice about conflicts in voting; and
- All filings with the Arizona Secretary of State made by Ms. Bitter Smith

Thank you again for your cooperation.

Sincerely,

Donald E. Conrad
Assistant Attorney General
Criminal Division
DEC:lsr

#4729659

From: [Rodriguez, Lisa](#)
To: [Perkovich, Mark](#)
Subject: RE: Liz Lopez salary
Date: Wednesday, October 28, 2015 11:44:27 AM

Yes. It has been resolved.

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

From: Perkovich, Mark
Sent: Wednesday, October 28, 2015 11:37 AM
To: Rodriguez, Lisa
Subject: RE: Liz Lopez salary

Was Finance able to go back to the May graduation date?

From: Rodriguez, Lisa
Sent: Wednesday, October 28, 2015 11:23 AM
To: Perkovich, Mark; Eckert, Robert
Cc: Conrad, Donald; Rodriguez, Lisa
Subject: RE: Liz Lopez salary

FYI – This issue has been resolved. Liz should see the back pay this week. Lisa

From: Perkovich, Mark
Sent: Wednesday, October 14, 2015 4:35 PM
To: Rodriguez, Lisa; Eckert, Robert
Cc: Conrad, Donald
Subject: RE: Liz Lopez salary

That was my suspicion but I simply don't believe it is a good enough reason especially since this situation could have been avoided and was no fault of the employee. Perhaps there is another remedy to make the employee whole?

From: Rodriguez, Lisa
Sent: Wednesday, October 14, 2015 4:29 PM
To: Perkovich, Mark; Eckert, Robert
Cc: Conrad, Donald; Rodriguez, Lisa
Subject: RE: Liz Lopez salary

I understand. But, per our budget cycle, Finance/HR cannot go back to last FY's funds to make that adjustment.

From: Perkovich, Mark
Sent: Wednesday, October 14, 2015 4:21 PM
To: Rodriguez, Lisa; Eckert, Robert
Cc: Conrad, Donald
Subject: RE: Liz Lopez salary

This certainly sounds like great news however if I recall correctly Agent Lopez' graduation date was May 12th, 2015. While your message cites an effective date of 7/1/15, the beginning of the fiscal year, I believe this increase should be made retroactive to her May 12th graduation date.

Thank you-

Mark

From: Rodriguez, Lisa
Sent: Wednesday, October 14, 2015 4:06 PM
To: Eckert, Robert; Perkovich, Mark
Cc: Rodriguez, Lisa; Conrad, Donald
Subject: RE: Liz Lopez salary

Per Leslie, this increase has been approved with an effective date of 7/1/15, which is beginning of this FY. We should be getting an approval/updated letter from April soon. I will keep it on my radar. Lisa

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

From: "Rodriguez, Lisa" <Lisa.Rodriguez@azag.gov<<mailto:Lisa.Rodriguez@azag.gov>>>
Date: 10/14/2015 8:19 AM (GMT-07:00)
To: "Eckert, Robert" <Robert.Eckert@azag.gov<<mailto:Robert.Eckert@azag.gov>>>, "Perkovich, Mark" <Mark.Perkovich@azag.gov<<mailto:Mark.Perkovich@azag.gov>>>
Subject: FW: Liz Lopez salary
FYI. We are working on this.

From: Rodriguez, Lisa
Sent: Wednesday, October 14, 2015 8:12 AM
To: Welch, Leslie; Knebel, April; Human Resources
Cc: Rodriguez, Lisa
Subject: FW: Liz Lopez salary

Leslie – Could you help us with this issue so we can resolve it asap. Thanks! Lisa

April – FYI.

From: Conrad, Donald
Sent: Tuesday, October 13, 2015 2:36 PM
To: Rodriguez, Lisa
Subject: Liz Lopez salary

I talked to Bailey and he said he would talk to L. Welch. I suggest you pursue Lopez' raise from base savings as requested, which Bailey was to OK

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

From: [Rodríguez, Lisa](#)
To: [Perkovich, Mark](#)
Cc: [Rodríguez, Lisa](#)
Subject: RE: Liz Lopez salary
Date: Wednesday, October 28, 2015 1:00:34 PM

Yes, May 13th - June 30th will be paid by CRM from another fund.

