

Arizona Prosecuting Attorneys' Advisory Council

Nomination Form

2011 Arizona SUPPORT STAFF of the Year Award

I nominate the following individual for the *Arizona SUPPORT STAFF of the Year*.

Name of Nominee: Brandy Arrigan
Title of Nominee: Court Legal Clerk II
Prosecution Office: City of Phoenix Law Department
Length of time: 5 years
Address: 300 W Washington St., Phoenix, AZ 85003
Telephone: 602-262-7057 Fax: 602-262-7052
Nominee's E-mail: brandy.arrigan@phoenix.gov

Nominated by:

Nominator's Name: Jennifer Cole
Title: Court Legal Clerk III*
Agency/Organization: City of Phoenix Law Department
Address: 300 W Washington St., Phoenix, AZ 85003
Telephone: 602-262-1697 Fax: 602-262-7052
Nominator's E-mail: jennifer.cole@phoenix.gov

Nominator's Signature: /s/ Jennifer Cole

Date: 10/19/2011

Brandy Arrigan is very deserving for the 2011 Arizona Support Staff of the Year Award.

Brandy is an outstanding Legal Clerk, a vital part of the Trial Bureau Division, and an asset to the Phoenix Prosecutor's Office. She always demonstrates exceptional dedication and contributes to achieving the goals of our office. Brandy is extremely knowledgeable, organized, efficient, professional and a great team player. She is always willing to go above and beyond in assisting her coworkers, the attorneys, and any department in the City of Phoenix. Brandy never shies away from a challenge and is always willing to do whatever it takes to get the job done without complaint no matter how arduous or last minute the assigned task may be.

I would like to nominate Brandy Arrigan for the 2011 Arizona Support Staff of the Year Award.

Brandy is an outstanding Legal Clerk and is an asset to the Phoenix Prosecutor's Office. She is a vital part of the Trial Bureau Division. Brandy is extremely knowledgeable, organized, efficient, professional and a great team player. She is always willing to go above and beyond in assisting her coworkers, the attorneys and any department in the City of Phoenix. She is always willing to assist wherever needed. Brandy never shies away from a challenge; she is willing to do whatever needs to be done and never complains no matter how arduous or last minute the assigned task is.

Brandy is to be commended for her everyday work ethic, she handles her division with skill and ease and is never intimidated by the amount of work she is asked to do or the procedural changes that often occur. Brandy readily accepts change and embraces it.

Brandy loves a challenge and always volunteers to help others. Brandy is the model Legal Clerk. When her duties are done you can always count on her to go look for additional work and assist her coworkers in getting their work caught up. She goes out of her way to offer a helping hand. She is self motivated and does not need to be told to help others.

Brandy is always willing to aid the prosecutors even when they are not covering her particular division. The attorneys know if they need something done when they are down in Court they can call or email Brandy and she will get the job done for them immediately. Just recently, a prosecutor was in court with an in-custody defendant when new information came to light. He called Brandy, even though it wasn't her division, for an MVD record and for her to have a Legal Assistant run a comprehensive out-of-state report. The judge wanted this information immediately so it was an urgent and rushed situation. Brandy calmly and quickly ran MVD records while simultaneously directing the Legal Assistant to run the necessary out-of-state report, and rushed both down to the prosecutor in Court. As a result, the prosecutor was able to obtain an enhanced sentence for the defendant. This is just one prime example of the prosecutors in our office depending on a highly skilled clerk such as Brandy to do the job correctly and with lightening speed. Her work product is outstanding. She is definitely a go to person in our office.

Brandy always demonstrates exceptional dedication and contributes to achieving the goals of our office. Brandy is an outstanding employee and we are very fortunate to have her working in our office. Any supervisor would be thrilled having her as their employee, but thankfully she is ours. Her work ethic is what we strive for in a Legal Clerk and our office would love to clone her.

For these reasons and so many more, Brandy is deserving of the APAAC award.

