

From: [Rodriguez, Lisa](#)
To: [Conrad, Donald](#)
Subject: RE: Office Space Planning
Date: Friday, October 16, 2015 1:54:39 PM
Attachments: [image001.png](#)

Ugh.

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

From: Conrad, Donald
Sent: Friday, October 16, 2015 1:27 PM
To: Rodriguez, Lisa
Subject: FW: Office Space Planning

We should provide a tabulation of offices we need for categories of FTEs e.g. lawyers, paralegals, secretaries, investigators. I'm sure I left out some. Will you come up with current needs for offices please?

From: Welch, Leslie
Sent: Friday, October 16, 2015 1:16 PM
To: DL-Division Chiefs
Cc: Neumann, Valerie
Subject: Office Space Planning

Hello Division Chiefs,

We need to meet next week to briefly discuss your office space needs in preparation for the relocation project. As you know, we are considering a building located at 2005 N. Central. Since that building has less square footage than the Law Building, we need to assess the number of hard wall offices, modular cubes, specialty rooms (i.e. evidence or WAR rooms), and filing space to plan for. This will be an evolving process over time, so consider this round one.

Please be prepared to share your office space requirements. Valerie will be sending a meeting invite for Tuesday or Wednesday. Let me know if you have any questions.

Leslie Welch
Director of Operations
[cid:image003.png@01D093D6.EBC6C0A0]

Attorney General Mark Brnovich
1275 W. Washington, Phoenix, AZ 85007
Desk: 602-542-8046 I Cell: 602-525-0025
leslie.welch@azag.gov <<mailto:leslie.welch@azag.gov>>
<http://www.azag.gov> <<http://www.azag.gov/>>

From: Rodriguez, Lisa
To: Maya, Autumn
Cc: Rodriguez, Lisa
Subject: RE: OT Slips
Date: Monday, December 21, 2015 3:35:16 PM

Thanks for clarifying; however, she seemed to have no clue what I was talking about when I spoke to her. I am all for delegating when necessary, but when it comes to payroll and a direct assignment to you by your supervisor, I fully expect you as the OA to ensure that it is completed. I have repeatedly explained to you that we must rectify the issues between SIS and Payroll. I am working hard to rectify those issues.

Per our previous conversations and our meeting directly related to Shaylin, I would like to meet with you this Wednesday. I have asked you to document any and all issues as they relate to evidence and any other performance issues such as this instance. As we have discussed, not only is it important that you train her to do her job, but that you follow-up with any deficiencies or problems. This is not the first time she has not followed through on simple requests. I want a comprehensive assessment from you as it relates to the above and everything we discussed at our meeting at the end of October or beginning of November. We can check the calendar for the exact meeting date, I just don't recall at the moment. In addition, you were to keep a training log with her. Please ensure that is updated.

If you have any questions, please contact me immediately.

I do recall you saying you have a doctor appointment tomorrow am. Please submit a slip if you did not already do so today.

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

From: Maya, Autumn
Sent: Monday, December 21, 2015 11:40 AM
To: Rodriguez, Lisa
Subject: OT Slips

I placed the slips on Shaylin's desk with a note saying please take to payroll at 7:50 a.m. I had a meeting with Mark right after and that is why I did not take them myself. I was very surprised when she told me you were asking for them as I had assumed she had taken them when she got in. She acknowledged that she saw them and apologized for not taking them.

Autumn Maya
Law Enforcement Administrator
[NEW AG LOGO]

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

From: Rodriguez, Lisa
To: Cuellar, Paul; Truex, Echo
Cc: Maya, Autumn; Rodriguez, Lisa
Subject: RE: Overtime Request for 11/14/15
Date: Tuesday, November 24, 2015 12:27:45 PM
Attachments: RE Overtime Requests missing information.msg

Whoops ... I mean this for Michael Carroll ... not Paul Cuellar, fyi. Sorry my bad, meant for attached email.

From: Rodriguez, Lisa
Sent: Tuesday, November 24, 2015 12:26 PM
To: Cuellar, Paul; Truex, Echo
Cc: Maya, Autumn; Rodriguez, Lisa
Subject: RE: Overtime Request for 11/14/15

FYI – I confirmed with Annette Smith that the FC should be FFAB30974, not RICO. HCFA agents should use HCFA FCs, unless working on a non-HCFA search warrant or AG detail. Annette said that this was a HCFA related matter and is a viable expense. Echo – I updated the OT slip I sent you and will bring it down to you.

From: Cuellar, Paul
Sent: Monday, November 23, 2015 5:01 PM
To: Truex, Echo
Cc: Maya, Autumn; Rodriguez, Lisa
Subject: RE: Overtime Request for 11/14/15

Echo,

Sorry about the mistake the code is ARAB30060

Paul Cuellar
Special Agent

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

LAW ENFORCEMENT SENSITIVE

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

From: Truex, Echo
Sent: Monday, November 23, 2015 4:46 PM

To: Cuellar, Paul
Cc: Maya, Autumn; Rodriguez, Lisa
Subject: Overtime Request for 11/14/15

Hi Paul,

Attached is a copy of your Overtime Request for November 14, 2015. Can you please let me know the correct funding source (function code) for these extra hours? I will need this information by 9:30 AM on Tuesday, November 24, 2015.

The PCA number you have on the Overtime Request is no longer valid.

If you have any questions please let me know.

Thank you,

Echo Truex
Payroll Manager



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

Diaz, Bethany

From: Rodriguez, Lisa
Sent: Tuesday, November 24, 2015 11:45 AM
To: Truex, Echo; Maya, Autumn
Cc: Perkovich, Mark; Lepley, Justin; Rodriguez, Lisa
Subject: RE: Overtime Requests missing information
Attachments: Untitled.PDF - Adobe Acrobat Pro.pdf

Please see attached per our conversation. Sorry again for all the problems Echo.

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

Hi Autumn,

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

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

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

If you have any questions please let me know.

Thank you,

Echo Truex
Payroll Manager



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

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

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

To be completed by Employee

Name: Michael Carroll [Redacted] Date Submitted: 11-16-2015

Total accrued Annual Leave as of request date: [] Agency: AGO AG SECURITY

Total accrued Compensatory Time as of request date: [] TOBACCO ICE

Actual Number of Overtime Hours Requested: 5 FBI DPS - FIRG

PCA Number: 11-14-2015 Other

Date: 11-14-2015 Time From: 0900 Time To: 1400 LF Case Number: N/A

Task Force Case Number: N/A

Work to be performed: Community Outreach - Safe Senior Event

Justification: Outside normal workhours

Compensatory Time Earned at: Straight Time (less than 40 hours work week) or Time and a Half

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

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

Handwritten notes:
 ARAB30060
 ? Comp time
 ? (PC 800)

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

[Signature] 11-17-15
 Team Leader / Supervisor Date

[Signature] 11/17/15
 Approved by Division/Section Chief Date

Other Agency Authorization _____ Date _____

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

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

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

To be completed by Employee

Name: [REDACTED] Date Submitted: 11/20/15
No outside agency's overtime shall be flexed or compensatory hours accrued.
 Total accrued Annual Leave as of request date: Agency: AGO AG SECURITY
 Total accrued Compensatory Time as of request date: TOBACCO ICE
 Actual Number of Overtime Hours Requested: 6 FBI DPS - FIRG
 PCA Number: ACAB30060 Other

Date: [REDACTED] Time From: [REDACTED] Time To: 1630 LF Case Number: T-2014-0260

Task Force Case Number: _____

Work to be performed: Tucson work search warrant assist/Casa Grande location

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

Compensatory Time Earned at: Straight Time (8 hr Holiday during week) or Time and a Half
 Compensatory Time Earned at: Dollars (PC 101) or Hours (PC 800)

Employee Signature: [Signature] Date: 11-20-15

To be completed by Team Leader Supervisor

NOTE:

PLEASE CHECK ALL BOXES THAT APPLY

- 1. Accrued Compensatory balance must not exceed a maximum of 240 hours at any time during the calendar year and/or a maximum of 240 hours of Annual Leave by the end of the year.
 - 2. For the purpose of calculating overtime, the 40 hour work week begins Saturday at 12:01 am and ends on Friday at 11:59pm.
 - 3. No outside agency's overtime shall be flexed or compensatory hours accrued.
 - 4. AG overtime can be flexed within the same work week. (See #2 for work week).
 - 5. Any paid overtime must be approved by the Attorney General/Division Chief/Section Chief before the work is performed.
 - 6. All AG overtime will be reimbursed in hours unless specifically noted on this request to be dollars. Whenever possible, 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: [Signature] Date: 11/20/15

Approved by: Division/Section Chief _____ Date _____ Other Agency Authorization _____ Date _____

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

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

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

To be completed by Employee

Name: Todd Parenteau [REDACTED] Date Submitted: 11/19/15
No outside agency's overtime shall be flexed or compensatory hours accrued.
 Total accrued Annual Leave as of request date: Agency: AGO AG SECURITY
 Total accrued Compensatory Time as of request date: TOBACCO ICE
 Actual Number of Overtime Hours Requested: 8 FBI DPS - FIRG
 PCA Number: ARPB10339 Other _____

Date: 11/11 Time From: 8 hrs Time To: 1400 LF Case Number: Straight time
 Task Force Case Number: _____
 Work to be performed: AG Detail
 Justification: AG Detail
 Compensatory Time Earned at: Straight Time (Less than 40 physical hours worked) or Time and a Half
 Compensatory Time Earned at: Dollars (PC 101) or Hours (PC 800)
 Employee Signature: Todd A Parenteau Date: 11/19/15

To be completed by Team Leader Supervisor

NOTE:

PLEASE CHECK ALL BOXES THAT APPLY

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

Forward this request only if Overtime is approved.

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

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

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

From: Rodriguez, Lisa
To: Truex, Echo; Maya, Autumn
Cc: Perkovich, Mark; Lepley, Justin; Rodriguez, Lisa
Subject: RE: Overtime Requests missing Information
Date: Tuesday, November 24, 2015 11:45:09 AM
Attachments: Untitled.PDF - Adobe Acrobat Pro.pdf

Please see attached per our conversation. Sorry again for all the problems Echo.

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

Hi Autumn,

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

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

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

If you have any questions please let me know.

Thank you,

Echo Truex
Payroll Manager



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

From: Rodriguez, Lisa
To: Accounting
Cc: Rodriguez, Lisa; Maya, Autumn
Subject: RE: [REDACTED] - Process for Ryan, Rapp & Underwood bills moving forward ...
Date: Friday, October 02, 2015 4:41:37 PM

Attached are the bills in question. I'll send the originals to you as well. Lisa

From: Rodriguez, Lisa
Sent: Friday, October 02, 2015 4:09 PM
To: Maya, Autumn; Buhrow, Lauren; Accounting
Cc: Rodriguez, Lisa; Perkovich, Mark
Subject: [REDACTED] - Process for Ryan, Rapp & Underwood bills moving forward ...
Importance: High

Moving forward, the process to review/approve bills for Ryan, Rapp & Underwood is as follows:

- 1) Accounting will send the received bill to Autumn Maya (SIS) to ensure payment.
- 2) Autumn will have Lauren Buhrow (SIS) review the bill and initial as reviewed, returning the bill to Autumn.
- 3) Autumn will give me that statement to have Don Conrad "OK TO PAY" and I will return it to Autumn.
- 4) SIS will enter it into ProcureAZ attaching the approved itemized statement from Don Conrad.

I realize this seems convoluted, but it must be signed off and approved by an attorney for payment of legal services.

Accounting - Don has approved all the bills in questioned and I will forward them to you via email. They are all already been entered into ProcureAZ. Please let me know if it is necessary to undo any of that process. Thanks for your patience. Lisa

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

From: Rodriguez, Lisa
To: Buhrow, Lauren; Maya, Autumn
Cc: Accounting; Rodriguez, Lisa
Subject: RE: [REDACTED] Process for Ryan, Rapp & Underwood bills moving forward ...
Date: Monday, October 05, 2015 9:03:13 AM

Accounting gets the original bills and scans them to us. Why can't you review what is scanned, okay the print-out, and return it to Autumn for Don to review? Don signed all these bills and I will forward them to Accounting today. The process is to assist us in the future for new bills and how we are going to deal with them. However, if you want to review/approve the bills that Don has already signed, you can get them from me and return them to me for sending to Accounting.

From: Buhrow, Lauren
Sent: Monday, October 05, 2015 8:54 AM
To: Maya, Autumn; Rodriguez, Lisa
Cc: Accounting
Subject: RE: [REDACTED] - Process for Ryan, Rapp & Underwood bills moving forward ...

Hi Autumn,

I wish I could give approval this way, but per their email last week (attached below), they want my initials on the bill, which means I have to have the originals.

Lisa,

Would you be OK with an email from me/ the board after reviewing an electronic version of the bills that could be printed and attach to the packet or do you need a pen-to-paper initialing? Please reply to all to let us know. Thank you.

Sincerely,

Lauren Buhrow
Special Agent

Office of the Attorney General – SIS
1275 W. Washington, Phoenix, AZ 85007
Desk: 602.542-8054 | Cell: 602-568-7572 | Fax: 602.542.4882
Lauren.Buhrow@azag.gov
<http://www.azag.gov>

From: Maya, Autumn
Sent: Monday, October 05, 2015 8:48 AM
To: Buhrow, Lauren
Subject: FW: [REDACTED] Process for Ryan, Rapp & Underwood bills moving forward ...

For your review

From: Rodriguez, Lisa
Sent: Friday, October 02, 2015 4:42 PM
To: Accounting
Cc: Rodriguez, Lisa; Maya, Autumn
Subject: RE: [REDACTED] - Process for Ryan, Rapp & Underwood bills moving forward ...

Attached are the bills in question. I'll send the originals to you as well. Lisa

From: Rodriguez, Lisa
Sent: Friday, October 02, 2015 4:09 PM
To: Maya, Autumn; Buhrow, Lauren; Accounting
Cc: Rodriguez, Lisa; Perkovich, Mark
Subject: [REDACTED] - Process for Ryan, Rapp & Underwood bills moving forward ...
Importance: High

Moving forward, the process to review/approve bills for Ryan, Rapp & Underwood is as follows:

- 1) Accounting will send the received bill to Autumn Maya (SIS) to ensure payment.
- 2) Autumn will have Lauren Buhrow (SIS) review the bill and initial as reviewed, returning the bill to Autumn.
- 3) Autumn will give me that statement to have Don Conrad "OK TO PAY" and I will return it to Autumn.
- 4) SIS will enter it into ProcureAZ attaching the approved itemized statement from Don Conrad.

I realize this seems convoluted, but it must be signed off and approved by an attorney for payment of legal services.

Accounting - Don has approved all the bills in questioned and I will forward them to you via email. They are all already been entered into ProcureAZ. Please let me know if it is necessary to undo any of that process. Thanks for your patience. Lisa

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

From: [Rodriguez, Lisa](#)
To: [Kredit, Beth](#)
Cc: [Conrad, Donald](#)
Subject: RE: Phoenix FBI Field Office Inspection Interview Request
Date: Monday, October 19, 2015 11:50:52 AM

Beth – The AG stopped by here and I put this on Don’s calendar. Please let the AG know that Don will there. Thanks. Lisa

From: Kredit, Beth
Sent: Monday, October 19, 2015 11:37 AM
To: Conrad, Donald
Subject: FW: Phoenix FBI Field Office Inspection Interview Request

Mark is meeting with this individual this afternoon and was wondering if you would be available for the meeting. She is scheduled to be here at 2:30.

From: Cooper, Jacqueline M. (PX) (FBI) [<mailto:Jacqueline.Cooper@ic.fbi.gov>]
Sent: Friday, October 09, 2015 3:26 PM
To: Kredit, Beth
Subject: RE: Phoenix FBI Field Office Inspection Interview Request

Great, thanks for the logistics info – I’m sure that will be helpful and appreciated by the Inspector ☺

Have a wonderful weekend and thank you again for your help.

Jackie

From: Kredit, Beth [<mailto:Beth.Kredit@azag.gov>]
Sent: Friday, October 09, 2015 3:21 PM
To: Cooper, Jacqueline M. (PX) (FBI)
Subject: RE: Phoenix FBI Field Office Inspection Interview Request

We are on the second floor, but all visitors have to go to the receptionist on the 1st floor and be escorted to wherever they have an appointment. I will come down and get IIC Peterson as soon as the AG is ready for her.

She can park anywhere in the lot that does not have a reserved sign. There are also parking spaces on the streets surrounding the building.

Beth

From: Cooper, Jacqueline M. (PX) (FBI) [<mailto:Jacqueline.Cooper@ic.fbi.gov>]
Sent: Friday, October 09, 2015 2:55 PM
To: Kredit, Beth
Subject: RE: Phoenix FBI Field Office Inspection Interview Request

Beth – we’ll take what we can get – 2:30 pm it is! ☺

The inspector that will be conducting the interview is Inspector in Charge Kathryn Peterson. What floor is your office located on?

Jackie

From: Kredit, Beth [<mailto:Beth.Kredit@azag.gov>]
Sent: Friday, October 09, 2015 2:49 PM
To: Cooper, Jacqueline M. (PX) (FBI)
Subject: RE: Phoenix FBI Field Office Inspection Interview Request

He just set a 3:00 p.m. meeting – can we try for 2:30? The speed limit is 75 most of the way from Tucson up here! ☺

I believe he has an event that he may want to leave a little bit early for, so I hesitate to set it after his 3:00 p.m. meeting.

From: Cooper, Jacqueline M. (PX) (FBI) [<mailto:Jacqueline.Cooper@ic.fbi.gov>]
Sent: Friday, October 09, 2015 2:30 PM
To: Kredit, Beth
Subject: RE: Phoenix FBI Field Office Inspection Interview Request

Beth – that is great. The Inspector would be coming to your office. She has an interview in Tucson with the USA at 11 am. Would 3 pm work for the AG?

Thanks,
Jackie

From: Kredit, Beth [<mailto:Beth.Kredit@azag.gov>]
Sent: Friday, October 09, 2015 1:51 PM
To: Cooper, Jacqueline M. (PX) (FBI)
Subject: RE: Phoenix FBI Field Office Inspection Interview Request

Yes, AG Brnovich would like to participate. October 19 anytime in the in the afternoon would be great. Would he/she/they be coming here to our office?