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

From: Perkovich, Mark
Sent: Wednesday, October 28, 2015 12:10 PM
To: Rodríguez, Lisa
Subject: Re: Liz Lopez salary

Thanks Lisa, but was it backpay to May or July 1st?

> On Oct 28, 2015, at 11:44 AM, Rodríguez, Lisa <Lisa.Rodriguez@azag.gov> wrote:

>

> Yes. It has been resolved.

>

> Lisa Rodriguez

> Legal Administrator

> Criminal Division

> (602) 542-8488

> lisa.rodriguez@azag.gov

>

> **From:** Perkovich, Mark

> **Sent:** Wednesday, October 28, 2015 11:37 AM

> **To:** Rodríguez, Lisa

> **Subject:** RE: Liz Lopez salary

>

> Was Finance able to go back to the May graduation date?

>

> **From:** Rodríguez, Lisa

> **Sent:** Wednesday, October 28, 2015 11:23 AM

> **To:** Perkovich, Mark; Eckert, Robert

> **Cc:** Conrad, Donald; Rodríguez, Lisa

> **Subject:** RE: Liz Lopez salary

>

> FYI – This issue has been resolved. Liz should see the back pay this week. Lisa

>

> **From:** Perkovich, Mark

> **Sent:** Wednesday, October 14, 2015 4:35 PM

> **To:** Rodríguez, Lisa; Eckert, Robert

> **Cc:** Conrad, Donald

> **Subject:** RE: Liz Lopez salary

>

> That was my suspicion but I simply don't believe it is a good enough reason especially since this situation could have been avoided and was no fault of the employee. Perhaps there is another remedy to make the employee whole?

>

> **From:** Rodríguez, Lisa

> **Sent:** Wednesday, October 14, 2015 4:29 PM

> **To:** Perkovich, Mark; Eckert, Robert

> **Cc:** Conrad, Donald; Rodríguez, Lisa

> **Subject:** RE: Liz Lopez salary

>

> I understand. But, per our budget cycle, Finance/HR cannot go back to last FY's funds to make that

adjustment.

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> Sent: Wednesday, October 14, 2015 4:21 PM
> To: Rodriguez, Lisa; Eckert, Robert
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>

> Thank you-
> Mark

>

> From: Rodriguez, Lisa
> Sent: Wednesday, October 14, 2015 4:06 PM
> To: Eckert, Robert; Perkovich, Mark
> Cc: Rodriguez, Lisa; Conrad, Donald
> Subject: RE: Liz Lopez salary

>

> Per Leslie, this increase has been approved with an effective date of 7/1/15, which is beginning of this FY. We should be getting an approval/updated letter from April soon. I will keep it on my radar.
Lisa

>

> ----- Original message -----

> From: "Rodriguez, Lisa" <Lisa.Rodriguez@azag.gov<<mailto:Lisa.Rodriguez@azag.gov>>>
> Date: 10/14/2015 8:19 AM (GMT-07:00)
> To: "Eckert, Robert" <Robert.Eckert@azag.gov<<mailto:Robert.Eckert@azag.gov>>>,"Perkovich, Mark" <Mark.Perkovich@azag.gov<<mailto:Mark.Perkovich@azag.gov>>>
> Subject: FW: Liz Lopez salary
> FYI. We are working on this.

>

> From: Rodriguez, Lisa
> Sent: Wednesday, October 14, 2015 8:12 AM
> To: Welch, Leslie; Knebel, April; Human Resources
> Cc: Rodriguez, Lisa
> Subject: FW: Liz Lopez salary

>

> Leslie – Could you help us with this issue so we can resolve it asap. Thanks! Lisa

>

> April – FYI.