Arizona Prosecuting Attorneys' Advisory Council

Nomination Form 2011 Arizona SUPPORT STAFF of the Year Award

I nominate the following prosecutor for the *Arizona SUPPORT STAFF of the Year*.

Name of Nominee: Carole Beakey
Title of Nominee: Legal Processing Support
Prosecution Office: Pima County Attorney's Office
Length of time working in the office: 11 years
Address: 32 N. Stone Avenue, Tucson, AZ 85701
Telephone: 520-740-4127 Fax: 520-740-5495
Nominee's E-mail: carole.beakey@pcao.pima.gov

Nominated by:

Nominator's Name: Barbara LaWall
Title: County Attorney
Agency/Organization: Pima County Attorney's Office
Address: 32 N. Stone Avenue, Tucson, AZ 85701
Telephone: 520-740-5622 Fax: 520-740-5495
Nominator's E-mail: barbara.lawall@pcao.pima.gov

Nominator's Signature: 

Date: Oct 19, 2011

**Nomination of Carole Beakey
for the 2011 APAAC Support Staff of the Year Award**

SUMMARY

Carole Beakey provides Legal Processing Support to the Felony Victim Notification Unit in the Criminal Division of the Pima County Attorney's Office. She has been with PCAO for 11 years and has been instrumental in ensuring that the laws of the state of Arizona are upheld and in carrying out PCAO's mission to uphold the rights of crime victims.

Carole is one of the finest employees in the Pima County Attorney's Office. Her extensive knowledge about victim notification and experience working with crime victims have helped the Victim Notification Unit evolve into one that provides a high-level of care and sensitivity to victims.

For exceptional dedication in carrying out the mission of the Pima County Attorney's Office, and for her commitment to providing exemplary service to victims, I am honored to nominate Carole Beakey for APAAC's *2011 Arizona Support Staff of the Year Award*.

WRITTEN JUSTIFICATION

By law, victims of crime have rights; among them are the right to be treated with respect and the right to be informed about the progress of a case. Although, legally required to treat victims with respect, Carole Beakey inherently knows that victims deserve to be treated with dignity. She understands that many victims have had no experience with the criminal justice system and don't know what to expect. Carole and the staff in the Victim Notification Unit treat all victims of crime with the utmost patience, compassion, and respect.

When formal charges are filed in felony cases (when the defendant is indicted or bound over at a preliminary hearing), Carole notifies the victim by mail with a letter that includes information about the victim's rights, contact information, a copy of the indictment, and conditions of release. Because victims may be in a fragile state of mind, all this information can be overwhelming, so it must often be repeated in detail and with great patience, as the judicial process proceeds. Victims are also notified of subsequent hearings, arraignments, preliminary hearings, trials, and sentencing hearings.

Carole is meticulous about the victim notification letters. She ensures that accurate information is disseminated in a timely manner. She handles thousands of letters every year and manages to catch nuances in cases that require special attention (such as multiple defendant cases with counts incorporating different victims). She consistently makes great suggestions for improving the letters to make them more understandable to victims.

The letters are generated through the PCAO database and any changes must be made through the IT department. Carole works closely with IT to ensure correct formatting of the letters and frequently offers to test new information to ensure accuracy. Despite her

voluminous workload, Carole was the first to volunteer to learn about PCAO's case management/tracking system and the misdemeanor victim notification process.

She is highly motivated and over the years has offered excellent suggestions to streamline processes that make significant improvements to workflow in the Unit. She has helped modernize the flow of information to ensure that notifications are accurate and delivered timely, using the best resources available. For a short time, Carole was the sole employee in Victim Notification. She took it upon herself to re-evaluate how notification was done and found that there were steps being taken that took too long to complete and, ultimately, were unnecessary. With the approval of her supervisor, her suggestions for changing the process were implemented, resulting in a significant savings of time and resources. A process that had required two full-time employees to perform daily was reduced to one person doing the work in half the time.