From: Cooper, Jacqueline M. (PX) (FBI) [<mailto:Jacqueline.Cooper@ic.fbi.gov>]
Sent: Friday, October 09, 2015 12:04 PM
To: Kredit, Beth
Subject: RE: Phoenix FBI Field Office Inspection Interview Request

Thank you – appreciate all your help ☺

From: Kredit, Beth [<mailto:Beth.Kredit@azag.gov>]
Sent: Friday, October 09, 2015 11:31 AM
To: Cooper, Jacqueline M. (PX) (FBI)
Subject: RE: Phoenix FBI Field Office Inspection Interview Request

I am 'waiting in line' to speak with him...☺

Might be a little bit yet, but I will let you know as soon as I can.

From: Cooper, Jacqueline M. (PX) (FBI) [<mailto:Jacqueline.Cooper@ic.fbi.gov>]
Sent: Friday, October 09, 2015 10:46 AM
To: Kredit, Beth
Subject: FW: Phoenix FBI Field Office Inspection Interview Request

Hello Beth – just following up with you to see if you were able to check with the AG regarding availability to meet with our FBI Inspector in Charge for a 30 min interview on either 10/19 or 10/20. Our Headquarters has given me a deadline of today to provide them with the list of appointments.

Thanks for your assistance.

Jackie

Jacqueline M. Cooper
SAC Administrative Specialist
21711 N. 7th Street
Phoenix, AZ 85024
Phone: 623-466-1001
Fax: 623-466-1878
Email: jacqueline.cooper@ic.fbi.gov

From: Cooper, Jacqueline M. (PX) (FBI)
Sent: Thursday, October 08, 2015 3:03 PM
To: 'Kredit, Beth'
Subject: RE: Phoenix FBI Field Office Inspection Interview Request

Absolutely, you give me a date and time and I will provide that information to our Inspection Staff to see if that will work with their schedule.

Thank you so much for assisting me in trying to schedule this appointment and please let me know if you have any additional questions.

Thanks,
Jackie

Jacqueline M. Cooper
SAC Administrative Specialist

21711 N. 7th Street
Phoenix, AZ 85024
Phone: 623-466-1001
Fax: 623-466-1878
Email: jacqueline.cooper@ic.fbi.gov

From: Kredit, Beth [<mailto:Beth.Kredit@azag.gov>]
Sent: Thursday, October 08, 2015 2:56 PM
To: Cooper, Jacqueline M. (PX) (FBI)
Subject: RE: Phoenix FBI Field Office Inspection Interview Request

We might be able to do the 19th early afternoon or the 20th in the afternoon. Let me run this past the AG and I will let you know...hopefully tomorrow.

From: Cooper, Jacqueline M. (PX) (FBI) [<mailto:Jacqueline.Cooper@ic.fbi.gov>]
Sent: Thursday, October 08, 2015 2:15 PM
To: Kredit, Beth
Subject: RE: Phoenix FBI Field Office Inspection Interview Request

Hi Beth – I just spoke with Buddy Loomis who advised the AG will be out of country next week. As indicated below, our Inspection Staff will be here for two weeks; however, all outside liaison contacts were requested to be scheduled for 10/13, afternoon of 10/14, or morning of 10/15. If the AG is back in town the following week of the 19th, would he have any availability that week for a 30 min interview, either in person or telephonically? Please feel free to call me if you need any further information or have any questions.

Thank you,
Jackie

Jacqueline M. Cooper
SAC Administrative Specialist
21711 N. 7th Street
Phoenix, AZ 85024
Phone: 623-466-1001
Fax: 623-466-1878
Email: jacqueline.cooper@ic.fbi.gov

From: Cooper, Jacqueline M. (PX) (FBI)
Sent: Wednesday, October 07, 2015 4:18 PM
To: 'beth.kredit@azag.gov'
Subject: Phoenix FBI Field Office Inspection Interview Request

Beth – I know this is short notice, but I need to check on availability for an interview appointment with AG Brnovich. The Phoenix FBI Field Office will be undergoing an on-site office inspection from 10/12-23/15. Our Inspection Staff has asked us to schedule appointments with preselected federal, state and local agency heads regarding liaison efforts and relationships. Would AG Brnovich possibly have any time available for a 30 minute interview at your office with our Inspector in Charge (IIC) on Tuesday, 10/13/15? If he cannot meet with the IIC in person, would he be able to participate in a telephonic interview?

Thank you so much for your assistance.

Jackie

Jacqueline M. Cooper
SAC Administrative Specialist
21711 N. 7th Street
Phoenix, AZ 85024
Phone: 623-466-1001
Fax: 623-466-1878
Email: jacqueline.cooper@ic.fbi.gov

From: [Rodriguez, Lisa](#)
To: [Woods, Dan](#)
Subject: RE: PHX-#4328207-v11-CRM_-_ADMIN_-_ROLLING_REPORT_FOR_EXO
Date: Friday, October 30, 2015 7:28:06 AM

Thanks Dan! Happy Friday!

From: Woods, Dan
Sent: Thursday, October 29, 2015 4:19 PM
To: Rodriguez, Lisa
Cc: Perkovich, Mark; Loftus, Charles; Maya, Autumn
Subject: RE: PHX-#4328207-v11-CRM_-_ADMIN_-_ROLLING_REPORT_FOR_EXO

Attached are the tracked changes to the rolling report. Thanks. -Dan

From: Perkovich, Mark
Sent: Tuesday, October 27, 2015 1:59 PM
To: Woods, Dan; Loftus, Charles; Maya, Autumn
Subject: Fwd: PHX-#4328207-v11-CRM_-_ADMIN_-_ROLLING_REPORT_FOR_EXO

Please provide Lisa with the requested updates while noting the Friday deadline.

Thanks-
Mark

Begin forwarded message:

From: "Rodriguez, Lisa" <Lisa.Rodriguez@azag.gov>
Date: October 27, 2015 at 1:05:37 PM MST
To: "Ortiz, Kim" <Kim.Ortiz@azag.gov>, "Alleman, Paula" <Paula.Alleman@azag.gov>, "Duplissis, Steve" <Steve.Duplissis@azag.gov>, "Ahler, Paul" <Paul.Ahler@azag.gov>, "Perkovich, Mark" <Mark.Perkovich@azag.gov>, "Dailey, Mike" <Mike.Dailey@azag.gov>
Cc: "Rodriguez, Lisa" <Lisa.Rodriguez@azag.gov>
Subject: PHX-#4328207-v11-CRM_-_ADMIN_-_ROLLING_REPORT_FOR_EXO

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

From: Rodriguez, Lisa
To: Loftus, Charles
Cc: Woods, Dan; Perkovich, Mark; Connolly, Jerry; Rodriguez, Lisa
Subject: RE: PHX-#4382112-v1-DPS_radioshop_IGA
Date: Friday, October 02, 2015 9:18:37 AM

I'm still waiting on this for a final version? Do I have to? These emails date back to March 2015 and we still don't have the original agreement from Pima County. Unless I have totally lost my mind. Do we even need this agreement signed any longer?

From: Rodriguez, Lisa
Sent: Thursday, August 06, 2015 5:56 PM
To: Loftus, Charles
Cc: Woods, Dan; Rodriguez, Lisa
Subject: RE: PHX-#4382112-v1-DPS_radioshop_IGA

Charlie – Can you come up to review this IGA so we can make sure we are on the same page and get the signed agreement back? Thanks. Lisa

From: Rodriguez, Lisa
Sent: Tuesday, August 04, 2015 10:31 AM
To: Loftus, Charles; Connolly, Jerry
Cc: Woods, Dan; Rodriguez, Lisa
Subject: RE: PHX-#4382112-v1-DPS_radioshop_IGA

I have a pile on my desk that I have been tracking. You are welcome to come up to see which one we are still missing.

From: Loftus, Charles
Sent: Tuesday, August 04, 2015 6:36 AM
To: Rodriguez, Lisa; Connolly, Jerry
Cc: Woods, Dan
Subject: RE: PHX-#4382112-v1-DPS_radioshop_IGA

Is the DPS radio shop MOU is the one we are waiting for? The Pima County MOU is a different MOU and it went to their committee last week. The Pima county MOU is moving along.

Charlie

From: Rodriguez, Lisa
Sent: Monday, August 03, 2015 6:02 PM
To: Loftus, Charles; Connolly, Jerry
Cc: Woods, Dan; Rodriguez, Lisa
Subject: RE: PHX-#4382112-v1-DPS_radioshop_IGA
Importance: High

I'm still waiting for the signed MOU back on this Charlie. On 3/26 Chuck Erickson was reaching out to Pima County. Do we even need an MOU anymore? Lisa

From: Loftus, Charles

Sent: Tuesday, May 12, 2015 7:19 AM
To: Connolly, Jerry
Cc: Rubalcava, Andy; Rodriguez, Lisa
Subject: FW: PHX-#4382112-v1-DPS_radioshop_IGA

Good morning Jerry,

Below is the DPS POC for the radio shop MOU.

Thanks,

Charlie

From: Charles Erickson [<mailto:CHUCK.ERICKSON@asu.edu>]
Sent: Monday, May 11, 2015 8:40 PM
To: Loftus, Charles
Subject: Re: PHX-#4382112-v1-DPS_radioshop_IGA

Melody (602) [REDACTED] She handles all IGA and MOU agreements with the Technical Communication Division at DPS.

She agreed to E-Mail me when the signed copy is in the mail. It is being reviewed by the new command structure at DPS and will then be signed by the Director.

Chuck

From: Loftus, Charles [<mailto:Charles.Loftus@azag.gov>]
Sent: Monday, May 11, 2015 11:19 AM
To: Charles Erickson
Subject: FW: PHX-#4382112-v1-DPS_radioshop_IGA

Who should Jerry contact?

From: Rubalcava, Andy
Sent: Monday, May 11, 2015 11:13 AM
To: Loftus, Charles
Subject: FW: PHX-#4382112-v1-DPS_radioshop_IGA

Please provide a contact for Jerry to follow thru with..

From: Connolly, Jerry
Sent: Monday, May 11, 2015 9:47 AM
To: Rodriguez, Lisa; Rubalcava, Andy
Subject: RE: PHX-#4382112-v1-DPS_radioshop_IGA

I have not received anything back either. Who is our contact over at DPS and I will call and find out

where it is at.

From: Rodriguez, Lisa
Sent: Friday, May 08, 2015 5:32 PM
To: Rubalcava, Andy
Cc: Connolly, Jerry
Subject: RE: PHX-#4382112-v1-DPS_radioshop_IGA

Jerry?????? :D

From: Rubalcava, Andy
Sent: Monday, May 04, 2015 11:17 AM
To: Rodriguez, Lisa
Cc: Connolly, Jerry
Subject: FW: PHX-#4382112-v1-DPS_radioshop_IGA

SIS has not..Andy

From: Loftus, Charles
Sent: Monday, May 04, 2015 11:13 AM
To: Rubalcava, Andy; Erickson, Charles
Subject: RE: PHX-#4382112-v1-DPS_radioshop_IGA

I have not

From: Rubalcava, Andy
Sent: Monday, May 04, 2015 11:08 AM
To: Loftus, Charles; Erickson, Charles
Subject: FW: PHX-#4382112-v1-DPS_radioshop_IGA

Do either of you know if we received a conformed copy back?

From: Rodriguez, Lisa
Sent: Monday, May 04, 2015 10:33 AM
To: Rubalcava, Andy; Connolly, Jerry
Subject: RE: PHX-#4382112-v1-DPS_radioshop_IGA

Did we ever get a conformed copy?

From: Rubalcava, Andy
Sent: Thursday, April 02, 2015 8:47 AM
To: Connolly, Jerry; Conrad, Donald
Cc: Rodriguez, Lisa; Loftus, Charles
Subject: RE: PHX-#4382112-v1-DPS_radioshop_IGA

Thank you Jerry, go ahead and send as long as we have a signed copy and receive a conformed copy from them . thanks, Andy

From: Connolly, Jerry
Sent: Thursday, April 02, 2015 8:23 AM
To: Rubalcava, Andy; Conrad, Donald

Cc: Rodriguez, Lisa
Subject: RE: PHX-#4382112-v1-DPS_radioshop_IGA

I have the agreement back from Rex and have signed it. Do you want me to send it to the address in the IGA or do you have a better way to get this to DPS?

Thank you,

Jerry Connolly
Procurement Manager
Office of the Arizona Attorney General
1275 W. Washington
Phoenix, AZ 85007
(602) 542-8030
Jerry.Connolly@azag.gov

From: Rubalcava, Andy
Sent: Wednesday, March 25, 2015 4:12 PM
To: Connolly, Jerry; Conrad, Donald
Cc: Rodriguez, Lisa
Subject: RE: PHX-#4382112-v1-DPS_radioshop_IGA

Jerry, the Point of contact relating to technical issues for the AGO can be listed as Charlie Loftus.

From: Connolly, Jerry
Sent: Wednesday, March 25, 2015 2:03 PM
To: Rubalcava, Andy; Conrad, Donald
Cc: Rodriguez, Lisa
Subject: RE: PHX-#4382112-v1-DPS_radioshop_IGA

Andy, I am OK with the Agreement except for two things:

Pages 3 & 5 they want the contact person for the AGO to handle the technical issues. Can you provide this information?

Since it is an IGA I need our Counsel to approve to form, so after I get the information I will take the agreement to ACS (Rex Nowlan) for them to sign off on.

Thank you,

Jerry Connolly
Procurement Manager
Office of the Arizona Attorney General
1275 W. Washington
Phoenix, AZ 85007
(602) 542-8030

Jerry.Connolly@azag.gov

From: Rubalcava, Andy
Sent: Wednesday, March 25, 2015 8:59 AM
To: Conrad, Donald; Connolly, Jerry
Cc: Rodriguez, Lisa
Subject: FW: PHX-#4382112-v1-DPS_radioshop_IGA
Importance: High

Don, Jerry, this IGA has been due as we need the assistance and resources of DPS to fully deploy the radio assets and obtain the coverages in the same regions that DPS also needs to obtain coverage. The IGA is attached for your review, consideration.

From: Loftus, Charles
Sent: Wednesday, March 25, 2015 7:53 AM
To: Rubalcava, Andy
Subject: PHX-#4382112-v1-DPS_radioshop_IGA
Importance: High

Andy,

Attached is an IGA with DPS for radio services. We need them to modify the software for ADOT dispatch terminal. It is probably a ten hour job. In addition, this contract is good for the AGO in that DPS can work on our radios rather than a vendor at a third of the rate.

Someday we will not have Chuck Erickson and we will have to pay for all he does for us. He has saved us tens of thousands of dollars getting this system going.

Who should be the signing authority for the AGO? I didn't know who to put in this block. DPS says this contract was written by one of our AAG's and the hourly rate hasn't changed since 1986.

Should we forward this to Jerry now so he can start looking it over?

Thanks,

Charlie

From: [Rodriguez, Lisa](#)
To: [Perkovich, Mark](#)
Subject: RE: PHX-#4693649-v1-SIS_ORG__CHART.ppt
Date: Friday, October 16, 2015 6:08:07 PM

Hi Mark. I'm sorry, I have been swamped today. I'll review this next week for sure. Thanks. Have a great weekend! Lisa

From: Perkovich, Mark
Sent: Friday, October 16, 2015 2:20 PM
To: Rodriguez, Lisa
Subject: FW: PHX-#4693649-v1-SIS_ORG__CHART.ppt

Lisa, this was the org chart with SAG #'s that I had Autumn create. I know some of the positions listed no longer appear on the SAG report which leads me to believe the funding was in question or terminated.

Mark

From: Maya, Autumn
Sent: Wednesday, September 30, 2015 2:40 PM
To: Perkovich, Mark
Subject: PHX-#4693649-v1-SIS_ORG__CHART.ppt

I revised the org. chart with the changes you wanted.

Please review and let me know if you want anything additional or would like to change the layout or design.

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: Accounting; Maya, Autumn
Cc: Rodriguez, Lisa
Subject: RE: Polar Leasing LTE Increase
Date: Monday, December 28, 2015 2:26:50 PM

Approved - \$25,000.

From: Accounting
Sent: Wednesday, December 23, 2015 2:03 PM
To: Maya, Autumn
Cc: Rodriguez, Lisa
Subject: Polar Leasing LTE Increase
Importance: High

Hi ladies,

The LTE for Polar Leasing was originally encumbered for \$25,000 and is almost out of funds. Can I get authorization to increase the LTE further?

Each month's amount has been \$5,772.09, and the LTE currently is short \$9,632.54 (\$1,911.64 remaining in the LTE) to pay the November and December invoices we have also received.

Assuming you will be using this vendor through the end of the FY in June, can I please get an increase in the amount of \$44,265.08? This will cover the current outstanding amount (\$9,632.54) and the rest of the fiscal year ($\$5,772.09 * 6$) assuming the price doesn't change.

Please let me know if you have any questions.

Thank you,

Accounting - TE



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

From: Rodriguez, Lisa
To: Woods, Dan
Subject: RE: Pre-Disposition Release for AUH-SPI
Date: Monday, November 16, 2015 4:21:54 PM

Whew thanks

From: Woods, Dan
Sent: Monday, November 16, 2015 4:21 PM
To: Rodriguez, Lisa
Subject: FW: Pre-Disposition Release for AUH-SPI

Per our call. Thanks! -Dan

From: Woods, Dan
Sent: Friday, August 14, 2015 9:22 AM
To: Rodriguez, Lisa
Subject: FW: Pre-Disposition Release for AUH-SPI

Per our call. Thanks, Lisa. -Dan

From: Green-Wolfe, Katie
Subject: FW: Pre-Disposition Release for AUH-SPI

In the attached Excel sheet I have compiled all the information I could.

In the tab labeled 'Orig' I highlighted some line items for the following reasons:

Orange: Not case files

Blue: These list from a case number 'THRU' another case number. I'm concerned that might mean there are case files in the box that are not listed.

Red: These have no description for me to use to look up information.

In the tab labeled 'Case Info' I condensed the case numbers and entered the information available. I highlighted some line items for the following reasons:

Red: I cannot find these cases in Legal Files.

Orange. I listed the case numbers affiliated with the name on the original list.

Blue: The case name/description do not match and/or cannot be found

Thank you,

Katie Green

From: [Rodriguez, Lisa](#)
To: [Perkovich, Mark](#)
Cc: [Loftus, Charles](#); [Maya, Autumn](#)
Subject: RE: Promotion of Mark McClain
Date: Thursday, October 01, 2015 4:01:09 PM

Yes, however, we have not received approval from HR yet. Before we send anything out we need to get that approval first. I am working on finalizing my priorities list for April and will get it to her tomorrow.