>

> From: Conrad, Donald
> Sent: Tuesday, October 13, 2015 2:36 PM
> To: Rodriguez, Lisa
> Subject: Liz Lopez salary

>

> I talked to Bailey and he said he would talk to L. Welch. I suggest you pursue Lopez' raise from base savings as requested, which Bailey was to OK

>

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

>

From: Rodriguez, Lisa
To: Maya, Autumn
Subject: RE: Lola Duncan Payroll
Date: Tuesday, November 10, 2015 10:50:40 AM

I think that is the best. Unfortunately it takes more time, but it will be less headache to fix if you find problems.

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

From: Maya, Autumn
Sent: Tuesday, November 10, 2015 10:49 AM
To: Rodriguez, Lisa
Subject: RE: Lola Duncan Payroll

I didn't even check Lola's ETE since it didn't have OT.

I will make sure to check the function codes regardless.

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

From: Rodriguez, Lisa
Sent: Tuesday, November 10, 2015 10:46 AM
To: Maya, Autumn
Subject: FW: Lola Duncan Payroll
Importance: High

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

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

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

All,

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

Charlie,

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

Lola,

Who provided you instructions to charge this account?

Echo,

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

Thank you,

Phillip Verver
Budget Analyst
Operations Division – Budget & Finance Section Office of the Arizona Attorney General Mark Brnovich
1275 W. Washington Ave.
Phoenix, AZ 85007
Ph. 602-542-8381

Phillip.verver@azag.gov

From: [Rodriguez, Lisa](#)
To: [Knebel, April](#)
Cc: [Conrad, Donald](#); [Welch, Leslie](#); [Human Resources](#); [Rodriguez, Lisa](#)
Subject: RE: Lopez
Date: Wednesday, October 28, 2015 9:05:00 AM
Attachments: [SAG0537 - CRMSIS - SA - Elizabeth Lopez.msg](#)
[PHX-#4469442-v1-PER PDQ SAG 0537 LOPEZ SPECIAL AGENT MFU1.PDF](#)

Thank you. I'm not sure why would need to update the PDQ again since we sent an updated one at the same time we sent the memo in June, 2015. Please let me know. Thanks. Lisa

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

From: Knebel, April
Sent: Wednesday, October 28, 2015 8:55 AM
To: Rodriguez, Lisa
Cc: Conrad, Donald; Welch, Leslie; Human Resources
Subject: RE: Lopez

Lisa - I will get the letter out today. Please see the attached PDQ for review and signature.

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

From: Rodriguez, Lisa
Sent: Wednesday, October 28, 2015 8:28 AM
To: Welch, Leslie; Knebel, April
Cc: Morgan, Lizette; Rodriguez, Lisa; Conrad, Donald
Subject: RE: Lopez

Sounds good. Yes, he is in favor of that. Per our calculations it was \$2,240 for 6.4 weeks from 5/13-6/30. Thanks for clearing this up.

April - Will you be sending us a transfer letter with the new position number/updated salary? Lisa

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

From: Welch, Leslie
Sent: Wednesday, October 28, 2015 8:23 AM
To: Knebel, April; Rodriguez, Lisa
Cc: Morgan, Lizette
Subject: Lopez

If Don wants to retro back to mid-May for E. Lopez, I will also approve. Lizette's group will have to use RICO funds to cover last fiscal year funds.

Sent from my iPhone

Diaz, Bethany

From: Rodriguez, Lisa
Sent: Tuesday, June 30, 2015 5:12 PM
To: Knebel, April; Human Resources
Cc: Rodriguez, Lisa; Verver, Phillip
Subject: SAG0537 - CRM/SIS - SA - Elizabeth Lopez
Attachments: Untitled.PDF - Adobe Acrobat Pro.pdf

April – Please see the updated PDQ and salary increase memo for former Recruit, now Special Agent, Elizabeth Lopez. I will bring you the originals tomorrow! Thanks. Lisa