From: Perkovich, Mark
Sent: Thursday, October 01, 2015 3:49 PM
To: Rodriguez, Lisa
Cc: Loftus, Charles; Maya, Autumn
Subject: Promotion of Mark McClain

Have we finalized the administrative process of officially promoting Mark McClain? I was hoping to send out a message SIS wide recognizing his accomplishment.

Thanks-
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: Diaz, Bethany
Cc: Smith, Annette; Rodriguez, Lisa
Subject: RE: PRR - [REDACTED]
Date: Thursday, December 03, 2015 10:50:03 AM
Sensitivity: Confidential

Bethany -- I'll bring you two CDs that relate to this PRR. Lisa

From: Rodriguez, Lisa
Sent: Tuesday, December 01, 2015 5:00 PM
To: Diaz, Bethany
Cc: Smith, Annette; Rodriguez, Lisa
Subject: FW: PRR
Sensitivity: Confidential

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

Bethany -- FYI.

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

Lisa,

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

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



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

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From: [Rodriguez, Lisa](#)
To: [PSPRSLocalBoard](#); [Accounting](#)
Cc: [Maya, Autumn](#); [Welch, Leslie](#); [Rodriguez, Lisa](#)
Subject: RE: PSPRS Local Board business, re: FW: [REDACTED]
Date: Tuesday, October 20, 2015 7:28:12 AM

Since we are in possession of this bill, Autumn, please prepare the PSR as I'm not sure this would go into ProcureAZ. The vendor is probably not set-up in there. Once I receive the PSR, I will have Don sign it and get it to FSS for payment. Remember we are using Function Code GFAE30035. Lisa

From: PSPRSLocalBoard
Sent: Monday, October 19, 2015 2:16 PM
To: Accounting
Cc: Maya, Autumn; Rodriguez, Lisa; Welch, Leslie
Subject: PSPRS Local Board business, re: FW: [REDACTED]

We have a bill (see attached) that came directly to me from worker's compensation based on administrative fees incurred as a result of the PSPRS Local Board's independent medical board provider's request for additional records from the worker's compensation provider. These fees have been justified and should be paid.

In trying to be consistent with the internal process we set up for bill payment for the legal fees incurred by the board, I have included all parties set up for that process, to begin with Accounting. Please let me know if we need to handle this another way due to the source. Thank you for your assistance.

Sincerely,

Lauren Buhrow
Special Agent / PSPRS Local Board Chair

Office of the Attorney General – SIS
1275 W. Washington, Phoenix, AZ 85007
Desk: 602.542-8054 | Cell: 602-568-7572 | Fax: 602.542.4882
Lauren.Buhrow@azag.gov
<http://www.azag.gov>

From: Rodriguez, Lisa
To: Buhrow, Lauren; Maya, Autumn
Cc: Accounting; Rodriguez, Lisa
Subject: RE: PSPRS Local Board, Billing
Date: Monday, October 05, 2015 9:14:57 AM

Okay in an email is fine and I will ensure Don sees that email before signing.

From: Buhrow, Lauren
Sent: Monday, October 05, 2015 9:13 AM
To: Rodriguez, Lisa; Maya, Autumn
Cc: Accounting
Subject: PSPRS Local Board, Billing

Lisa,

I didn't understand – I thought they were being sent to me to approve them. No, I don't need to do anything with the ones Don already approved.

However, regarding the billing in the future, I wasn't telling, I was asking: do I need to initial the originals, or can I simply send an "OK" email?

Sincerely,

Lauren Buhrow
Special Agent / PSPRS Local Board Chair

Office of the Attorney General – SIS
1275 W. Washington, Phoenix, AZ 85007
Desk: 602.542-8054 | Cell: 602-568-7572 | Fax: 602.542.4882
Lauren.Buhrow@azag.gov
<http://www.azag.gov>

From: Rodriguez, Lisa
Sent: Monday, October 05, 2015 9:03 AM
To: Buhrow, Lauren; Maya, Autumn
Cc: Accounting; Rodriguez, Lisa
Subject: RE: Parker - Process for Ryan, Rapp & Underwood bills moving forward ...

Accounting gets the original bills and scans them to us. Why can't you review what is scanned, okay the print-out, and return it to Autumn for Don to review? Don signed all these bills and I will forward them to Accounting today. The process is to assist us in the future for new bills and how we are going to deal with them. However, if you want to review/approve the bills that Don has already signed, you can get them from me and return them to me for sending to Accounting.

From: Buhrow, Lauren
Sent: Monday, October 05, 2015 8:54 AM
To: Maya, Autumn; Rodriguez, Lisa
Cc: Accounting
Subject: RE: Parker - Process for Ryan, Rapp & Underwood bills moving forward ...

Hi Autumn,

I wish I could give approval this way, but per their email last week (attached below), they want my initials on the bill, which means I have to have the originals.

Lisa,

Would you be OK with an email from me/ the board after reviewing an electronic version of the bills that could be printed and attach to the packet or do you need a pen-to-paper initialing? Please reply to all to let us know. Thank you.

Sincerely,

Lauren Buhrow
Special Agent

Office of the Attorney General – SIS
1275 W. Washington, Phoenix, AZ 85007
Desk: 602.542-8054 | Cell: 602-568-7572 | Fax: 602.542.4882
Lauren.Buhrow@azag.gov
<http://www.azag.gov>

From: Maya, Autumn
Sent: Monday, October 05, 2015 8:48 AM
To: Buhrow, Lauren
Subject: FW: Parker - Process for Ryan, Rapp & Underwood bills moving forward ...

For your review

From: Rodriguez, Lisa
Sent: Friday, October 02, 2015 4:42 PM
To: Accounting
Cc: Rodriguez, Lisa; Maya, Autumn
Subject: RE: Parker - Process for Ryan, Rapp & Underwood bills moving forward ...

Attached are the bills in question. I'll send the originals to you as well. Lisa

From: Rodriguez, Lisa
Sent: Friday, October 02, 2015 4:09 PM
To: Maya, Autumn; Buhrow, Lauren; Accounting
Cc: Rodriguez, Lisa; Perkovich, Mark
Subject: Parker - Process for Ryan, Rapp & Underwood bills moving forward ...
Importance: High

Moving forward, the process to review/approve bills for Ryan, Rapp & Underwood is as follows:

- 1) Accounting will send the received bill to Autumn Maya (SIS) to ensure payment.
- 2) Autumn will have Lauren Buhrow (SIS) review the bill and initial as reviewed, returning the bill to Autumn.
- 3) Autumn will give me that statement to have Don Conrad "OK TO PAY" and I will return it to Autumn.
- 4) SIS will enter it into ProcureAZ attaching the approved itemized statement from Don Conrad.

I realize this seems convoluted, but it must be signed off and approved by an attorney for payment of legal services.

Accounting - Don has approved all the bills in questioned and I will forward them to you via email. They are all already been entered into ProcureAZ. Please let me know if it is necessary to undo any of that process. Thanks for your patience. Lisa

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

From: Rodriguez, Lisa
To: Morgan, Lizette; Welch, Leslie; Conrad, Donald
Cc: Kamaleswaran, Biju
Subject: RE: PSPRS Local Board, legal fees, statute
Date: Monday, October 05, 2015 12:35:40 PM

Lizette – This will be our process:

From: Morgan, Lizette
Sent: Monday, October 05, 2015 11:16 AM
To: Welch, Leslie; Conrad, Donald
Cc: Rodriguez, Lisa; Kamaleswaran, Biju
Subject: RE: PSPRS Local Board, legal fees, statute

We will use either General Fund or Indirect Funds to process this bill. Is there any way we can estimate the total amount of obligation until this case is resolved? It would help ensure we are not perennially surprised when yet another bill shows up. Also, who is responsible for reviewing the invoice for accuracy, etc. we just need a point of contact. Would that be Lauren or someone else on "the board".

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

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

From: Welch, Leslie
Sent: Monday, October 05, 2015 10:14 AM
To: Conrad, Donald
Cc: Rodriguez, Lisa; Morgan, Lizette
Subject: RE: PSPRS Local Board, legal fees, statute

D: No problem, Lizette will use a different fund source than RICO.

From: Conrad, Donald
Sent: Monday, October 05, 2015 9:44 AM
To: Welch, Leslie
Cc: Rodriguez, Lisa
Subject: RE: PSPRS Local Board, legal fees, statute

L: I don't think this bill is eligible for payment with RICO funds. The issue is retirement entitlement. I don't think that qualifies for RICO expenditures. Please help me find another source to pay these fees.

From: Welch, Leslie
Sent: Monday, October 05, 2015 9:20 AM
To: Conrad, Donald
Cc: Rodriguez, Lisa

Subject: FW: PSPRS Local Board, legal fees, statute

FYI

From: Welch, Leslie
Sent: Monday, October 05, 2015 9:20 AM
To: Buhrow, Lauren
Cc: Morgan, Lizette; Connolly, Jerry; Eckert, Robert
Subject: RE: PSPRS Local Board, legal fees, statute

Yes, I think the chain of command would start with the Chief. I know you don't have a problem following the internal procedure. I'm guessing the current financial needs of the board are unusual, so the protocol was not clear.

From: Buhrow, Lauren
Sent: Monday, October 05, 2015 9:15 AM
To: Welch, Leslie
Cc: Morgan, Lizette; Connolly, Jerry; Eckert, Robert
Subject: RE: PSPRS Local Board, legal fees, statute

OK, I don't have any problem following a designated path -- I just need to be informed about what that path is...since I don't know. Is it simply up my chain of command, starting with the Chief?

Lauren Buhrow
Special Agent

Office of the Attorney General – SIS
1275 W. Washington, Phoenix, AZ 85007
Desk: 602.542-8054 | Cell: 602-568-7572 | Fax: 602.542.4882
Lauren.Buhrow@azag.gov
<http://www.azag.gov>

From: Welch, Leslie
Sent: Monday, October 05, 2015 9:05 AM
To: Buhrow, Lauren
Cc: Morgan, Lizette; Connolly, Jerry
Subject: RE: PSPRS Local Board, legal fees, statute

I think the core issue is that we still need to have purchasing requests go through the division approval process since the local board doesn't have budgetary authority or funds designated under its control.

From: Buhrow, Lauren
Sent: Monday, October 05, 2015 8:48 AM
To: Welch, Leslie
Cc: Connolly, Jerry
Subject: RE: PSPRS Local Board, legal fees, statute

Good morning, Leslie,

I don't know what happened to it after my procurement letter went to Jerry, but it didn't go to him while it was in my hands. The order of events went from the board to Procurement. I didn't have anything to do with the contracting after it went to Jerry. However, per the statute, the fee approvals are a local board decision.

Sincerely,

Lauren Buhrow
Special Agent / PSPRS Local Board Chair

Office of the Attorney General – SIS
1275 W. Washington, Phoenix, AZ 85007
Desk: 602.542-8054 | Cell: 602-568-7572 | Fax: 602.542.4882
Lauren.Buhrow@azag.gov
<http://www.azag.gov>

From: Welch, Leslie
Sent: Friday, October 02, 2015 5:35 PM
To: Buhrow, Lauren
Cc: Connolly, Jerry
Subject: RE: PSPRS Local Board, legal fees, statute

Thanks. Did the original funding request go through Andy?

From: Buhrow, Lauren
Sent: Friday, October 02, 2015 3:51 PM
To: Welch, Leslie
Cc: Connolly, Jerry
Subject: PSPRS Local Board, legal fees, statute
Importance: High

Hi Leslie,

I know there has been some question with regard to why the office is paying for the PSPRS Local Board's attorneys' fees. I recently sent this to Don Conrad in response to his questions. Should additional people ask you in the future, you may refer them to ARS 38-847 (N), which states:

“The fees of the medical board and of the local board's independent legal counsel and all other expenses of the local board necessary for the administration of the system shall be paid by the employer and not the board of trustees or system at such rates and in such amounts as the local board shall approve. Legal counsel that is employed by the local board is independent of the employer and any employee organization or member and owes its duty of loyalty only to the

local

board in connection with its representation of the local board.”

I hope this helps you address any questions that are posed to you. Thank you.

Sincerely,

Lauren

Lauren Buhrow

Special Agent/ PSPRS Local Board Chair

Office of the Attorney General – SIS
1275 W. Washington, Phoenix, AZ 85007
Desk: 602.542-8054 | Cell: 602-568-7572 | Fax: 602.542.4882
Lauren.Buhrow@azag.gov
<http://www.azag.gov>

From: [Rodriguez, Lisa](#)
To: [Morgan, Lizette](#); [Welch, Leslie](#); [Conrad, Donald](#)
Cc: [Kamaleswaran, Biju](#); [Rodriguez, Lisa](#)
Subject: RE: PSPRS Local Board, legal fees, statute
Date: Monday, October 05, 2015 12:37:18 PM

Lizette – It looks like we have already incurred about \$5,000 in expenses. Can we encumber another \$5,000 to be on the safe side. So, a total of \$10,000? This will be our process:

From: Rodriguez, Lisa
Sent: Friday, October 02, 2015 4:09 PM
To: Maya, Autumn; Buhrow, Lauren; Accounting
Cc: Rodriguez, Lisa; Perkovich, Mark
Subject: [REDACTED] - Process for Ryan, Rapp & Underwood bills moving forward ...
Importance: High

Moving forward, the process to review/approve bills for Ryan, Rapp & Underwood is as follows:

- 1) Accounting will send the received bill to Autumn Maya (SIS) to ensure payment.
- 2) Autumn will have Lauren Buhrow (SIS) review the bill and initial as reviewed, returning the bill to Autumn.
- 3) Autumn will give me that statement to have Don Conrad "OK TO PAY" and I will return it to Autumn.
- 4) SIS will enter it into ProcureAZ attaching the approved itemized statement from Don Conrad.

I realize this seems convoluted, but it must be signed off and approved by an attorney for payment of legal services.

Accounting - Don has approved all the bills in questioned and I will forward them to you via email. They are all already been entered into ProcureAZ. Please let me know if it is necessary to undo any of that process. Thanks for your patience. Lisa

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

From: Morgan, Lizette
Sent: Monday, October 05, 2015 11:16 AM
To: Welch, Leslie; Conrad, Donald
Cc: Rodriguez, Lisa; Kamaleswaran, Biju
Subject: RE: PSPRS Local Board, legal fees, statute

We will use either General Fund or Indirect Funds to process this bill. Is there any way we can estimate the total amount of obligation until this case is resolved? It would help ensure we are not perennially surprised when yet another bill shows up. Also, who is responsible for reviewing the invoice for accuracy, etc. we just need a point of contact. Would that be Lauren or someone else on "the board".

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

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

From: Welch, Leslie
Sent: Monday, October 05, 2015 10:14 AM
To: Conrad, Donald
Cc: Rodriguez, Lisa; Morgan, Lizette
Subject: RE: PSPRS Local Board, legal fees, statute

D: No problem, Lizette will use a different fund source than RICO.

From: Conrad, Donald
Sent: Monday, October 05, 2015 9:44 AM
To: Welch, Leslie
Cc: Rodriguez, Lisa
Subject: RE: PSPRS Local Board, legal fees, statute

L: I don't think this bill is eligible for payment with RICO funds. The issue is retirement entitlement. I don't think that qualifies for RICO expenditures. Please help me find another source to pay these fees.

From: Welch, Leslie
Sent: Monday, October 05, 2015 9:20 AM
To: Conrad, Donald
Cc: Rodriguez, Lisa
Subject: FW: PSPRS Local Board, legal fees, statute

FYI

From: Welch, Leslie
Sent: Monday, October 05, 2015 9:20 AM
To: Buhrow, Lauren
Cc: Morgan, Lizette; Connolly, Jerry; Eckert, Robert
Subject: RE: PSPRS Local Board, legal fees, statute

Yes, I think the chain of command would start with the Chief. I know you don't have a problem following the internal procedure. I'm guessing the current financial needs of the board are unusual, so the protocol was not clear.

From: Buhrow, Lauren
Sent: Monday, October 05, 2015 9:15 AM
To: Welch, Leslie
Cc: Morgan, Lizette; Connolly, Jerry; Eckert, Robert
Subject: RE: PSPRS Local Board, legal fees, statute

OK, I don't have any problem following a designated path – I just need to be informed about what that path is...since I don't know. Is it simply up my chain of command, starting with the Chief?

Lauren Buhrow
Special Agent

Office of the Attorney General – SIS
1275 W. Washington, Phoenix, AZ 85007
Desk: 602.542-8054 | Cell: 602-568-7572 | Fax: 602.542.4882
Lauren.Buhrow@azag.gov
<http://www.azag.gov>

From: Welch, Leslie
Sent: Monday, October 05, 2015 9:05 AM
To: Buhrow, Lauren
Cc: Morgan, Lizette; Connolly, Jerry
Subject: RE: PSPRS Local Board, legal fees, statute

I think the core issue is that we still need to have purchasing requests go through the division approval process since the local board doesn't have budgetary authority or funds designated under its control.

From: Buhrow, Lauren
Sent: Monday, October 05, 2015 8:48 AM
To: Welch, Leslie
Cc: Connolly, Jerry
Subject: RE: PSPRS Local Board, legal fees, statute

Good morning, Leslie,

I don't know what happened to it after my procurement letter went to Jerry, but it didn't go to him while it was in my hands. The order of events went from the board to Procurement. I didn't have anything to do with the contracting after it went to Jerry. However, per the statute, the fee approvals are a local board decision.

Sincerely,

Lauren Buhrow
Special Agent / PSPRS Local Board Chair

Office of the Attorney General – SIS
1275 W. Washington, Phoenix, AZ 85007
Desk: 602.542-8054 | Cell: 602-568-7572 | Fax: 602.542.4882
Lauren.Buhrow@azag.gov
<http://www.azag.gov>

From: Welch, Leslie
Sent: Friday, October 02, 2015 5:35 PM
To: Buhrow, Lauren
Cc: Connolly, Jerry
Subject: RE: PSPRS Local Board, legal fees, statute

Thanks. Did the original funding request go through Andy?

From: Buhrow, Lauren
Sent: Friday, October 02, 2015 3:51 PM
To: Welch, Leslie
Cc: Connolly, Jerry
Subject: PSPRS Local Board, legal fees, statute
Importance: High

Hi Leslie,

I know there has been some question with regard to why the office is paying for the PSPRS Local Board's attorneys' fees. I recently sent this to Don Conrad in response to his questions. Should additional people ask you in the future, you may refer them to ARS 38-847 (N), which states:

“The fees of the medical board and of the local board's independent legal counsel and all other expenses of the local board necessary for the administration of the system shall be paid by the employer and not the board of trustees or system at such rates and in such amounts as the local board shall approve. Legal counsel that is employed by the local board is independent of the employer and any employee organization or member and owes its duty of loyalty only to the local board in connection with its representation of the local board.”

I hope this helps you address any questions that are posed to you. Thank you.

Sincerely,

Lauren

Lauren Buhrow
Special Agent/ PSPRS Local Board Chair

Office of the Attorney General – SIS
1275 W. Washington, Phoenix, AZ 85007
Desk: 602.542-8054 | Cell: 602-568-7572 | Fax: 602.542.4882

Lauren.Buhrow@azag.gov
<http://www.azag.gov>

From: Rodriguez, Lisa
To: Diaz, Bethany
Cc: Conrad, Donald
Subject: RE: Public Records Request - DR - [REDACTED]
Date: Monday, November 09, 2015 3:56:01 PM
Attachments: image001.png

WRONG. Sorry for the confusion. The stuff I have is for Graven. :/

From: Diaz, Bethany
Sent: Monday, November 09, 2015 3:18 PM
To: Rodriguez, Lisa
Cc: Conrad, Donald
Subject: RE: Public Records Request - DR - [REDACTED]

Thank you so much!!!
-Bethany

From: Rodriguez, Lisa
Sent: Monday, November 09, 2015 3:17 PM
To: Diaz, Bethany
Cc: Conrad, Donald; Rodriguez, Lisa
Subject: RE: Public Records Request - DR - [REDACTED]

Bethany – Don't fall out of your chair. I will be bringing you four CDs responsive to this request.
Thanks for your patience. Lisa

From: Rodriguez, Lisa
Sent: Thursday, July 02, 2015 11:16 AM
To: Edwards, Michael; Maya, Autumn; Woods, Dan
Cc: Rodriguez, Lisa
Subject: FW: Public Records Request - DR

I understand that this is an SIS case. We need to respond to this request asap. Please let me know what you have. Thanks. Lisa

From: Conrad, Donald
Sent: Thursday, July 02, 2015 7:51 AM
To: Rodriguez, Lisa
Subject: FW: Public Records Request - DR

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

Hi Don & Lisa,

This appears to be a DCS/Fraud issue. I spoke with Mr. Johnson just now and CFP does not have

anything responsive to this request. He didn't think you would either, but I just wanted to double check with you before I respond to the requestor.

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

Thank you,

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

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

Mr. Johnson,

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

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

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

Thank you,

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

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

Mr. Johnson,

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

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

Thank you,

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

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

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

Please see the attached DR request for crime victim: [REDACTED], Case# CR2008-007443-001. If you have any questions, please contact me at the number below.

Robyn Parras
LSA, Victim Compensation
P: (602)372-2846
F: (602)594-7029
parrasr@mcao.maricopa.gov



From: [Rodriguez, Lisa](#)
To: [Diaz, Bethany](#)
Cc: [Conrad, Donald](#); [Rodriguez, Lisa](#)
Subject: RE: Public Records Request - Teresa Peters
Date: Friday, November 27, 2015 4:43:14 PM
Attachments: [Untitled.PDF - Adobe Acrobat Pro.pdf](#)

Bethany – Please see attached SIS Open/Close. Lisa

From: Diaz, Bethany
Sent: Saturday, November 21, 2015 7:19 AM
To: Rodriguez, Lisa
Cc: Conrad, Donald
Subject: Fwd: Public Records Request

Hi Lisa & Don,

Please see below. Is it possible to try and turn this around quickly?

The exact info needed is below and it's for an employee.

Thank you,

Bethany Diaz

Begin forwarded message:

From: "Kentla, Arna" <Arna.Kentla@azag.gov>
Date: November 20, 2015 at 1:32:16 PM MST
To: "Diaz, Bethany" <Bethany.Diaz@azag.gov>
Subject: Public Records Request

Good afternoon, Bethany,

Roger Nusbaum, of the Criminal Section (Elder Fraud Unit), recently assisted me briefly on a personal matter, which I now have to turn into a civil action in superior court here in Pima County. Unfortunately, he cannot provide me with a copy of his report; I have to get that from you. The report is AGO Case No. T002-2015-000236. Could you please tell me what the process is to obtain a copy of this report, and also an ETA on the turn-around time to receive it? I am hoping to file my petition with the court next week, and need a piece of information from that report.

Many thanks in advance,

Arna Kentla
Legal Secretary II
Solicitor General Division

Criminal Appeals/Capital Litigation Sections
400 West Congress, Building S-315
Tucson, AZ 85701-1367
(520) 628-6738
(520) 628-6878 (Fax)
Arna.Kentla@azag.gov

Arna Kentla

For Office Use Only

Check One

PHX-#4740355

Open Case

Open & Close
(Info Only Report)

NO Case Closing Required

STATE OF ARIZONA
OFFICE OF THE ATTORNEY GENERAL
SPECIAL INVESTIGATIONS

CASE OPENING FORM

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

LF No.: T-2015-0236

Open Date: 26 Oct 2015

Case Name:

[REDACTED]

Suspect

Victim

Complainant

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

Role	L Name	F Name	M Name	DOB	SSN
S	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
V	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
C	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
C	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Law Enforcement Assist? NO YES
If Yes, Agency:

Type of Report:
Theft by Control

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

Assigned Agent(s)

Supervisor

Assigned Attorney

R. Nusbaum #377

P. Cuellar #402

AAG Doug Clark

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

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

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

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

[REDACTED] and her sister [REDACTED] reported that a licensed insurance agent, financial planner identified as suspect [REDACTED] is refusing to disburse the residual monies from their deceased mother's estate to include annuities and life insurance policies from New York Life, bank accounts with BBVA Compass Bank and investment accounts with A.G. Edwards.

According to the complainants, their mother passed in 2007 and suspect [REDACTED] had previously prepared the Living Trust, naming herself as the Successor Trustee and Executor of the mother's Last Will and Testament and has been receiving monies from several financial institutions and not paying the named beneficiaries.

AAG Clark reviewed the information and indicated it is a civil or probate matter at this time, until it is determined there is an unjust enrichment or theft by control.

From: [Rodriguez, Lisa](#)
To: [Roysden, Beau](#); [Garcia, Mia](#)
Cc: [Rodriguez, Lisa](#); [Diaz, Bethany](#)
Subject: RE: Public Records Request re: Letters to Novak re: Bitter Smith Document Requests
Date: Tuesday, December 15, 2015 10:42:12 AM

I only see one letter to Novak from Conrad on 10/23/15; however, since the case is still under investigation, Don probably won't release it. I don't see any letters drafted by Paul. I'll get back to you Mia. Lisa

From: Roysden, Beau
Sent: Thursday, December 03, 2015 12:06 PM
To: Garcia, Mia
Cc: Rodriguez, Lisa
Subject: Public Records Request re: Letters to Novak re: Bitter Smith Document Requests

Mia,

It looks like I only have drafts of the letters in word format. I believe that Lisa Rodriguez (Don's office administrator) should have copies of the final letters or be able to point you in the right direction. I'm copying Lisa on this email.

As I recall there should be 2-3 letters over the course of September – November asking Ed Novak for certain categories of documents. One or more may have come from Paul Ahler.

I don't mean to pass the buck on this. If I can be of further help let me know.

Brunn (Beau) Roysden
Senior Litigation Counsel

Office of the Attorney General
Consumer Protection & Advocacy Section
1275 W Washington St, Phoenix, AZ 85007
Desk: 602.542.7757 | Fax: 602.542.4377
Beau.Roysden@azag.gov

From: Rodriguez, Lisa
To: Conrad, Donald
Subject: RE: public records request
Date: Thursday, December 10, 2015 1:06:08 PM

No, but I can check it out tomorrow.

From: Conrad, Donald
Sent: Thursday, December 10, 2015 12:51 PM
To: Rodriguez, Lisa
Subject: FW: public records request

Do you have access to my folder on Ludwig. I am willing to produce everything in it.

From: Diaz, Bethany
Sent: Thursday, December 10, 2015 12:35 PM
To: Conrad, Donald; Lopez, John; Harrison, Terry; Human Resources
Cc: Gordon, Elizabeth; Rodriguez, Lisa; Welch, Leslie; Northup, Dawn
Subject: FW: public records request

Good afternoon,

Please see the attached public records request from Aaron Ludwig.
Please send me any responsive records your Division or Section has, legally redacted as necessary,
and I will release them collectively.

If there are no responsive records from your division, please let me know.

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: PublicRecords
Sent: Thursday, December 10, 2015 10:51 AM
To: Diaz, Bethany
Subject: FW: public records request

From: Aaron Ludwig

Sent: Thursday, December 10, 2015 10:50:44 AM (UTC-07:00) Arizona
To: PublicRecords
Subject: public records request

Attached please find a public records request. Thank you in advance for your prompt attention to it.

AARON S. LUDWIG | MANAGING DIRECTOR



THE COUNTERRACKETEERING GROUP, LLC
4242 NORTH 19TH AVENUE, SUITE 150
PHOENIX, AZ 85015-5108
PHONE: 757-504-3123
MOBILE: 602-██████████
EMAIL: ██████████@counterracketeering.com
WEB: www.counterracketeering.com

From: Rodriguez, Lisa
To: Perkovich, Mark; Conrad, Donald
Cc: Rodriguez, Lisa
Subject: RE: Public Records Request
Date: Tuesday, November 24, 2015 10:32:47 AM

Thanks. I will print and redact and get to Bethany. I did confirm it was never opened in LF as a prosecution case; therefore, this is the only document in LF.

From: Perkovich, Mark
Sent: Tuesday, November 24, 2015 10:03 AM
To: Conrad, Donald
Cc: Rodriguez, Lisa
Subject: RE: Public Records Request

Attached please find the below requested case report. As you will see it is an Open/Close with the review by AAG Doug Clark noting this matter is civil in nature. Short of the SSN's requiring redaction, I believe it could be released without delay.

Mark

From: Conrad, Donald
Sent: Monday, November 23, 2015 8:35 AM
To: Perkovich, Mark
Cc: Rodriguez, Lisa
Subject: FW: Public Records Request

Mark, Please brief me on the investigation and the report discussed below. Please provide me with a copy of the report.

From: Diaz, Bethany
Sent: Saturday, November 21, 2015 7:19 AM
To: Rodriguez, Lisa
Cc: Conrad, Donald
Subject: Fwd: Public Records Request

Hi Lisa & Don,

Please see below. Is it possible to try and turn this around quickly?

The exact info needed is below and it's for an employee.

Thank you,

Bethany Diaz

Begin forwarded message:

From: "Kentla, Arna" <Arna.Kentla@azag.gov>
Date: November 20, 2015 at 1:32:16 PM MST

To: "Diaz, Bethany" <Bethany.Diaz@azag.gov>

Subject: Public Records Request

Good afternoon, Bethany,

Roger Nusbaum, of the Criminal Section (Elder Fraud Unit), recently assisted me briefly on a personal matter, which I now have to turn into a civil action in superior court here in Pima County. Unfortunately, he cannot provide me with a copy of his report; I have to get that from you. The report is AGO Case No. T002-2015-000236. Could you please tell me what the process is to obtain a copy of this report, and also an ETA on the turn-around time to receive it? I am hoping to file my petition with the court next week, and need a piece of information from that report.

Many thanks in advance,

Arna Kentla
Legal Secretary II
Solicitor General Division
Criminal Appeals/Capital Litigation Sections
400 West Congress, Building S-315
Tucson, AZ 85701-1367
(520) 628-6738
(520) 628-6878 (Fax)
Arna.Kentla@azag.gov

Arna Kentla

From: Rodriguez, Lisa
To: Diaz, Bethany
Cc: Rodriguez, Lisa; Dailey, Mike
Subject: RE: Public Records Request: Takyar, et al
Date: Monday, October 19, 2015 3:19:26 PM
Attachments: PHX-#4703425-v2-TAKYAR- LTR TO MERCALDO LAW re PRR.DOCX

Bethany - I will bring you the CDs redacted by FRS which is responsive to this request today. Also, Eric Rothblum drafted a letter; however, Don has revised it. I have printed it, but please see attached. Lisa

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

From: Diaz, Bethany
Sent: Tuesday, September 15, 2015 10:58 AM
To: Conrad, Donald
Cc: Rodriguez, Lisa
Subject: FW: Public Records Request: Takyar, et al

Good morning Don & Lisa,

Please find attached a letter we received from the Mercaldo Law Firm for public records that appears to be related to your division. In the request, they ask for our response within 20 days. I assume it will take longer due to everything they are asking for, but please correct me if you think it could take less. Otherwise, I'll let them know it will likely take longer than 20 days.

Please send me anything responsive for release, redacted as necessary, when the records are ready.

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

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

From: LAW-EXO-PRN1@azag.gov [<mailto:LAW-EXO-PRN1@azag.gov>]
Sent: Tuesday, September 15, 2015 10:51 AM
To: Diaz, Bethany
Subject: Message from "LAW-EXO-PRN1"

This E-mail was sent from "LAW-EXO-PRN1" (Aficio MP 4002).

Scan Date: 09.15.2015 10:51:20 (-0700)
Queries to: LAW-EXO-PRN1@azag.gov



MARK BRNOVICH
ATTORNEY GENERAL

OFFICE OF THE ARIZONA ATTORNEY GENERAL
EXECUTIVE OFFICE

October 19, 2015

Marco B. Mercaldo
Mercaldo Law Firm
1853 N. Kolb Road
Tucson, AZ 85715

Re: Public Records Request

Dear Mr. Mercaldo,

Thank you for contacting the Arizona Attorney General's Office (AGO). This letter serves as the response to your public records request dated September 9, 2015 seeking the following documents:

Any and all documents, items, recordings, photographs or information of any kind or nature regarding the investigation and/or prosecution and/or conviction and/or seizure of property and/or plea agreement regarding Harinder K. Takyar, and/or Raman Takyar, and/or Seizure Warrant number SW2014-013145, and/or Takyar, PLLC, an Arizona corporation, and/or Reform Physicians, LLC, an Arizona corporation, and/or Pima MD, LLC, an Arizona corporation.

During a phone call between yourself and Eric Rothblum, you agreed that you are not seeking tangential materials related to the AGO's investigation/court action against Dr. Takyar, Dr. Takyar's marital community and/or Takyar business entities (i.e., BOPP reports and emails with Dr. Takyar's counsel in the State's pending asset forfeiture case). You agreed that it is sufficient at this time for the AGO to provide a copy of all pleadings/filings/orders filed in Maricopa County Superior Court cause numbers: SW2014-013145 (seizure warrant) and CV2015-002519 (civil asset forfeiture case). Enclosed is a disk providing those documents.

As Mr. Rothblum discussed with you, the AGO asserts that any/all law enforcement investigative reports that may exist are confidential/privileged and not available for public inspection at this time due to legitimate government considerations of privacy and for the best interest of the State as applicable in this circumstance. See *Scottsdale Unified Sch. Dist. No. 48 v. KPNX Broad. Co.*, 191 Ariz. 297, 955 P.2d 534 (1998); *U.S. v. Loughner*, 807 F.Supp.2d 828 (D. Ariz. 2011).

Sincerely,

Bethany Diaz
Enclosure

#470342

From: [Rodriguez, Lisa](#)
To: [Conrad, Donald](#)
Subject: RE: raise for todd and woods and set meeting
Date: Thursday, October 29, 2015 8:35:10 AM

I have to draft Todd's. I will do it today.
I don't know anything about Woods.

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

From: Conrad, Donald
Sent: Thursday, October 29, 2015 8:13 AM
To: Rodriguez, Lisa
Subject: raise for todd and woods and set meeting

Status of raises?

Meeting re: rosenblum. Ahler, Conrad, Eckert, madison

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

From: [Rodriguez, Lisa](#)
To: [Anderson, Ryan](#)
Subject: RE: Redaction of Discovery and PRRs
Date: Thursday, November 12, 2015 1:21:12 PM

Let me know if there is a problem.

From: Anderson, Ryan
Sent: Thursday, November 12, 2015 1:21 PM
To: Rodriguez, Lisa
Subject: RE: Redaction of Discovery and PRRs

Thank you

From: Rodriguez, Lisa
Sent: Thursday, November 12, 2015 1:13 PM
To: Anderson, Ryan
Subject: FW: Redaction of Discovery and PRRs

FYI.

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

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

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

From: [Rodriguez, Lisa](#)
To: [Powell, Audrey](#)
Cc: [Perkovich, Mark](#); [Maya, Autumn](#)
Subject: RE: Registration Confirmation
Date: Friday, November 20, 2015 3:12:51 PM

Audrey – It was Mark Roberts who was to be signed up, not Mark Perkovich. Please change it.
Thanks. Lisa

From: Powell, Audrey
Sent: Friday, November 20, 2015 3:10 PM
To: Rodriguez, Lisa
Subject: FW: Registration Confirmation

From: events@regonline.com [<mailto:events@regonline.com>]
Sent: Friday, November 20, 2015 3:07 PM
To: Perkovich, Mark
Cc: Powell, Audrey
Subject: Registration Confirmation

You are receiving this email because you registered for Constructs to Critical Incident Stress Debriefings.
If you are having trouble viewing this email, try [viewing it in a browser](#).

[Host your Own Event](#)

Constructs to Critical Incident Stress Debriefings

Thank you for registering. You are confirmed for
Constructs to Critical Incident Stress
Debriefings.

Name: Mark Perkovich
Registration ID: 87653516

[Review, change, or update your registration.](#)

We look forward to seeing you at the event!

Get event information on the go with our NEW
Mobile Event Guide! To access on your mobile
device, [click here](#)

When

4/20/2016 8:00 AM - 4:00 PM



[Add to My](#)

[Calendar](#)

Where

Mesa Police Department
3260 N. 40th Street
Mesa, Arizona 85215

[For a map and directions to
the event, click here.](#)

Contact

Phone: 847-875-3620

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From: [Rodriguez, Lisa](#)
To: [Conrad, Donald](#)
Subject: RE: Reminder: Auditor General's Request - Pending or Threatened Litigation, Claims & Assessments and Unasserted Claims or Assessments
Date: Tuesday, October 13, 2015 11:07:13 AM

I have all the info from BCS, FRS to but together. Did not get anything from FSP. I am going to put it all together ... after the annual report.

From: Conrad, Donald
Sent: Tuesday, October 13, 2015 11:06 AM
To: Rodriguez, Lisa
Subject: FW: Reminder: Auditor General's Request - Pending or Threatened Litigation, Claims & Assessments and Unasserted Claims or Assessments

Has this been taken care of for Crim?