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



OFFICE OF ATTORNEY GENERAL MARK BRNOVICH
CRIMINAL DIVISION / SPECIAL INVESTIGATIONS SECTION

MEMORANDUM

TO: Dan Woods *DW*
Acting Chief Special Agent
Special Investigations Section

DATE: June 29, 2015

FROM: Robert Eckert *RE*
Special Agent Supervisor
Major Fraud Unit 1

RE: Promotional Pay Increase/Retroactive Pay for Special Agent E. Lopez

I respectfully submit this memorandum to request a promotional pay increase and retroactive pay for Special Agent Elizabeth Lopez.

Agent Lopez is currently employed as a special agent and has been since successfully graduating the Law Enforcement Training Academy (LETA) on May 12, 2015. Prior to graduation and while employed as a special agent recruit, Agent Lopez, and this office, agreed that upon her successful completion and graduation from LETA, her total annual compensation would be increased from \$36,814.34 to \$55,000.00 annually.

Therefore, I respectfully request a promotional pay increase for Agent Lopez to \$55,000 and that her new salary be backdated to May 12, 2015, the date of her police academy graduation.

ok
Donald E. Leonard
6/30/15

**STATE OF ARIZONA
POSITION DESCRIPTION QUESTIONNAIRE**

POSITION NUMBER	JOB CODE
SAG000000537	AUN02078
OFFICIAL CLASSIFICATION TITLE	WORKING TITLE
AG SPECIAL AGENT	AG SPECIAL AGENT

AGENCY	DIVISION/SECTION
ARIZONA ATTORNEY GENERAL'S OFFICE	CRM/SPECIAL INVESTIGATIONS SECTION
ADDRESS (PHYSICAL WORK LOCATION)	PHONE
1275 W. WASHINGTON, PHOENIX, AZ 85007	(602) [REDACTED]

SUPERVISOR'S NAME	TITLE
ROBERT ECKERT	MAJOR FRAUD SUPERVISOR
EMAIL	PHONE
[REDACTED]@AZAG.GOV	(602) [REDACTED]

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

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

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.

This request is being made due to the confidential working relationship it holds with several attorneys and legal support staff throughout the Office. In addition, this position will have access to highly confidential matters such as attorney-client communication.

2. JOB SUMMARY: EXPLAIN THE PURPOSE OF THIS POSITION

The position will be assigned to a Major Fraud Unit of the Special Investigations Section (SIS), Criminal Division. As a Special Agent, the position will:

1. Conduct interviews of victims, witnesses, investigative leads, and suspects.
2. Properly collect, process, control, and analyze evidence.
3. Prepare clear, concise, grammatically correct, and detailed written reports to document all aspects of the investigation.
4. Communicate regularly and effectively with prosecutors and provide courtroom/Grand Jury testimony as needed.
5. Be able to physically control a suspect and be prepared and able to use deadly force if necessary.
6. Provide support to other AGO employees and perform administrative tasks as needed.
7. Be safety conscious and use proper work methods by following standard police policies and procedures.
8. Maintain proficiency with a firearm and maintain AZPOST peace officer certification.
9. Maintain a professional appearance and demeanor at all times.
10. Identify elder abuse and exploitation cases that meet the criteria for investigation and prosecution.
11. Interact with other divisions and outside coalitions to assist in raising public awareness to protect seniors from elder abuse and exploitation.
12. Apply and interpret State and Federal laws, rules, and regulations.
13. Confer with attorneys, make recommendations, prepare exhibits, and attend court proceedings.
14. Prepare search/seizure warrant affidavits and operational plans and coordinate/execute the warrants with other members of the Special Investigation Section.
15. Conduct occasional undercover operations, trash covers, mail covers, surveillance, and other standard law enforcement investigative techniques as needed to advance investigations.