From: Gonzalez, Krystal
Sent: Tuesday, October 13, 2015 10:46 AM
To: DL-Division Chiefs; DL-Section Chiefs
Cc: DL-Division OAs; Morgan, Lizette; Kamaleswaran, Biju
Subject: Reminder: Auditor General's Request - Pending or Threatened Litigation, Claims & Assessments and Unasserted Claims or Assessments

Good morning all,

Following the email sent September 29, 2015, this is a friendly reminder that the required responses with regard to the request stated below are **due by tomorrow, October 14, 2015**, to ensure that the State's Financial Statements are issued in a timely manner.

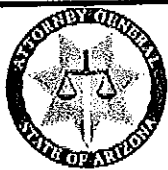
Your responses will need to be submitted electronically to me at Krystal.Gonzalez@azag.gov (cc Lizette.Morgan@azag.gov).

If you have already sent me your responses, please disregard this email.

Please let me know if you have any questions.

Respectfully,

Krystal Gonzalez
Budget and Finance Section



Office of the Arizona Attorney General
1275 W. Washington, Phoenix, AZ 85007
Desk: 602.542.8432
Krystal.Gonzalez@azag.gov
<http://www.azag.gov>

From: Gonzalez, Krystal
Sent: Tuesday, September 29, 2015 4:06 PM
To: DL-Division Chiefs; DL-Section Chiefs
Cc: Morgan, Lizette; Kamaleswaran, Biju; DL-Division OAs
Subject: Auditor General's Request - Pending or Threatened Litigation, Claims & Assessments and

Unasserted Claims or Assessments

Division and Section Chiefs:

In connection with an examination of the financial statements for the State of Arizona by the Office of the Auditor General for the fiscal year ended June 30, 2015, please furnish a description and evaluation of material pending or threatened litigation, claims and assessments (excluding unasserted claims and assessments and Transportations Section's condemnation cases). In addition, please provide any unasserted claims and assessments involving matters for which you have been engaged and have devoted substantive attention on behalf of the State of Arizona, in the form of legal consultation or representation.

Your response need not include any matter involving potential losses or gains that is expected to have less than \$1 million of effect on the financial statements unless the aggregate for all such individual amounts is more than \$1 million. Your response should include matters that existed at June 30, 2015. Your response should state that it covers the entire period from June 30, 2015 to the response date.

Complete the attached **Form A** to report Threatened Litigation, Claims and Assessments and **Form B** to report Unasserted Claims or Assessments. **If there are no pending threatened litigations, claims or assessments, or if there are no unasserted claims or assessments, please specifically state this in your response.**

The Budget and Finance Section will be compiling the responses for the AGO and requests that you submit your responses electronically to me at Krystal.Gonzalez@azag.gov (cc Lizette.Morgan@azag.gov) on or before **October 14, 2015** to ensure that the State's Financial Statements are issued timely. In addition, immediately prior to the issuance of the State's Financial Statements, the Auditor General's office will request an update. We expect the timing of that request to be around mid-December and would appreciate your support in keeping Forms A & B updated until the State's Financial Statements are issued.

Thank you,

Krystal Gonzalez
Executive Staff Assistant
Budget and Finance Section/Operations Division



Office of the Arizona Attorney General
1275 W. Washington, Phoenix, AZ 85007
Desk: 602.542.8432
Krystal.Gonzalez@azag.gov
<http://www.azag.gov>

From: [Rodriguez, Lisa](#)
To: [Gonzalez, Krystal](#); [Morgan, Lizette](#); [Kamaleswaran, Biju](#)
Cc: [Conrad, Donald](#); [Rodriguez, Lisa](#)
Subject: RE: Reminder: Auditor General's Request - Pending or Threatened Litigation, Claims & Assessments and Unasserted Claims or Assessments
Date: Wednesday, October 14, 2015 4:02:15 PM
Attachments: [PHX-#375346-v8-MEMO - ATTORNEY REPRESENTATION LETTER.DOC](#)

Please see attached for CRM. Lisa

From: Gonzalez, Krystal
Sent: Tuesday, October 13, 2015 10:46 AM
To: DL-Division Chiefs; DL-Section Chiefs
Cc: DL-Division OAs; Morgan, Lizette; Kamaleswaran, Biju
Subject: Reminder: Auditor General's Request - Pending or Threatened Litigation, Claims & Assessments and Unasserted Claims or Assessments

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Following the email sent September 29, 2015, this is a friendly reminder that the required responses with regard to the request stated below are **due by tomorrow, October 14, 2015**, to ensure that the State's Financial Statements are issued in a timely manner.

Your responses will need to be submitted electronically to me at Krystal.Gonzalez@azag.gov (cc Lizette.Morgan@azag.gov).

If you have already sent me your responses, please disregard this email.

Please let me know if you have any questions.

Respectfully,

Krystal Gonzalez
Budget and Finance Section



Office of the Arizona Attorney General
1275 W. Washington, Phoenix, AZ 85007
Desk: 602.542.8432
Krystal.Gonzalez@azag.gov
<http://www.azag.gov>

From: Gonzalez, Krystal
Sent: Tuesday, September 29, 2015 4:06 PM
To: DL-Division Chiefs; DL-Section Chiefs
Cc: Morgan, Lizette; Kamaleswaran, Biju; DL-Division OAs
Subject: Auditor General's Request - Pending or Threatened Litigation, Claims & Assessments and Unasserted Claims or Assessments

Division and Section Chiefs:

In connection with an examination of the financial statements for the State of Arizona by the Office of the Auditor General for the fiscal year ended June 30, 2015, please furnish a description and

evaluation of material pending or threatened litigation, claims and assessments (excluding unasserted claims and assessments and Transportations Section's condemnation cases). In addition, please provide any unasserted claims and assessments involving matters for which you have been engaged and have devoted substantive attention on behalf of the State of Arizona, in the form of legal consultation or representation.

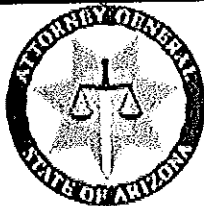
Your response need not include any matter involving potential losses or gains that is expected to have less than \$1 million of effect on the financial statements unless the aggregate for all such individual amounts is more than \$1 million. Your response should include matters that existed at June 30, 2015. Your response should state that it covers the entire period from June 30, 2015 to the response date.

Complete the attached **Form A** to report Threatened Litigation, Claims and Assessments and **Form B** to report Unasserted Claims or Assessments. **If there are no pending threatened litigations, claims or assessments, or if there are no unasserted claims or assessments, please specifically state this in your response.**

The Budget and Finance Section will be compiling the responses for the AGO and requests that you submit your responses electronically to me at Krystal.Gonzalez@azag.gov (cc Lizette.Morgan@azag.gov) on or before **October 14, 2015** to ensure that the State's Financial Statements are issued timely. In addition, immediately prior to the issuance of the State's Financial Statements, the Auditor General's office will request an update. We expect the timing of that request to be around mid-December and would appreciate your support in keeping Forms A & B updated until the State's Financial Statements are issued.

Thank you,

Krystal Gonzalez
Executive Staff Assistant
Budget and Finance Section/Operations Division



Office of the Arizona Attorney General
1275 W. Washington, Phoenix, AZ 85007
Desk: 602.542.8432
Krystal.Gonzalez@azag.gov
<http://www.azag.gov>

OFFICE OF THE ATTORNEY GENERAL
Threatened Litigation, Claims and Assessments
FORM A

(Excluding Unasserted Claims or assessments & Transportations Section's
condemnation cases)

Return Forms Electronically to Krystal.Gonzalez@azag.gov (cc
Lizette.Morgan@azag.gov) on or before October 14, 2015

Please describe any pending or threatened litigation, claims and assessment, including those arising from non-compliance with laws and regulations regarding the administration of federal financial assistance and other federal award programs, (excluding unasserted claims or assessments) not covered by the Department of Administration, Risk Management Division. **If there are no pending threatened litigations, claims and assessments, please specifically state this in your response.**

Your response need not include any matter involving potential losses or gains that is expected to have less than \$1 million of effect on the financial statements unless the aggregate for all such individual amounts is more than \$1 million. Your response should include matters that existed at June 30, 2015. Your response should state that it covers the entire period from June 30, 2015 to the response date.

AGO DIVISION/SECTION: CRM DIVISION/

BCS – No claims per Ortiz
DRG – No claims per Alleman
FSP – Claim covered by Risk Management.
FRS – Claims covered by Risk Management.
HCF – No claims per Duplissis
OVS – Claims covered by Risk Management.
SIS – Claims covered by Risk Management.

375346v7 – 10/14/15
Lisa Rodriguez

OFFICE OF THE ATTORNEY GENERAL
Unasserted Claims or Assessments
FORM B

Return Forms Electronically to Krystal.Gonzalez@azag.gov (cc
Lizette.Morgan@azag.gov) on or before October 14, 2015

Please describe any unasserted claims or assessments, including those arising from non-compliance with laws and regulations regarding the administration of federal financial assistance and other federal award programs not covered by the Department of Administration, Risk Management Division. Included should be those unasserted claims considered to be probable and which, if asserted against the State of Arizona, would have at least a reasonable possibility of an unfavorable outcome or favorable outcome if asserted by the State of Arizona. **If there are no such unasserted claims or assessments, please specifically state this in your response.**

Your response need not include any matter involving potential losses or gains that is expected to have less than \$1 million of effect on the financial statements unless the aggregate for all such individual amounts is more than \$1 million. Your response should include matters that existed at June 30, 2015. Your response should state that it covers the entire period from June 30, 2015 to the response date.

AGO DIVISION/SECTION: CRM DIVISION

BCS – No claims per Ortiz
DRG – No claims per Alleman
FSP – No claims per Ahler
FRS – No claims per Dalley
HCF – No claims per Duplissis
OVS – No claims per Flores
SIS – No claims per Perkovich

CASE NAME:

TOPIC:

PERIOD COVERED: June 30, 2015 to _____ (Insert Response Date)

1. The nature of the matter:
2. An explanation as to the probability that a claim or assessment will be asserted:
3. An explanation of how management intends to respond if the claim or assessment is asserted:
4. An estimate, if one can be made, of the amount, range or upper limit of the potential loss or gain if the claim or assessment is asserted:

From: Rodriguez, Lisa
To: Diaz, Bethany
Subject: RE: Request for a Report
Date: Friday, October 02, 2015 2:17:07 PM

Don sent me this. Thanks! Lisa

From: Diaz, Bethany
Sent: Friday, October 02, 2015 11:20 AM
To: Rodriguez, Lisa
Subject: FW: Request for a Report

Hi Lisa,

It just dawned on me that you weren't on this email.
Please see below for a PRR.

Thanks,
Bethany

From: Garcia, Mia
Sent: Monday, September 21, 2015 8:22 AM
To: Conrad, Donald; Anderson, Ryan; Bailey, Michael
Cc: Diaz, Bethany
Subject: FW: Request for a Report

fyi

From: Tim Gaffney [mailto:Tim.Gaffney@pinalcountyaz.gov]
Sent: Monday, September 21, 2015 8:01 AM
To: Garcia, Mia; Morris, Nicole
Subject: Request for a Report

Good morning. On February 19th, 2012 Sheriff Paul Babeu requested the Arizona Attorney General's Office conduct an investigation. The investigation concluded on August 31st, 2012 and the assigned case number is P002-2012-00345. Sheriff Babeu is requesting a copy of the entire investigation. Can you please obtain a copy and either email it or let me know when it is available and I will come pick it up.

Please don't hesitate to contact me with any questions.

Respectfully,

Tim Gaffney
Director of Administration, Pinal County Sheriff's Office
971 Jason Lopez Circle Florence, AZ 85132
Office: 520-866-5174 • Cell: 520-
On Call PIO: pcsopio@pinalcountyaz.gov
Records Request: www.pinal.foiaview.com

Signature



From: Rodriguez, Lisa
To: Conrad, Donald
Subject: RE: Request for Increased Advocate Salaries
Date: Friday, December 11, 2015 1:58:40 PM

No. They received more VOCA grant funding. I have this to talk to Phil about.

From: Conrad, Donald
Sent: Friday, December 11, 2015 1:31 PM
To: Rodriguez, Lisa
Subject: FW: Request for Increased Advocate Salaries

If there is money, let's do it. I hope this isn't RICO we are spending.

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

Don,

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

Thank you.

Kirstin

From: [Rodriguez, Lisa](#)
To: ["Perry, Lindsey"](#)
Cc: [Conrad, Donald](#)
Subject: RE: Request
Date: Wednesday, December 16, 2015 3:34:49 PM

Yes! Thanks! Lisa

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

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

Thank you,
Lindsey

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



From: [Rodriguez, Lisa](#)
To: [Conrad, Donald](#)
Subject: RE: review of power point with Kim
Date: Thursday, December 17, 2015 8:04:49 AM

Yes. I could (or have Abretske) copy it to her network drive. Want me to try that?

From: Conrad, Donald
Sent: Thursday, December 17, 2015 7:56 AM
To: Rodriguez, Lisa
Subject: review of power point with Kim

Can't we put that in a shared file so that she could review in Tucson simultaneously with me here?

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

From: [Rodriguez, Lisa](#)
To: [Gee, Kay](#); [Eckert, Robert](#)
Cc: [Human Resources](#); [Perkovich, Mark](#); [Maya, Autumn](#); [Rodriguez, Lisa](#)
Subject: RE: SAG 0541
Date: Friday, December 18, 2015 4:58:31 PM
Attachments: [image001.png](#)
[image002.png](#)

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

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

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

Hi Rob,

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

Thank you,

Kay Gee
Human Resources Section



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

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

Hi April,

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

Thanks,

Rob

Kindest Regards,

Robert "Rob" Eckert

Special Agent Supervisor – Major Fraud Unit 1



Office of the Attorney General
Criminal Division / Special Investigations Section
1275 W. Washington, Phoenix, AZ 85007
Desk: 602 [REDACTED] | Cell: [REDACTED] | Fax: 602.542.4882
[REDACTED]@azag.gov
<http://www.azag.gov>

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

From: [Rodriguez, Lisa](#)
To: [Maya, Autumn](#); [Perkovich, Mark](#)
Cc: [Rodriguez, Lisa](#)
Subject: RE: SAG0292 - CRM/SIS - SAS (Dison, Wes)
Date: Monday, October 19, 2015 9:46:25 AM
Attachments: [PHX-#2285431-v3-PER - PDO - SAG 0292 - SA SUPERVISOR - TUCSON.PDF](#)
[PHX-#4722804-v1-PER - CRM PERSONNEL REQUISITIONS.DOCX](#)

Please see the attached Personnel Requisition and PDQ. I will deliver the originals to Mark for review and signature.

From: Maya, Autumn
Sent: Friday, October 09, 2015 9:49 AM
To: Rodriguez, Lisa; Perkovich, Mark
Subject: RE: SAG0292 - CRM/SIS - SAS (Dison, Wes)

Yes, please help. I have searched for them in HB but without any success

From: Rodriguez, Lisa
Sent: Friday, October 09, 2015 9:12 AM
To: Perkovich, Mark; Maya, Autumn
Subject: FW: SAG0292 - CRM/SIS - SAS (Dison, Wes)
Importance: High

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

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

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

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

**STATE OF ARIZONA
POSITION DESCRIPTION QUESTIONNAIRE**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Primary Responsibilities (in increments of no less than 5%)	Percent Time Spent (%)
1. Operate undercover vehicle to various locations to conduct interviews, surveillance, or do research for public documents.	20
2. Operate computer equipment to compile data, type investigative reports, fill in property & evidence forms, and memorialize investigative activity.	15
3. Conduct interviews of victims, witnesses, and suspects involved in criminal and civil investigations involving fraud and abuse cases. Serve process on individuals and/or companies.	15
4. Operate ACJIS/NCIC computer terminal to gather criminal history background data.	10
5. Attend tactical operations and search warrants.	20
6. Provide protection for witnesses and government officials.	10
7. Confer with Chief Special Agent, subordinates and attorneys to discuss findings of investigation and how to proceed further, as well as review subordinates reports on investigations in the unit.	10
8.	
Attach additional sheets as needed	Must total 100%

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Must be a Certified Arizona Peace Officer in good standing and 10 years of law enforcement experience.

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

Spanish speaking.

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

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

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

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

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

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

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

Print Name

Sign

Date

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

Comments:

Print Name

Sign

Date

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

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

Print Name

Sign

Date

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

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

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

Current Information			
DIV/SEC:	CRM/SIS	Supervisor:	C. Loftus
Position Number:	SAG 0292	Classification:	AG Special Agent Supervisor
Job Code:	AUN04558	Position Grade:	23
Position Status:	UNCOVERED, NON-EXEMPT	Political Appt:	N/A
Last Incumbent:	Dison, Wes	Term Date:	10/16/2015
Last Salary Paid:	\$78,000	Requested Salary:	\$78,000
Position Salary Range:	\$46,932 - \$78,000	FTE/# OF HRS:	1.0 (80)
(Required) Action Requested:			
<input checked="" type="checkbox"/> Fill Current Vacancy <input type="checkbox"/> Establish new <input type="checkbox"/> Reallocate existing position			
If establishing new, please indicate the following:			
Provide Justification:			
If reclassing, please indicate the following:			
Classification and Grade:			
Provide Justification			
(Required) Position Information:			
Floor location and room number:	Tucson, Main – 3 rd Floor – ROOM: 300.27		
Phone number:	520- [REDACTED]		
Advertising (Select One or Both):			
<input checked="" type="checkbox"/> Internal (ads will be posted on azstatejobs.gov/internal and an email will be sent to the Agency)	7	Days	<input checked="" type="checkbox"/> External for (ads will be posted on azstatejobs.gov and azstatejobs.gov/internal; no email sent to the Agency)
			7
			Days
Travel required for this position <input checked="" type="checkbox"/> This position will need to use a State of AZ vehicle <input checked="" type="checkbox"/> <i>(Positions required to travel, drive a State vehicle or personal vehicle for State business will be required to complete an authorized driver identification form, have their driving record checked periodically and abide by Arizona Administrative Code R2-10-207 12)</i>			
Division Approvals			
Charles Loftus			
Supervisor Printed Name	Signature	Date	
Mark Perkovich			
Section Chief Counsel Printed Name	Signature	Date	
Donald E. Conrad			
Division Chief Counsel Printed Name	Signature	Date	
Budget Approval:			

Funding:					
Function	ARAE30063	FY	15	%	100
Function		FY		%	
Function		FY		%	
Function		FY		%	

Budget Approval Printed Name	Signature	Date
Lizette Morgan		

Chief Financial Officer Printed Name	Signature	Date

Human Resources Approval

Leslie Welch		
--------------	--	--

Operations Director Printed Name	Signature	Date

Executive Office Approval

Michael Bailey		
----------------	--	--

Chief Deputy Attorney General Printed Name	Signature	Date

HIRE APPROVAL (FOR HR/BUDGET USE ONLY) :

Candidate Name:

Proposed Start Date:

Proposed Salary:

Budget Approval:

Budget Approval Printed Name	Signature	Date
Lizette Morgan		

Chief Financial Officer Printed Name	Signature	Date

#4722804

From: [Rodriguez, Lisa](#)
To: [Maya, Autumn](#)
Subject: RE: SAG0603-HIRE MEMO ADMIN. II
Date: Tuesday, December 15, 2015 9:05:00 AM
Attachments: [PHX-4810320.docx.DRE](#)

Sorry for the delay in getting back to you. Please see my edits/suggestions are in version 2. Lisa

From: Maya, Autumn
Sent: Friday, December 11, 2015 10:39 AM
To: Rodriguez, Lisa
Subject: SAG0603-HIRE MEMO ADMIN. II

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: [Conrad, Donald](#)
Subject: RE: Salary Adjustment Processed - Gina Schelbrack
Date: Monday, October 19, 2015 1:40:02 PM
Attachments: [image001.png](#)

Yes. I will send to Vince and Sterrett.

From: Conrad, Donald
Sent: Monday, October 19, 2015 1:23 PM
To: Rodriguez, Lisa
Subject: FW: Salary Adjustment Processed - Gina Schelbrack

If they are all at trac send the emailsto vince

From: Knebel, April
Sent: Monday, October 19, 2015 11:16 AM
To: Conrad, Donald
Cc: Human Resources; Rodriguez, Lisa
Subject: Salary Adjustment Processed - Gina Schelbrack

Dear Mr. Conrad,

The requested salary increase has processed for Ms. Gina Schelbrack. Please notify Ms. Schelbrack of her salary increase and provide a copy of the attached letter to the employee.

Please let us know 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: Salary Increase for Dan Woods
Date: Monday, November 02, 2015 11:21:56 AM

Sure. I will draft a memo for you.

From: Perkovich, Mark
Sent: Monday, November 02, 2015 11:20 AM
To: Rodriguez, Lisa
Subject: Salary Increase for Dan Woods

Lisa, after discussing Asst. Chief Dan Woods' current salary with Don Conrad, we reached an agreement to have Chief Woods' salary elevated to the max within his range. According to Phillip Verver, Chief Woods' current annual salary is \$87,000 with the max being \$91,490. Can you help me with whatever is necessary to effect this salary increase?

Thanks in advance-
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: [Conrad, Donald](#)
Subject: RE: Sands
Date: Tuesday, November 17, 2015 10:31:17 AM

Sounds good. I may go Tucson tomorrow with Bobbie if she feels better. Or Thursday.

From: Conrad, Donald
Sent: Tuesday, November 17, 2015 10:16 AM
To: Rodriguez, Lisa
Subject: Sands

I asked him to come in tomorrow for at least ½ day. I want him to review the 3 hour Woods' power point. You may have other stuff to line up for him.

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

From: [Rodriguez, Lisa](#)
To: [Conrad, Donald](#)
Subject: RE: Save the Date - Arizona HIDTA Strategy Conference
Date: Tuesday, November 10, 2015 8:48:48 AM

Noooooooooooo. ./

From: Conrad, Donald
Sent: Tuesday, November 10, 2015 7:50 AM
To: Rodriguez, Lisa
Subject: FW: Save the Date - Arizona HIDTA Strategy Conference

Better put this on your calendar with an early tickle to let the new division chief know of this meeting.

From: Sally Ripley [<mailto:sripley@azhidta.org>]
Sent: Monday, November 09, 2015 4:28 PM
To: Atteberry, Thomas G. (Thomas.G.Atteberry@usdoj.gov); Bill Montgomery (montgomw@mcao.maricopa.gov); Chris Nanos (Christopher.nanos@sheriff.pima.gov); COL Scott Kahldon (scott.e.kahldon.mil@mail.mil); Daniel Sharp (dsharp@orovalleyaz.gov); David Gonzales (david.gonzales2@usdoj.gov); Dawn Mertz; Conrad, Donald; Doug Price (douglas.price@ic.fbi.gov); Douglas W. Coleman (douglas.w.coleman@usdoj.gov); Frank Milstead (fmilstead@azdps.gov); Ismael Nevarez Jr. (Ismael.Nevarez@ci.irs.gov); Joe Arpaio (a_lake@mcso.maricopa.gov); John Leonardo (john.leonardo@usdoj.gov); Joseph Yahner (joseph.yahner@phoenix.gov); JR Blackburn Jr. (jrblackburn@azcjc.gov); KC Clark (sheriff@navajocountyaz.gov); Lt Col Ken Hunter (khunter@azdps.gov); Manny Padilla (manuel.padillajr@cbp.dhs.gov); Mark Dannels (mdannels@cochise.az.gov); Mary Roberts (mary.roberts@phoenix.gov); Matt Allen (Matthew.C.Allen@ice.dhs.gov); Pat Lopez (e_lopez@mcso.maricopa.gov); Paul Wilson; Robert DeVries; Roberto Villasenor (roberto.villasenor@tucsonaz.gov)
Cc: Carla Friestad (Carla.J.Friestad@usdoj.gov); Colleen Muhr (cmuhr@orovalleyaz.gov); Cooper, Jacqueline M.; Dana Morales (dana.morales@sheriff.pima.gov); Gracie Guevara (graciela.guevara@phoenix.gov); James Molesa (james.molesa@navajocountyaz.gov); Jeannette Barber (Jeannette.Barber@ci.irs.gov); Jennifer Sochocki (jsochocki@cityofkingman.gov); Joe Domanico (DOMANICO@mcao.maricopa.gov); Kathy Morrison (kathy.morrison@phoenix.gov); Kristi Ringler; Lisa Coombe (lisa.coombe@phoenix.gov); Rodriguez, Lisa; Michele A. Briggs (Michele.A.Briggs@usdoj.gov); Miguel Jimenez (miguel.jimenez@cbp.dhs.gov); Paulene Garcia (P_Garcia@MCSO.maricopa.gov); Sally Ripley; Sarah Cummings (Sarah.E.Cummings@ice.dhs.gov); SSgt AZ ANG Renee Mottolo (renee.j.mottolo.mil@mail.mil); Tiffany Reed (treed@cityofkingman.gov); Vickie Toll (vtoll@azdps.gov); Vickie Vasquez (Victoria.vasquez@usdoj.gov)
Subject: Save the Date - Arizona HIDTA Strategy Conference

As decided at the October 1st Board meeting, the Arizona HIDTA is planning a strategy conference to discuss the findings and recommendations of the Special Committee designated to review the HIDTA Initiatives in Cochise, Santa Cruz, Pima, and Yuma Counties.

The conference is scheduled for **February 1-3, 2016**, at the Prescott Resort & Conference Center, 1500 E. State Rte. 69, Prescott (<http://www.prescottresort.com/location>).

Here is the tentative schedule:

Monday, February 1

Check in time begins at 3pm

6:00pm-7:30pm – Welcome Reception

Tuesday, February 2

9:00am-5:00pm – Strategy Session

6:00pm-7:30pm – Evening Event *(Initiative Commanders and Local Law Enforcement Officials will be invited to the evening event)*

Wednesday, February 3

9:00am-10:30am – General Session *(Initiative Commanders and Statewide Task Force Commanders will be invited to the general session)*

10:30am – Board Members Adjourn

10:30am-12:30pm – Initiative Commanders/Statewide Task Force Commanders Meeting

Conference costs, including lodging, will be funded through the HIDTA Administrative budget.

I will be making hotel reservations for all attendees, so please do not contact the hotel to make a reservation.

Please confirm attendance as early as possible so we can make the necessary arrangements for the meeting space, guest rooms, and related details. Additional information will be distributed as planning progresses, but we wanted to be sure you had the dates on your calendar. Please let me know if you have any questions.

Sally Ripley

Program Manager

Arizona HIDTA

602.426.1142 Office

602. [REDACTED] Mobile

sripley@azhidta.org

5350 N. 48th Street, Suite 225

Chandler, AZ 85226

www.azhidta.org

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From: [Rodriguez, Lisa](#)
To: [Maya, Autumn](#)
Subject: RE: SIS Opening
Date: Wednesday, October 14, 2015 9:41:23 AM

Also, per our convo this am, please make sure it gets uploaded into LF.

From: Maya, Autumn
Sent: Tuesday, October 13, 2015 10:13 AM
To: Rodriguez, Lisa
Subject: RE: SIS Opening

UGH...No I was not aware and yes I will talk with Shaylin and Mark is in Tucson today but I will definitely speak with him tomorrow 😊

From: Rodríguez, Lisa
Sent: Tuesday, October 13, 2015 10:08 AM
To: Maya, Autumn
Cc: Rodríguez, Lisa
Subject: SIS Opening

Hi Autumn - Do you know about this case? Michael Powell had the SIS opening, but not Gilda? I do not have it in my auditing stack either. I do believe it was a rush. My suspicion is Eckert provided the AAG a copy and it is still to be processed in your admin area? Also, please note the name of the case on the SIS opening form is not the name that it is under in LF, which is very confusing. Please explain. If Shaylin opened this case, please talk to her about the processes. Also, please help me get Mark to review the Procedures we drafted so we can get it sent out and hopefully eliminate confusion on everyone's part. Thanks. Lisa

From: [Rodriguez, Lisa](#)
To: [Perkovich, Mark](#)
Cc: [Woods, Dan](#); [Maya, Autumn](#); [Rodriguez, Lisa](#)
Subject: RE: SIS Procedure for Case Opening Sheets
Date: Monday, October 05, 2015 7:45:14 AM

Not a problem. I did want to add also if still necessary: about obtaining in custody LF numbers. Dison's group had requested them before, but I'm not sure if they still need them.

From: Perkovich, Mark
Sent: Sunday, October 04, 2015 8:44 PM
To: Rodriguez, Lisa
Cc: Woods, Dan; Maya, Autumn
Subject: Re: SIS Procedure for Case Opening Sheets

In reviewing the email and attachment, I'd like to have additional discussion about this process prior to it being disseminated.

Thanks-
Mark

On Oct 2, 2015, at 3:11 PM, Rodriguez, Lisa <Lisa.Rodriguez@azag.gov> wrote:

Please see the attached draft procedure for SIS Case Opening Sheets. Autumn and Gilda have also reviewed it and I believe we have the process complete. Prior to discussing this at our next OA meeting or disseminating it to SIS, I want to make sure we did not miss anything that either of you would like addressed in the procedure. In addition, Autumn and I have discussed the timeliness of SIS Admin getting the COS completed and through the process. We will be also discussing those detail with SIS Admin staff. Thanks. Lisa

<PHX-#4696642-v1-CRM_-_PROCEDURE_-_SIS_-_OPENINGS-CLOSINGS.docx>

From: [Rodriguez, Lisa](#)
To: [Conrad, Donald](#)
Subject: RE: SIS process for case opening
Date: Tuesday, November 10, 2015 10:37:49 AM

Did you send this to him or just me?

From: Conrad, Donald
Sent: Tuesday, November 10, 2015 10:22 AM
To: Rodriguez, Lisa
Subject: FW: SIS process for case opening

From: Rodriguez, Lisa
Sent: Tuesday, November 10, 2015 9:03 AM
To: Conrad, Donald
Cc: Rodriguez, Lisa
Subject: FW: SIS process for case opening

Mark: Lisa provided me your comments.

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

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

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

The updated procedures and COS is attached as well.

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

From: [Rodriguez, Lisa](#)
To: [Loftus, Charles](#)
Cc: [Rodriguez, Lisa](#); [Maya, Autumn](#)
Subject: RE: SIS tablets
Date: Tuesday, December 29, 2015 11:12:15 AM

I may need it back first, but have him keep it until I figure it out.

From: Loftus, Charles
Sent: Tuesday, December 29, 2015 11:08 AM
To: Rodriguez, Lisa
Subject: FW: SIS tablets

Lisa,

Can we issue it to Paul, or do you need it back first?

Charlie

From: Cuellar, Paul
Sent: Tuesday, December 29, 2015 11:01 AM
To: Loftus, Charles
Subject: RE: SIS tablets

Found it safe and secure

Paul Cuellar
Special Agent Supervisor

Office of the Attorney General – CRMSIS/BCS
400 W. Congress Ste. S-315, Tucson, AZ 85701
Desk: [REDACTED] Cell: [REDACTED]
[REDACTED]@azag.gov
<http://www.azag.gov>

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From: Loftus, Charles
Sent: Tuesday, December 29, 2015 10:58 AM
To: Cuellar, Paul
Subject: FW: SIS tablets

Paul,

Can you tack down the tablet issued to Wes please?

Thanks

From: Perkovich, Mark
Sent: Tuesday, December 29, 2015 10:20 AM
To: Loftus, Charles
Subject: FW: SIS tablets

From: Rodriguez, Lisa
To: Loftus, Charles
Cc: Perkovich, Mark; Rodriguez, Lisa; Maya, Autumn
Subject: RE: SIS tablets
Date: Tuesday, December 29, 2015 11:16:04 AM

Perfect. Please bring it back and Ken will have to reset everything for Cuellar. I'll either give it back to you to take back or I am going with Bobbie the week of the 11th. Whatever works.

From: Loftus, Charles
Sent: Tuesday, December 29, 2015 11:13 AM
To: Rodriguez, Lisa
Cc: Perkovich, Mark
Subject: RE: SIS tablets

Hello Lisa,

Ok, I am heading down to Tucson tomorrow in case you change your mind.

Charlie

From: Rodriguez, Lisa
Sent: Tuesday, December 29, 2015 11:12 AM
To: Loftus, Charles
Cc: Rodriguez, Lisa; Maya, Autumn
Subject: RE: SIS tablets

I may need it back first, but have him keep it until I figure it out.

From: Loftus, Charles
Sent: Tuesday, December 29, 2015 11:08 AM
To: Rodriguez, Lisa
Subject: FW: SIS tablets

Lisa,

Can we issue it to Paul, or do you need it back first?

Charlie

From: Cuellar, Paul
Sent: Tuesday, December 29, 2015 11:01 AM
To: Loftus, Charles
Subject: RE: SIS tablets

Found it safe and secure

Paul Cuellar
Special Agent Supervisor

Office of the Attorney General – CRMSIS/BCS
400 W. Congress Ste. S-315, Tucson, AZ 85701
Desk: [REDACTED] | Cell: [REDACTED]
[REDACTED]@azag.gov
<http://www.azag.gov>

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From: Loftus, Charles
Sent: Tuesday, December 29, 2015 10:58 AM
To: Cuellar, Paul
Subject: FW: SIS tablets

Paul,

Can you tack down the tablet issued to Wes please?

Thanks

From: Perkovich, Mark
Sent: Tuesday, December 29, 2015 10:20 AM
To: Loftus, Charles
Subject: FW: SIS tablets

From: [Rodriguez, Lisa](#)
To: [Woods, Dan](#); [Perkovich, Mark](#)
Cc: [Maya, Autumn](#); [Rodriguez, Lisa](#)
Subject: RE: Surface Pros for SIS that are part of my PIJ
Date: Thursday, October 15, 2015 9:53:15 AM
Attachments: [LR AG 45 Surface Pro 237410.pdf](#)

I'm ordering #3 on the quote ... case only. Just let me know, I want this off my desk.

From: Woods, Dan
Sent: Thursday, October 15, 2015 9:48 AM
To: Rodriguez, Lisa; Perkovich, Mark
Cc: Maya, Autumn
Subject: RE: Surface Pros for SIS that are part of my PIJ

Wait... we have some cases picked out already. I am on a call now but will get back to you

From: Rodriguez, Lisa
Sent: Thursday, October 15, 2015 9:47 AM
To: Woods, Dan; Perkovich, Mark
Cc: Maya, Autumn; Rodriguez, Lisa
Subject: Surface Pros for SIS that are part of my PIJ
Importance: High

I'm ordering cases -- black targus case w/keyboard (\$43.00) for the 45 Surface Pros ordered with my PIJ. Question is: For the 20 I ordered for SIS, have you already ordered cases? I know Dan mentioned giving a choice. We are not. So, please let me know if I am ordering 20 of these for SIS as well. Lisa

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



Transource Services Corp
 2405 West Utopia Road
 Phoenix AZ 85027

SALES QUOTATION Original

Quotation No.: 237410
 Quotation Date: 10/02/15
 Due Date: 11/02/15
 Customer No.: C002141
 Customer Ref. No.:
 Page No.: Page 1 of 1

BILL TO
AZ ATTORNEY GENERALS OFFICE 1275 W WASHINGTON PHOENIX AZ 85007

SHIP TO
Office of the Attorney General Basement 15 South 15th Avenue PHOENIX AZ 85007

Account Rep: Barb Sullivan
 Contact Name: Ken Holtkamp
 Terms: Net 30

Ship Via: FedEx Ground
 FOB: FOB Destination

Line	Item No.	Description	Qty	Unit Price	Total
1	NVP	NASPO ValuePoint MPA# MNWNC-130	1		
2	NVP-AZ	State of Arizona PA#ADSP016-098200	1		
3	TSC-ITEM MFR# QG2-00001	SURFACE PRO 3 I5 8GB 256GB COMM	45	\$ 1,242.00	\$ 55,890.00
4	TSC-ITEM MFR# RF2-00001	SURFACE PRO 3 COMM SC EN BLK	45	\$ 106.00	\$ 4,770.00

SBA certified "American Small Manufacturer"

Subtotal	\$ 60,660.00
Shipping	
Tax	\$ 5,034.78
Total Order Value	\$ 65,694.78

From: [Rodríguez, Lisa](#)
To: [Woods, Dan](#); [Perkovich, Mark](#)
Cc: [Maya, Autumn](#); [Rodríguez, Lisa](#)
Subject: RE: Surface Pros for SIS that are part of my PIJ
Date: Thursday, October 15, 2015 2:59:12 PM
Attachments: [LR_Surface covers 237480.pdf](#)

Dan – I attached the wrong quote in my earlier email. Per our conversation, I will not be ordering the 20 covers for the SIS Agents that were on my PIJ. Also, Don wants me to develop a protocol/inventory for those CRM employees being assigned a Surface Pro. Before I re-invent the wheel, do you have anything of such since SIS has purchased these in the past? If not, I'll figure something out and have it ready for when we start deploying them. Just checking. Thanks for your help. Lisa

From: Rodríguez, Lisa
Sent: Thursday, October 15, 2015 9:53 AM
To: Woods, Dan; Perkovich, Mark
Cc: Maya, Autumn; Rodríguez, Lisa
Subject: RE: Surface Pros for SIS that are part of my PIJ

I'm ordering #3 on the quote ... case only. Just let me know, I want this off my desk.