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

Primary Responsibilities (In increments of no less than 5%)	Percent Time Spent (%)
1. Conduct investigations (conduct interviews, analyze evidence, write investigative reports, consult with prosecutor).	80
2. Provide support to other AGO activities (support to other investigations, search and seizure warrants, etc)	10
3. Training (maintain firearms proficiency and AZPOST certification; continuing education)	5
4. Perform administrative tasks (attend staff meetings; complete timecards and status reports; scan and copy documents; organize case files)	5
5.	
6.	
7.	
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.

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

As a Special Agent assigned to a Major Fraud Unit, the employee will require law enforcement experience and be familiar with current Federal and State statutes, regulations, policies and programs relating to the growing trends of elder abuse and exploitation. Knowledge of criminal litigation, civil 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.

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

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

As a Special Agent assigned to a Major Fraud Unit, this position must have the skills to interpret and apply complex state laws pertaining to white collar crime and elder abuse/exploitation; analyze and accurately interpret copious amounts of information; use a computer and software to prepare reports and perform complex data analysis; and use investigative resources to discover non-obvious relationships between entities.

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

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

Must also possess an ability to communicate effectively verbally and in writing and serve as a liaison with constituents, business owners, community groups, and other members of the public from all socioeconomic backgrounds concerning elder affairs, and, and ability to effectively manage a challenging workload by applying sound organizational and time management principals.

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

Applicants need to be a certified Arizona peace officer in good standing or be eligible to obtain Arizona peace officer certification via the AZPOST waiver process within six months of hire date. To be eligible, a person must have previously served as a certified peace officer in Arizona, another state, or federal agency; must have completed basic and advanced training that demonstrates substantial comparability to the Arizona basic course; and must meet all of the minimum qualifications for certification as an Arizona Peace Officer. Refer to <http://www.azpost.state.az.us/CerWaiver.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 EG 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 - 4
<input checked="" type="checkbox"/> Climbing	O	1 - 4
<input checked="" type="checkbox"/> Crawling	R	1 - 4
<input checked="" type="checkbox"/> Fine Dexterity	F	1 - 4
<input checked="" type="checkbox"/> Foot Controls	F	1 - 4
<input checked="" type="checkbox"/> Hearing	C	1 - 4
<input checked="" type="checkbox"/> Kneeling/Crouching/Bending	O	1 - 4
<input checked="" type="checkbox"/> Manual Dexterity	C	1 - 4
<input checked="" type="checkbox"/> Lifting/Carrying # of pounds <u>20</u> *Lifting/Carrying 25 lbs or more will require a physical exam.	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:	R 1 - 4
<input checked="" type="checkbox"/> Pushing/Pulling # of pounds <u>20</u> *Pushing/Pulling 25 lbs or more will require a physical exam.	R	1 - 4
<input checked="" type="checkbox"/> Reaching	O	1 - 4
<input checked="" type="checkbox"/> Sitting	F	1 - 4
<input checked="" type="checkbox"/> Standing	F	1 - 4
<input checked="" type="checkbox"/> Talking	C	1 - 4
<input checked="" type="checkbox"/> Twisting	R	1 - 4
<input checked="" type="checkbox"/> Upper Extremity Repetitive Motion	C	1 - 4
<input checked="" type="checkbox"/> Seeing	C	1 - 4
<input checked="" type="checkbox"/> Walking/Running Short Distances Length of distance _____	O	1 - 4
<input checked="" type="checkbox"/> Walking/Running Long Distances Length of distance _____	O	1 - 4
<input type="checkbox"/> Other _____		

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

Environmental Demands	Frequency	Applicable Major Functions
<input type="checkbox"/> Asbestos	N/A	N/A
<input checked="" type="checkbox"/> Dust	R	5
<input checked="" type="checkbox"/> Frequent Task Changes	R	1 - 8
<input checked="" type="checkbox"/> High Volume Public Contact	F	1, 3, 5, 6
<input checked="" type="checkbox"/> Loud Noise	O	5
<input checked="" type="checkbox"/> Physical Danger	R	3, 5
<input checked="" type="checkbox"/> Tedious/Exacting Work	O	1 - 8
<input type="checkbox"/> Temperature Extremes	N/A	N/A
<input type="checkbox"/> Toxic Substances (e.g., solvents, degreasers, herbicides, pesticides, asbestos, printer toner, etc.)	N/A	N/A