From: Woods, Dan
Sent: Thursday, October 15, 2015 9:48 AM
To: Rodríguez, Lisa; Perkovich, Mark
Cc: Maya, Autumn
Subject: RE: Surface Pros for SIS that are part of my PIJ

Wait... we have some cases picked out already. I am on a call now but will get back to you

From: Rodríguez, Lisa
Sent: Thursday, October 15, 2015 9:47 AM
To: Woods, Dan; Perkovich, Mark
Cc: Maya, Autumn; Rodríguez, Lisa
Subject: Surface Pros for SIS that are part of my PIJ
Importance: High

I'm ordering cases – black targus case w/keyboard (\$43.00) for the 45 Surface Pros ordered with my PIJ. Question is: For the 20 I ordered for SIS, have you already ordered cases? I know Dan mentioned giving a choice. We are not. So, please let me know if I am ordering 20 of these for SIS as well. Lisa

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



Transource Services Corp

2405 W. Utopia Road
Phoenix, AZ 85027

SALES QUOTATION Original

Quotation No.: 237480
Quotation Date: 10/06/15
Due Date: 11/06/15
Customer No.: C002141
Customer Ref. No.:
Page No.: Page 1 of 1

BILL TO
AZ ATTORNEY GENERALS OFFICE 1275 W WASHINGTON PHOENIX AZ 85007

SHIP TO
Office of the Attorney General Basement 15 South 15th Avenue PHOENIX AZ 85007

Account Rep: Barb Sullivan
Contact Name: Ken Holtkamp
Terms: Net 30

Ship Via: FedEx Ground
FOB: FOB Destination

Line	Item No.	Description	Qty	Unit Price	Total
1	NVP	NASPO ValuePoint MPA# MNWNC-130	1		
2	NVP-AZ	State of Arizona PA#ADSPO16-098200	1		
3	THZ533US001 MFR# THZ533US	Targus Folio	1	\$ 43.00	\$ 43.00
4	TSC-ITEM MFR# K97416US	BLACKBELT 1 MICROSOFT SURFACE PRO 3 BLK	1	\$ 41.00	\$ 41.00

SBA certified "American Small Manufacturer"

Subtotal	\$ 84.00
Shipping	
Tax	\$ 6.97
Total Order Value	\$ 90.97

From: [Rodriguez, Lisa](#)
To: [Conrad, Donald](#); [Ortiz, Kim](#)
Cc: [Rodriguez, Lisa](#)
Subject: RE: SurfacePro connectivity
Date: Friday, October 02, 2015 7:45:36 AM

I gave her several Keyfobs previously. How many do you need to make sure all AAGs get one? I will be placing a new order for keyfobs soon. I have to figure out how many we need. Lisa

From: Conrad, Donald
Sent: Friday, October 02, 2015 7:44 AM
To: Ortiz, Kim
Cc: Rodriguez, Lisa
Subject: RE: SurfacePro connectivity

We are getting them. Already on order. Lisa, does our order include those tablets in use in Tucson?

From: Ortiz, Kim
Sent: Thursday, October 01, 2015 6:21 PM
To: Conrad, Donald
Subject: SurfacePro connectivity

The low IQ version, as explained to me when BCS got SurfacePros, is that AGO IT will not approve cloud-based data storage. I do not believe room exists for optimism that this position will change anytime soon. Our keyfob alternative as the access point for attorneys is super easy and nearly as efficient, with login being the only time extender.

Every SurfacePro should be issued with a keyfob for maximum efficiency in CRM.

From: [Rodriguez, Lisa](#)
To: [Perkovich, Mark](#); [Maya, Autumn](#)
Cc: [Rodriguez, Lisa](#)
Subject: RE: Switching Izzy Fuentes and Dottie Conroy
Date: Monday, October 19, 2015 11:23:42 AM
Attachments: [PHX-#4722804-v3-PER - CRM PERSONNEL REQUISITIONS.DOCX](#)
[PHX-#4716580-v1-PER-PDO-SAG0295-MFU II SA - WAS D CONROY.PDF](#)

Pursuant to some of the switching going on and to make sure we are on the same page, please see the attached PDQ SAG0295 and the Personnel Requisition. I will get Mark to sign the Requisition.

1. Fuentes (SAG540) Funding currently CPAE60699/IGAB60356 goes to SIS/HCFA SA position (SAG0295) w/HCFA Funding. Need updated PDQ for 540, Direct Hire Memo and Application.
2. Conroy (SAG0982) Funding currently CPAE60604 goes to SIS/CPA using Izzy's funding CPAE60699/IGAB60356. Need updated PDQ for 982 and brief memo about transfer and funding.
3. Alley (SAG0295) Funding will be Conroy's funding CPAE60604 and goes to SIS/MFU2 to replace Conroy, but as a Special Agent, not an FIA. See attached documents.

If I misconstrued the funding and/or position numbers, please let me know. I know Autumn is working on what needs to be done for #1 and #2. Call me if you have questions or need help. Lisa

From: Conrad, Donald
Sent: Tuesday, October 06, 2015 12:48 PM
To: Rodriguez, Lisa
Subject: FW: Switching Izzy Fuentes and Dottie Conroy

From: Watkins, Paul
Sent: Tuesday, October 06, 2015 12:47 PM
To: Conrad, Donald
Cc: Perkovich, Mark
Subject: RE: Switching Izzy Fuentes and Dottie Conroy

Don,

I think that switch is an excellent idea.

Also, if you and Mark would like to hire a civil investigator to replace Curatola (or the position vacated by Arvizu, depending upon how you look at it) we would strongly support that as well. (I imagine you have a number of open spots you are trying to fill).

Thank you for the email,

Paul

From: Conrad, Donald
Sent: Thursday, October 01, 2015 4:46 PM
To: Watkins, Paul
Cc: Perkovich, Mark
Subject: Switching Izzy Fuentes and Dottie Conroy

Paul,

I'd like to follow thru on a proposition we discussed some weeks ago. It still remains true that Izzy Fuentes wants to do criminal investigations and Dottie Conroy wants to do civil investigations. Izzy is currently assigned to do civil consumer and Dottie is assigned to criminal cases related to elderly victims. I would like to switch their assignments, moving Izzy to a criminal assignment in health care fraud and Dottie to civil consumer under Frank Arvizu's supervision.

I believe that Dottie has some civil matters on her plate now. She would continue to be responsible for the civil matters, leaving behind any criminal matters she has and assuming responsibility for Izzy's civil investigations. Criminal investigators will pick up on any criminal matters Conroy has at present.

What do you think about implementing this asap?

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

**STATE OF ARIZONA
POSITION DESCRIPTION QUESTIONNAIRE**

POSITION NUMBER	JOB CODE
SAG 0295	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
MICHAEL EDWARDS	SPECIAL AGENT SUPERVISOR
EMAIL	PHONE
[REDACTED]@AZAG.GOV	(602) [REDACTED]

REQUEST TO		
<input type="checkbox"/> Establish New Position	<input checked="" type="checkbox"/> Review/Reclass Position	<input type="checkbox"/> Change Position Status
<input 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.

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

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

The 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.

As a Special Agent assigned to a Major Fraud Unit, the position will also:

1. Conduct analysis of bank statements, ledgers, financial statements, SEC reports, corporate documents, income tax returns, real estate documents, court records, contracts, and other documents frequently at the center of white collar crimes.
2. Use computer software to conduct analysis of data found on the Internet, personal computers, servers, mobile phones/computers, and other storage devices, including all types of electronic files, emails, text messages, domain registration information, logs, and other technical data frequently encountered during criminal investigations.
3. Prepare search/seizure warrant affidavits and operational plans and coordinate/execute the warrants with other members of the Special Investigation Section.
4. Conduct occasional undercover operations, trash covers, mail covers, surveillance, and other standard law enforcement investigative techniques as needed to advance investigations.

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

Primary Responsibilities (in increments of no less than 5%)	Percent Time Spent (%)
1. Conduct investigations (conduct interviews, analyze evidence, write investigative reports, consult with prosecutor).	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 position will be expected to know and understand general business principles (such as understanding financial statements, types of companies and corporate structures, financial controls, intellectual property, and C-level roles and responsibilities); be familiar with general real estate and loan principles (such as types of deeds, multiple-advance notes, escrow, collateral, tax deferred exchanges, and liens); be familiar with various types of investments/securities (such as bonds, equity, stocks, and swaps); have knowledge or a strong desire to learn the technical skills needed to extract investigative information from the Internet, computers, local area networks, email, and social media.

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; 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.

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

Certification as an Arizona Peace Officer is preferred. Significant experience conducting investigations, specifically, elder abuse/elder exploitation investigations is also preferred.

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

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

As a Special Agent assigned to a Major Fraud Unit, the ideal applicant will possess a Bachelor's or advanced degree in law, accounting, finance, computer science or engineering; or a Master's degree in business administration plus: at least two years professional work experience, or possess one of the following credentials: Certified Fraud Examiner (CFE), Certified Financial Analyst (CFA) or Certified Internal Auditor (CIA).

The ideal candidate will have at least five years investigative experience.

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

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

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

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

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

TO THE EMPLOYEE: THIS SECTION IS TO BE SIGNED BY THE INCUMBENT.
I have reviewed the contents of the questionnaire, and it accurately describes my job.

Print Name _____ Sign _____ Date _____

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

Comments:

Print Name _____ Sign _____ Date _____

TO THE AGENCY DIRECTOR OR THE AUTHORIZED REPRESENTATIVE OF THE AGENCY DIRECTOR:
I have reviewed the contents of the questionnaire, and it accurately describes this position.

Print Name _____ Sign _____ Date _____

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

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

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

Current Information			
DIV/SEC:	CRM/SIS	Supervisor:	Michael Edwards
Position Number:	SAG 0295	Classification:	AG Special Agent
Job Code:	AUN01152	Position Grade:	21
Position Status:	UNCOVERED, NON-EXEMPT	Political Appt:	N/A
Last Incumbent:	Alley, Vern *Note this position moved to MF2 as a current SA transferred to HCFA; FIA to CPA. This position will replace FIA Dottie Conroy in MF2.	Term Date:	Click here to enter a date.
Last Salary Paid:	\$68,000	Requested Salary:	\$68,000
Position Salary Range:	- \$68,000	FTE/# OF HRS:	1.0 (80)
(Required) Action Requested:			
<input checked="" type="checkbox"/> Fill Current Vacancy <input type="checkbox"/> Establish new <input type="checkbox"/> Reallocate existing position			
If establishing new, please indicate the following:			
Provide Justification:			
If reclassing, please indicate the following:			
Classification and Grade:			
Provide Justification			
(Required) Position Information:			
Floor location and room number:	2 nd Floor, Room TBD		
Phone number:	TBD		
Advertising (Select One or Both):			
<input checked="" type="checkbox"/> Internal (ads will be posted on azstatejobs.gov/internal and an email will be sent to the Agency)	7	Days	<input checked="" type="checkbox"/> External for (ads will be posted on azstatejobs.gov and azstatejobs.gov/internal; no email sent to the Agency)
			7
			Days
Travel required for this position <input checked="" type="checkbox"/> This position will need to use a State of AZ vehicle <input checked="" type="checkbox"/> <i>(Positions required to travel, drive a State vehicle or personal vehicle for State business will be required to complete an authorized driver identification form, have their driving record checked periodically and abide by Arizona Administrative Code R2-10-207 12)</i>			
Division Approvals			
Michael Edwards	Signature		Date
Supervisor Printed Name	Signature		Date
Mark Perkovich	Signature		Date
Section Chief Counsel Printed Name	Signature		Date
Donald E. Conrad	Signature		Date
Division Chief Counsel Printed Name	Signature		Date

Budget Approval:					
Funding:					
Function	CPAE60604 (Conroy's Funding)	FY	15	%	100
Function		FY		%	
Function		FY		%	
Function		FY		%	
Budget Approval Printed Name		Signature		Date	
Lizette Morgan					
Chief Financial Officer Printed Name		Signature		Date	
Human Resources Approval					
Leslie Welch					
Operations Director Printed Name		Signature		Date	
Executive Office Approval					
Michael Bailey					
Chief Deputy Attorney General Printed Name		Signature		Date	
HIRE APPROVAL (FOR HR/BUDGET USE ONLY) :					
Candidate Name:					
Proposed Start Date:					
Proposed Salary:					
Budget Approval:					
Budget Approval Printed Name		Signature		Date	
Lizette Morgan					
Chief Financial Officer Printed Name		Signature		Date	

#4722804v3

From: [Rodriguez, Lisa](#)
To: [Maya, Autumn](#)
Subject: RE: The SW on the 20th is now just down to 2 sites.
Date: Friday, October 09, 2015 8:47:54 AM

That is great. I really want you all to be at the LF meeting. I think it is important, so we will see. If you need me, just let me know.

From: Maya, Autumn
Sent: Friday, October 09, 2015 8:47 AM
To: Rodriguez, Lisa
Subject: The SW on the 20th is now just down to 2 sites.

I will train Shaylin so she can be up and running at one of the sites and I will be at the other.

Now you don't need to change your schedule around, thanks for the offer but if you have free time you should come out and I can train you for an hour or so. ☺

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: TIME OFF REQUEST
Date: Wednesday, December 02, 2015 11:24:09 AM

Absolutely. Please get make sure you have them get me the OT/Leave slips timely. May be a good idea to let Katie/Shaylin know to give any to me as well.

Also, your leave slip states sick leave, you need to mark family sick leave. The leave comes out of your sick leave up to 40 hours per year and then you use vacation for anything above that when caring for a family member. You will need to mark the 311 code. I checked your ETE and you have already coded 24 hours for FST. If you have questions, please let me know.

I will want to still meet up for the next couple PPEs so that we can rectify our issues within CRM. Systematically we have up to four people looking at these OT slips (the SA, SAS, Chief Agent and you), but Echo continuously finds issues each time. Let's fix that.

Also, get me the slips for 12/30 and 12/31, if you are planning on taking those days off.

Hope all goes well with your mom.

From: Maya, Autumn
Sent: Wednesday, December 02, 2015 9:37 AM
To: Rodriguez, Lisa
Subject: RE: TIME OFF REQUEST

I placed these in your box and yes I will need your assistance on payroll this week. My appointment was yesterday for [REDACTED] 12/1 not today 12/2 (sorry).

My [REDACTED] is tomorrow and she will require care on Friday as well.

Can you please help

From: Rodriguez, Lisa
Sent: Tuesday, December 01, 2015 4:28 PM
To: Maya, Autumn
Cc: Rodriguez, Lisa; Perkovich, Mark
Subject: FW: TIME OFF REQUEST
Importance: High

Autumn – Per our conversation earlier today, I need the slips. Was your appointment this afternoon as I thought when you reminded me, you said this afternoon, but this email says 12/2? Also, do you know if you need Thursday and Friday off yet? Please let me know as it's payroll week. I want to review all SIS' OT slips after you review them and before they go to Payroll this time and possibly the next couple PPEs. We need to get a handle on all the errors/problems so that Echo does not catch them on her end and have to inform her supervisor of such. If you are going to be out both 12/3 and 12/4, I am happy to help you with payroll. If that is the case, please instruct all SIS Supervisors to get their OT slips to me on Thursday and Friday. I will ensure Mark signs them as well. If you are here Friday, I will schedule a meeting at 2:00pm so that we can go over them. Please encourage

your Section to get you the slips sooner, rather than later so that you have the information to properly audit. Let me know. Thanks. Lisa

From: Rodriguez, Lisa
Sent: Tuesday, November 24, 2015 9:23 AM
To: Maya, Autumn
Subject: FW: TIME OFF REQUEST

Yes. Please get me slip. Thanks. Lisa

From: SISAdminMailbox
Sent: Monday, November 23, 2015 11:44 AM
To: Rodriguez, Lisa
Subject: TIME OFF REQUEST

Good morning;

May I leave early on 12/2 at 1:00 PM for eye glass appointment for Lonzo
May I take off 12/3 and maybe 12/4 [REDACTED] has a couple procedures on 12/3 and may need me to care for her on 12/4.

Also I would like to take off 12/30 & 12/31.

Thank you

From: [Rodríguez, Lisa](#)
To: [Conrad, Donald](#)
Subject: RE: Tobin Sidles
Date: Tuesday, October 27, 2015 8:11:19 AM

TSidles@orovalleyaz.gov

From: Conrad, Donald
Sent: Monday, October 26, 2015 12:34 PM
To: Rodríguez, Lisa
Subject: Tobin Sidles

Do you have an email for him? I need to set lunch with him after next apaac meeting on 12/10

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

From: [Rodriguez, Lisa](#)
To: [Gee, Kay](#)
Cc: [Human Resources](#); [Maya, Autumn](#); [Loftus, Charles](#); [Rodriguez, Lisa](#)
Subject: RE: Todd Parenteau
Date: Tuesday, December 29, 2015 2:22:15 PM
Attachments: [image001.png](#)

Thanks Kay. I haven't seen any resignation letters. Can you please forward it to me?

From: Gee, Kay
Sent: Tuesday, December 29, 2015 11:09 AM
To: Rodriguez, Lisa
Cc: Human Resources; Maya, Autumn
Subject: FW: Todd Parenteau

FYI.

From: Loftus, Charles
Sent: Tuesday, December 29, 2015 11:07 AM
To: Gee, Kay
Cc: Human Resources
Subject: RE: Todd Parenteau

Approved

Thanks,

Charlie

From: Gee, Kay
Sent: Tuesday, December 29, 2015 11:06 AM
To: Loftus, Charles
Cc: Human Resources
Subject: Todd Parenteau

Charlie,

Please confirm you've approved Todd Parenteau's updated resignation date of Monday, 01/04/2016.

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: [Rodríguez, Lisa](#)
To: [Maya, Autumn](#)
Subject: RE: Travel Reimbursement for M. Edwards
Date: Tuesday, December 22, 2015 3:26:41 PM

Perfect!

From: Maya, Autumn
Sent: Tuesday, December 22, 2015 3:22 PM
To: Rodríguez, Lisa
Subject: RE: Travel Reimbursement for M. Edwards

I will get with him as soon as he arrives tomorrow.

From: Rodríguez, Lisa
Sent: Tuesday, December 22, 2015 3:15 PM
To: Maya, Autumn
Subject: RE: Travel Reimbursement for M. Edwards

Thank you! Please follow-up with him to ensure it gets done. Otherwise, we will need to do Delinquent Travel Form and explain why we are two months late. I prefer not to do that.

From: Maya, Autumn
Sent: Tuesday, December 22, 2015 3:12 PM
To: Rodríguez, Lisa
Subject: Travel Reimbursement for M. Edwards

Mike left for the day but I let him know I need the forms along with the proper documents back tomorrow.

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](#)
Cc: [Edwards, Michael](#); [Rodriguez, Lisa](#); [Ahler, Paul](#)
Subject: RE: travel to Phoenix to assist Arizona Attorney General's Office
Date: Wednesday, November 04, 2015 2:16:27 PM

Mike – Is this one you discussed with Paul and me for Mary Harris? I need the expert's CV and contact info. We need to know how much per hour for consulting and testifying rate, etc. If you have questions, call me. I advised Autumn that we cannot book a flight until we get the memo/contract approved. If you need the flight this Monday, we need this information asap. Obviously, the flights are much more expensive with no notice. Lisa

From: Maya, Autumn
Sent: Wednesday, November 04, 2015 2:09 PM
To: Rodriguez, Lisa
Cc: Edwards, Michael
Subject: FW: travel to Phoenix to assist Arizona Attorney General's Office

Here is the information I told you about for the travel for Monday (flight info below). Mike will get you a memo.

From: Edwards, Michael
Sent: Wednesday, November 04, 2015 12:35 PM
To: Maya, Autumn
Subject: RE: travel to Phoenix to assist Arizona Attorney General's Office

The case is P-2015-0080 Navajo County Sheriff's Office. The purpose is that Dustin Harrah is providing expertise when we contact the sheriff's office.

From: Maya, Autumn
Sent: Wednesday, November 04, 2015 11:05 AM
To: Edwards, Michael
Subject: RE: travel to Phoenix to assist Arizona Attorney General's Office

I will need to know what case this is on and the purpose of arranging travel for Dustin. Thanks

From: Edwards, Michael
Sent: Wednesday, November 04, 2015 10:53 AM
To: Maya, Autumn
Subject: FW: travel to Phoenix to assist Arizona Attorney General's Office

Here it is. I sent it back to Dustin Harrah instead of forwarding it to you.

From: Edwards, Michael
Sent: Monday, November 02, 2015 6:17 PM
To: 'Dustin Harrah'
Subject: RE: travel to Phoenix to assist Arizona Attorney General's Office

Please schedule this flight for Dustin Harrah. Southwest has the best price. The 11:55 AM flight from Salt Lake on 11/9. Return 11/10 8:50 PM flight from Phoenix to Salt Lake City.

From: Dustin Harrah [<mailto:dharrah@spillman.com>]
Sent: Monday, November 02, 2015 1:44 PM
To: Edwards, Michael
Subject: RE: travel to Phoenix to assist Arizona Attorney General's Office

DOB: [REDACTED]

As for times, I'd prefer the 11:40 am flight out of SLC as I have some agency commitments earlier that day that need my attention.

DUSTIN HARRAH | [Spillman Technologies](http://SpillmanTechnologies.com) | TECHNICAL SERVICES DEPARTMENT SUPERVISOR
Toll Free 800.860.8026 ext. 1813 | Fax 801.902.1210
4625 Lake Park Blvd., Salt Lake City, UT 84120
dharrah@spillman.com | www.spillman.com

From: Edwards, Michael [<mailto:Michael.Edwards@azag.gov>]
Sent: Monday, November 2, 2015 11:48 AM
To: Dustin Harrah
Subject: travel to Phoenix to assist Arizona Attorney General's Office

We have sent a subpoena to your office, which has reached your attorneys. I want to know if you are available to travel next Monday and Tuesday (Nov 9 & 10) to assist us. The schedule will be you flying into Phoenix on Monday morning. We drive to Holbrook Monday afternoon and stay there. On Tuesday we contact the department and obtain the information that we need. We drive back to Phoenix late in the afternoon and put you on a late flight back to Salt Lake City on Tuesday night.

Please provide me your date of birth so we can get airline arrangements made in your name.

From: [Rodriguez, Lisa](#)
To: [Harriss, Mary](#); [Ahler, Paul](#); [Conrad, Donald](#)
Cc: [Rodriguez, Lisa](#); [Martinez, Gilda](#)
Subject: RE: Trial Common Items
Date: Thursday, October 29, 2015 11:26:42 AM

We do have all of the items listed below. We may need an additional external hard drive. Dan will be here tomorrow. I'll have him review the list.

From: Harriss, Mary
Sent: Thursday, October 29, 2015 10:03 AM
To: Ahler, Paul; Rodriguez, Lisa; Conrad, Donald
Subject: RE: Trial Common Items

I believe we do. I'll get with Lisa for logistics.

Mary
(602) 542-8461

From: Ahler, Paul
Sent: Thursday, October 29, 2015 10:02 AM
To: Harriss, Mary; Rodriguez, Lisa; Conrad, Donald
Subject: RE: Trial Common Items

This sounds like a good idea! I assume we have most of the items already.

Paul W Ahler
Section Chief, Fraud and Public Corruption
Attorney General's Office
1275 West Washington
Phoenix, AZ 85007
602 542-8507

From: Harriss, Mary
Sent: Thursday, October 29, 2015 9:24 AM
To: Ahler, Paul; Rodriguez, Lisa
Subject: FW: Trial Common Items

Good Morning – I was speaking with Dennis Martin, our litigation support guy, about electronic trial presentation. We were discussing the issues related to presenting a case in the non-courtrooms in Central Court. He provided me with the below list of items that would be needed to do an electronic presentation in central court. I would like to start gathering these items in preparation for my trial currently scheduled for 11/12, in the event I get sent to Central Court. I also would like to propose that the Section maintain the trial cart for future trials. Dennis Martin is available to assist with set up and testing of the items in court prior to trial starting. Let me know how you would like me to proceed. – Thanks

Mary

(602) 542-8461

From: Martin, Dennis
Sent: Friday, October 23, 2015 5:38 AM
To: Harriss, Mary
Subject: Trial Common Items

Mary –

Here is a list of items commonly needed if you will not be in an e-courtroom:

- Portable cart/table
- Extension cord
- Power strip (at least 4 outlets)
- Projector (plus extra bulb, power cord, VGA cable)
- Laptop (plus power cord, VGA extension cable, wired mouse)
- External hard drive (containing the Trial Director case data as a backup)
- Portable projection screen
- External speakers (optional)
- Duplicates of everything (optional)

That's the normal stuff, don't think I missed anything. I would suggest gathering the components and setting it up here at the office to make sure it all works together and to see if anything else may be needed.

Dennis Martin
Litigation Support Analyst
Information Security Senior Manager
Office of the Attorney General
Operations Division / Information Services
15 South 15th Avenue
Phoenix, Arizona 85007
Phone: (602) 364-0650

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Thank you.

From: [Rodriguez, Lisa](#)
To: [Conrad, Donald](#)
Subject: RE: Trial Common Items
Date: Friday, October 30, 2015 8:19:33 AM

Dennis Martin is an IT guy that helps with concordance and trial director. Very nice to work with and helpful.

We have all this stuff and if they need Dan, he would come in to help.

From: Conrad, Donald
Sent: Friday, October 30, 2015 8:08 AM
To: Rodriguez, Lisa
Subject: FW: Trial Common Items

Tell me who Dennis Martin is. Why isn't Dan involved in this? Because he's here so seldom?

From: Harriss, Mary
Sent: Thursday, October 29, 2015 10:03 AM
To: Ahler, Paul; Rodriguez, Lisa; Conrad, Donald
Subject: RE: Trial Common Items

I believe we do. I'll get with Lisa for logistics.

Mary
(602) 542-8461

From: Ahler, Paul
Sent: Thursday, October 29, 2015 10:02 AM
To: Harriss, Mary; Rodriguez, Lisa; Conrad, Donald
Subject: RE: Trial Common Items

This sounds like a good idea! I assume we have most of the items already.

Paul W Ahler
Section Chief, Fraud and Public Corruption
Attorney General's Office
1275 West Washington
Phoenix, AZ 85007
602 542-8507

From: Harriss, Mary
Sent: Thursday, October 29, 2015 9:24 AM
To: Ahler, Paul; Rodriguez, Lisa
Subject: FW: Trial Common Items

Good Morning – I was speaking with Dennis Martin, our litigation support guy, about electronic trial presentation. We were discussing the issues related to presenting a case in the non-ecourtrooms in Central Court. He provided me with the below list of items that would be needed to do an electronic presentation in central court. I would like to start gathering these items in preparation

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Mary
(602) 542-8461

From: Martin, Dennis
Sent: Friday, October 23, 2015 5:38 AM
To: Harriss, Mary
Subject: Trial Common Items

Mary –

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- Extension cord
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- Laptop (plus power cord, VGA extension cable, wired mouse)
- External hard drive (containing the Trial Director case data as a backup)
- Portable projection screen
- External speakers (optional)
- Duplicates of everything (optional)

That's the normal stuff, don't think I missed anything. I would suggest gathering the components and setting it up here at the office to make sure it all works together and to see if anything else may be needed.

Dennis Martin
Litigation Support Analyst
Information Security Senior Manager
Office of the Attorney General
Operations Division / Information Services
15 South 15th Avenue
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Phone: (602) 364-0650

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Thank you.

From: [Rodriguez, Lisa](#)
To: [Perkovich, Mark](#)
Cc: [Conrad, Donald](#)
Subject: RE: Tucson
Date: Tuesday, October 13, 2015 9:36:02 AM

Sounds good. I'll return the files to you. However, I do believe we should obtain the checks that are in the safe and set to expire. We need to get them back to FSS so the funds don't go to unclaimed property at DOR.

From: Perkovich, Mark
Sent: Tuesday, October 13, 2015 9:32 AM
To: Rodriguez, Lisa
Subject: Re: Tucson

Good morning, Lisa. I don't see the need for you to take the trip. I am in Tucson all day today and Charlie is down here on Friday. I have your emails you sent to Dison so we are good there.

Thanks-
Mark

On Oct 13, 2015, at 7:50 AM, Rodriguez, Lisa <Lisa.Rodriguez@azag.gov> wrote:

I need to know if I am going tomorrow or not asap. Or, if you want my files to send someone else, please let me know.

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

From: [Rodriguez, Lisa](#)
To: [Welch, Leslie](#); [Loftus, Charles](#)
Cc: [Maya, Autumn](#); [Perkovich, Mark](#)
Subject: RE: Vehicle Lighting Quote
Date: Friday, December 04, 2015 2:48:47 PM

I see the problem with this. The FC is wrong. I can't fix it but I have a message for Jerry.

The FC in ProcureAZ is ARPD10339 ... it should be ARPB10339.

From: Welch, Leslie
Sent: Friday, December 04, 2015 2:09 PM
To: Rodriguez, Lisa; Loftus, Charles
Cc: Maya, Autumn; Perkovich, Mark
Subject: RE: Vehicle Lighting Quote

Hi Lisa,
That is one of the reqs I reported as "stuck" in ProcureAZ. It will not allow me to approve it.
Attached is the list.

From: Rodriguez, Lisa
Sent: Friday, December 04, 2015 10:07 AM
To: Loftus, Charles
Cc: Maya, Autumn; Perkovich, Mark; Welch, Leslie
Subject: RE: Vehicle Lighting Quote

I approved this on 11/18. It is awaiting Leslie's approval in ProcureAZ. She is out of town this week.

AAGO16-00356496

Leslie – FYI. Lisa

From: Loftus, Charles
Sent: Friday, December 04, 2015 9:58 AM
To: Rodriguez, Lisa
Cc: Maya, Autumn; Perkovich, Mark
Subject: RE: Vehicle Lighting Quote

Thanks Lisa, it may have. The vendor cannot find it online.

From: Rodriguez, Lisa
Sent: Friday, December 04, 2015 9:56 AM
To: Loftus, Charles
Cc: Maya, Autumn; Perkovich, Mark
Subject: RE: Vehicle Lighting Quote

I swear that already went to FSS. I may be losing my mind, but I'll check.

From: Loftus, Charles
Sent: Friday, December 04, 2015 9:17 AM
To: Rodriguez, Lisa

Cc: Maya, Autumn; Perkovich, Mark
Subject: FW: Vehicle Lighting Quote

Lisa,

The new AG vehicle is in and the PO for the radio and emergency light install is stalled somewhere. Can you help - please? The vendor will not order the equipment until the PO is issued so I'm afraid we may run into a delay getting the new vehicle to the AG.

Thanks,

Charlie

From: Brian Robertson [<mailto:brian.robertson@soncellna.com>]
Sent: Thursday, December 03, 2015 8:58 AM
To: Loftus, Charles
Subject: RE: Vehicle Lighting Quote

Good Morning Charlie,

Any luck with locating that purchase order?

Brian Robertson
Territory Sales Manager
Southern AZ and Maricopa Co.



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Toll Free: 877.574.9111 | Phone: 602.453.9111 | Fax: 602-621-4152
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From: Loftus, Charles [<mailto:Charles.Loftus@azag.gov>]
Sent: Wednesday, December 02, 2015 8:00 AM
To: Brian Robertson
Subject: RE: Vehicle Lighting Quote

Brian,

Good morning

Do you have the PO and equipment ordered? The vehicle is in and awaiting plates.

Thanks,

Charlie

From: Brian Robertson [<mailto:brian.robertson@soncellna.com>]
Sent: Friday, November 20, 2015 11:03 AM
To: Loftus, Charles
Subject: RE: Vehicle Lighting Quote

Good Morning Sir!

I am back in the office and didn't see a PO. Let me know if I missed it or if it is still pending. Surgery went well and I am glad to be back. Let me know if you need anything from me. Thanks

Brian Robertson
Territory Sales Manager
Southern AZ and Maricopa Co.



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3433 East Wadd Street, Phoenix, AZ 85040
Toll Free: 877.574.9111 | Phone: 602.453.9111 | Fax: 602-621-4152
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From: Loftus, Charles [<mailto:Charles.Loftus@azag.gov>]
Sent: Wednesday, November 11, 2015 9:39 AM
To: Brian Robertson
Subject: RE: Vehicle Lighting Quote

Thanks, good luck with the surgery

Sent from my Droid

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

From: Brian Robertson
Date: 11/11/2015 08:43 (GMT-07:00)
To: "Loftus, Charles"
Subject: RE: Vehicle Lighting Quote

OK. I will process it when I get back in. Product has a pretty short lead time right now so it shouldn't really affect anything.

Brian Robertson
Territory Sales Manager
Southern AZ and Maricopa Co.



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From: Loftus, Charles [<mailto:Charles.Loftus@azag.gov>]
Sent: Wednesday, November 11, 2015 8:38 AM
To: Brian Robertson
Subject: RE: Vehicle Lighting Quote

It will probably be next week

Sent from my Droid

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

From: Brian Robertson
Date: 11/11/2015 08:33 (GMT-07:00)
To: "Loftus, Charles"

Subject: RE: Vehicle Lighting Quote

Good Morning Charlie,

Just making sure we are good on this. Any idea of when the PO might come through for this? I will be out most of next week having surgery. I might be back Thursday but will for sure be back by Friday. If the PO comes in tomorrow or Friday I can get it processed and parts coming before I go out for surgery. Let me know . Thanks

Brian Robertson
Territory Sales Manager
Southern AZ and Maricopa Co.



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From: Loftus, Charles [<mailto:Charles.Loftus@azag.gov>]
Sent: Monday, November 09, 2015 12:23 PM
To: Brian Robertson
Subject: FW: Vehicle Lighting Quote
Importance: High

Brian,

Can you change the vehicle type to a 2016 Ford Expedition 4x2 please? Update the quote date too please.

We are ready to move on this.

Thanks

Charlie

From: Brian Robertson [<mailto:brian.robertson@soncellna.com>]
Sent: Wednesday, October 07, 2015 3:38 PM

To: Loftus, Charles
Subject: RE: Vehicle Lighting Quote

Charlie,

Here is a current quote for you. Have a great day!

Brian Robertson
Territory Sales Manager
Southern AZ and Maricopa Co.



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From: Loftus, Charles [<mailto:Charles.Loftus@azag.gov>]
Sent: Wednesday, October 07, 2015 3:26 PM
To: Brian Robertson
Subject: FW: Vehicle Lighting Quote

Brian,

We are ordering another Explorer. Can you refresh this quote/instal from April please?

Thanks,

Charlie

From: Brian Robertson [<mailto:brian.robertson@soncellna.com>]
Sent: Monday, April 13, 2015 9:12 AM
To: Loftus, Charles
Subject: RE: Vehicle Lighting Quote

Charles,

Attached is the revised quote for your vehicle lighting. I listed the State Contract # up in the State Contract box at the top. There is a substantial savings under the new contract. I should

let you know however we are fully booked for April-June as we have been slammed with fiscal year end work. The soonest we can get your vehicle in to have the lighting done would be the first or second week of July. We can get all the equipment here before the end of June but we don't have the capacity to squeeze another vehicle in before then. We are actually overbooked and have guys on overtime to meet our current commitments. Let me know if you have any questions with regards to this revised quote. Thanks

Brian Robertson
Territory Sales Manager
Southern AZ and Maricopa Co.



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From: Loftus, Charles [<mailto:Charles.Loftus@azag.gov>]
Sent: Friday, April 10, 2015 5:12 PM
To: Brian Robertson
Cc: Pete Rumschlag
Subject: RE: Vehicle Lighting Quote

Brian,

Before I send this procurement, I need to confirm this is state pricing? We are allowed to ride AZ DPS contract.

From: Brian Robertson [<mailto:brian.robertson@soncellna.com>]
Sent: Monday, April 06, 2015 12:01 PM
To: Loftus, Charles
Cc: Pete Rumschlag
Subject: Vehicle Lighting Quote

Good Afternoon Charles,

Attached is your requested quote for the lighting on the 2015 Ford Utility. I labeled every piece of equipment on the quote so you can see what's what. Please let me know if you need me to modify this quote in any way. Thanks

Brian Robertson
Territory Sales Manager
Southern AZ and Maricopa Co.



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