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

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

ELIZABETH LOPEZ ELO

05/26/15

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:

Dan Woods



5/21/15

RECEIVED



5/20/2015

Print Name

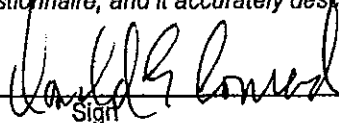
Sign

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.

Donald E. Conrad



6/25/15

Print Name

Division Chief

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.

**STATE OF ARIZONA
POSITION DESCRIPTION QUESTIONNAIRE**

POSITION NUMBER	JOB CODE
SAG000000537	AUN02078
OFFICIAL CLASSIFICATION TITLE	WORKING TITLE
AG SPECIAL AGENT	AG SPECIAL AGENT

AGENCY	DIVISION/SECTION
ARIZONA ATTORNEY GENERAL'S OFFICE	CRM/SPECIAL INVESTIGATIONS SECTION
ADDRESS (PHYSICAL WORK LOCATION)	PHONE
1275 W. WASHINGTON, PHOENIX, AZ 85007	(602) [REDACTED]

SUPERVISOR'S NAME	TITLE
ROBERT ECKERT	MAJOR FRAUD SUPERVISOR
EMAIL	PHONE
[REDACTED]@AZAG.GOV	(602) [REDACTED]

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

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

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.

This request is being made due to the confidential working relationship it holds with several attorneys and legal support staff throughout the Office. In addition, this position will have access to highly confidential matters such as attorney-client communication.

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

The position will be assigned to a Major Fraud Unit of the Special Investigations Section (SIS), Criminal Division. As a Special Agent, the position will:

1. Conduct interviews of victims, witnesses, investigative leads, and suspects.
2. Properly collect, process, control, and analyze evidence.
3. Prepare clear, concise, grammatically correct, and detailed written reports to document all aspects of the investigation.
4. Communicate regularly and effectively with prosecutors and provide courtroom/Grand Jury testimony as needed.
5. Be able to physically control a suspect and be prepared and able to use deadly force if necessary.
6. Provide support to other AGO employees and perform administrative tasks as needed.
7. Be safety conscious and use proper work methods by following standard police policies and procedures.
8. Maintain proficiency with a firearm and maintain AZPOST peace officer certification.
9. Maintain a professional appearance and demeanor at all times.
10. Identify elder abuse and exploitation cases that meet the criteria for investigation and prosecution.
11. Interact with other divisions and outside coalitions to assist in raising public awareness to protect seniors from elder abuse and exploitation.
12. Apply and interpret State and Federal laws, rules, and regulations.
13. Confer with attorneys, make recommendations, prepare exhibits, and attend court proceedings.
14. Prepare search/seizure warrant affidavits and operational plans and coordinate/execute the warrants with other members of the Special Investigation Section.
15. Conduct occasional undercover operations, trash covers, mail covers, surveillance, and other standard law enforcement investigative techniques as needed to advance investigations.

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

Primary Responsibilities (in increments of no less than 5%)	Percent Time Spent (%)
1. Conduct investigations (conduct interviews, analyze evidence, write investigative reports, consult with prosecutor).	80
2. Provide support to other AGO activities (support to other investigations, search and seizure warrants, etc)	10
3. Training (maintain firearms proficiency and AZPOST certification; continuing education)	5
4. Perform administrative tasks (attend staff meetings; complete timecards and status reports; scan and copy documents; organize case files)	5
5.	
6.	
7.	
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
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SKILLS ARE LEARNED AND GET BETTER WITH PRACTICE; THEY ARE EITHER COGNITIVE OR PSYCHOMOTOR.

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As a Special Agent assigned to a Major Fraud Unit, this position must have the skills to interpret and apply complex state laws pertaining to white collar crime and elder abuse/exploitation; analyze and accurately interpret copious amounts of information; use a computer and software to prepare reports and perform complex data analysis; and use investigative resources to discover non-obvious relationships between entities.

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

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

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

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

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 - 4
<input checked="" type="checkbox"/> Climbing	O	1 - 4
<input checked="" type="checkbox"/> Crawling	R	1 - 4
<input checked="" type="checkbox"/> Fine Dexterity	F	1 - 4
<input checked="" type="checkbox"/> Foot Controls	F	1 - 4
<input checked="" type="checkbox"/> Hearing	C	1 - 4
<input checked="" type="checkbox"/> Kneeling/Crouching/Bending	O	1 - 4
<input checked="" type="checkbox"/> Manual Dexterity	C	1 - 4
<input checked="" type="checkbox"/> Lifting/Carrying # of pounds <u>20</u> *Lifting/Carrying 25 lbs or more will require a physical exam.	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:	R 1 - 4
<input checked="" type="checkbox"/> Pushing/Pulling # of pounds <u>20</u> *Pushing/Pulling 25 lbs or more will require a physical exam.	R	1 - 4
<input checked="" type="checkbox"/> Reaching	O	1 - 4
<input checked="" type="checkbox"/> Sitting	F	1 - 4
<input checked="" type="checkbox"/> Standing	F	1 - 4
<input checked="" type="checkbox"/> Talking	C	1 - 4
<input checked="" type="checkbox"/> Twisting	R	1 - 4
<input checked="" type="checkbox"/> Upper Extremity Repetitive Motion	C	1 - 4
<input checked="" type="checkbox"/> Seeing	C	1 - 4
<input checked="" type="checkbox"/> Walking/Running Short Distances Length of distance _____	O	1 - 4
<input checked="" type="checkbox"/> Walking/Running Long Distances Length of distance _____	O	1 - 4
<input type="checkbox"/> Other _____		

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

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

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

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

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.

From: [Rodriguez, Lisa](#)
To: [Conrad, Donald](#)
Subject: RE: Monday
Date: Thursday, November 05, 2015 11:32:52 AM

Done

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

From: Conrad, Donald
Sent: Thursday, November 05, 2015 11:06 AM
To: Rodriguez, Lisa
Subject: Monday

No a.m. Meetings. I Ned time. Reset any existing

Donald Conrad
Chief Counsel
Criminal Division
Arizona Attorney General's Office
(602) 542-8495

From: Rodriguez, Lisa
To: Conrad, Donald
Subject: RE: MTG: Money Laundering Case
Date: Friday, October 30, 2015 2:09:51 PM

Paula said she talked to you about it.

-----Original Appointment-----

From: Conrad, Donald
Sent: Friday, October 30, 2015 1:53 PM
To: Rodriguez, Lisa
Subject: FW: MTG: Money Laundering Case
When: Friday, November 13, 2015 10:00 AM-10:30 AM (UTC-07:00) Arizona.
Where: Don's Office

What case is this lisa?

-----Original Appointment-----

From: Rodriguez, Lisa **On Behalf Of** Conrad, Donald
Sent: Friday, October 30, 2015 1:48 PM
To: Conrad, Donald; Conti, Matthew; Alleman, Paula
Subject: MTG: Money Laundering Case
When: Friday, November 13, 2015 10:00 AM-10:30 AM (UTC-07:00) Arizona.
Where: Don's Office

Attendees:

Conrad

Alleman

Conti

From: [Rodriguez, Lisa](#)
To: [Blake, Scott](#)
Cc: [Conrad, Donald](#); [Ahler, Paul](#)
Subject: RE: MTG: PSPRS
Date: Thursday, October 15, 2015 7:53:07 AM

Yes. I was waiting to reset it so I didn't delete it off the calendars, but I have done so now.

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

From: Blake, Scott
Sent: Thursday, October 15, 2015 6:47 AM
To: Rodriguez, Lisa
Cc: Conrad, Donald; Ahler, Paul
Subject: RE: MTG: PSPRS

Lisa,

I just wanted to make sure this meeting has been canceled. Paul is still out of town and FBI had a conflict as well. I am still waiting to hear back from FBI regarding possible new dates.

Thanks,

Scott

From: Conrad, Donald
Sent: Wednesday, October 07, 2015 10:42 AM
Required: Conrad, Donald; Ahler, Paul; Blake, Scott; 'Suzanne.allen@ic.fbi.gov'
Subject: MTG: PSPRS
When: Thursday, October 15, 2015 10:30 AM-11:30 AM.
Where: Conf-Rm-Law-1st-Lobby-CRD

Attendees:

Conrad
Ahler
Blake
SA Allen – FBI

Location: Lobby

From: [Rodriguez, Lisa](#)
To: [Loftus, Charles](#)
Cc: [Perkovich, Mark](#)
Subject: RE: My ETE
Date: Thursday, December 03, 2015 2:31:40 PM

Done.

From: Loftus, Charles
Sent: Thursday, December 03, 2015 2:26 PM
To: Rodriguez, Lisa
Cc: Perkovich, Mark
Subject: My ETE

Can you reject it please? I need to burn off 4 hours of sick for today.

Charles A. Loftus Ph.D.

Assistant Chief Agent

Arizona Attorney General's Office

From: [Rodriguez, Lisa](#)
To: [Conrad, Donald](#)
Subject: RE: my printer won't work
Date: Tuesday, November 24, 2015 11:54:40 AM

I unjammed it, but there was 10 jobs in there. Derek fixed it, but had to delete all your jobs. He said you can't print big jobs on that printer. 20 or more pages should be printed at the RICOH.

From: Conrad, Donald
Sent: Tuesday, November 24, 2015 10:59 AM
To: Rodriguez, Lisa
Subject: my printer won't work

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

From: [Rodriguez, Lisa](#)
To: [Conrad, Donald](#)
Subject: RE: New Employee Confirmation- Reyna Celis
Date: Monday, November 16, 2015 4:29:14 PM
Attachments: [image001.png](#)

Because you are the big boss. I can tell her or you can just delete. I get them.

From: Conrad, Donald
Sent: Monday, November 16, 2015 4:28 PM
To: Rodriguez, Lisa
Subject: FW: New Employee Confirmation- Reyna Celis

Do you know why I always get these things? Since we are just starting with KG, I'm inclined to tell her to stop sending to me.

From: Gee, Kay
Sent: Monday, November 16, 2015 4:27 PM
To: Dailey, Mike
Cc: Human Resources; Conrad, Donald; Rodriguez, Lisa; Garcia, Bobbie
Subject: New Employee Confirmation- Reyna Celis

Mike,

Human Resources has made the conditional employment offer and the offer has been accepted by Reyna Celis for SAG000000673 – Senior Paralegal. Ms. Celis' start date will be 11/23/2015 and she will attend New Employee Orientation with Human Resources at 8:30AM. Please submit the Network Security Form to ISS for processing. See below for the New Employee training schedule:

Day One	
8:30 am – 11am	HR/New Employee Training <ul style="list-style-type: none">• Security Badge, I-9 processing, Agency Overview, Policies & Procedures, Office Information and Paperwork.• Conditions of Employment, Position Description, MAP, Benefits, Employee Training Programs and Payroll
2pm – 4pm	Outlook /Hummingbird Training (2-3pm Outlook; 3-4pm Hummingbird) <ul style="list-style-type: none">• After training, new hires are release back to their section OA's and CFP satellite office employees are done for the day.

Day Two	
8am – 12pm	Legal Files Training

**If your New Employee/Intern will not need Hummingbird or Legal Files Training, please inform HR prior to the start date.*

Please remember, the status of this position is Uncovered, Non-Exempt and the corresponding condition of employment is attached for your review.

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