Carole takes a proactive approach in her work. If she notices that a particular section of the office is having difficulty obtaining victim information, she informs her supervisors so the problem can be addressed quickly. If she notices an unusual situation in a criminal proceeding that calls for special attention, she speaks with the appropriate prosecutors or supervisors who can resolve the issue. If she notices a more efficient way to accomplish a task, she offers suggestions to appropriate supervisors. She is on top of her assignments and duties, and assists her co-workers without being asked.

The Victim Notification Unit has been studied and modeled by other notification programs statewide. Other county attorney's offices have visited the Pima County Attorney's Office to learn exactly how such a high volume of work is done with a relatively small staff.

Carole takes great satisfaction in the work she does for victims. She has excellent interpersonal and communication skills; she is detail-oriented and highly motivated. Her strong organizational and computer skills and her ability to handle a high volume of work make her an asset to the County Attorney's Office. Carole's knowledge about victim notification, her experience working with crime victims, her sensitivity to victims, and the support she provides the Office make her one of the finest employees in the County Attorney's Office.

It takes a special person to be able to deal sensitively with victims of crime. Carole treats each victim as a unique individual, always providing the best services possible and ensuring that the victim is not further traumatized. For her exceptional commitment to carrying out the mission of the Pima County Attorney's Office, and for the exemplary service she provides to victims, I am honored to nominate Carole Beakey for APAAC's *2011 Arizona Support Staff of the Year Award*.

Arizona Prosecuting Attorneys' Advisory Council

Nomination Form 2011 Arizona SUPPORT STAFF of the Year Award

I nominate the following prosecutor for the *Arizona SUPPORT STAFF of the Year*.

Name of Nominee: DARLENE DRAGONETTI

Title of Nominee: LEGAL SUPPORT STAFF

Prosecution Office: MARICOPA COUNTY ATTORNEY'S OFFICE

Length of time
working in the office: 4 yrs

Address: 301 W. JEFFERSON PHOENIX AZ 85003

Telephone: 602 506-8536 Fax: 602 506-8103

Nominee's
E-mail: DRAGONED @ MCAO. MARICOPA. GOV

Nominated by:

Nominator's Name: SHAWN STEINBERG

Title: BUREAU CHIEF

Agency/Organization: MARICOPA COUNTY ATTORNEY'S OFFICE

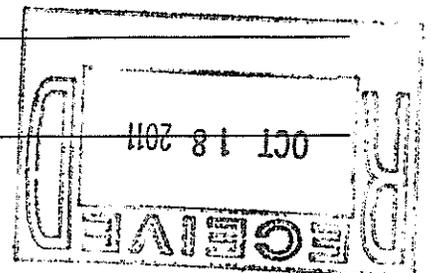
Address: 301 W. JEFFERSON PHOENIX AZ 85003

Telephone: 602 372-0202 Fax: 602 506-8103

Nominator's
E-mail: steinbes @ mcao. maricopa. gov

Nominator's
Signature: 

Date: 10/14/11



Darlene Dragonetti
Legal Support Staff
Dragoned@mcao.maricopa.gov
Maricopa County Attorney's Office, Trial Division
301 W. Jefferson
(Physical Address: Luhr's Building, 11 W. Jefferson, 9th Floor)
Phoenix, AZ 85003
602-506-8536
Fax: 602-506-8103

Darlene joined MCAO in October of 2007.

Written Justification:

Darlene Dragonetti has demonstrated outstanding and exceptional performance over this past fiscal year. Darlene consistently demonstrates her dedication to MCAO and the goals of the office and criminal prosecution.

Darlene is invariably professional and is always ready to assist other support staff, paralegals, and attorneys. She seeks out extra work from her supervisor and is the first to volunteer to assist other support staff or paralegals whenever there is a need.

Her work product is accurate and always completed on time. Darlene goes above and beyond to ensure that justice is served. For example, Darlene will take the time to assist a DCA or a paralegal with setting interviews, contacting officers and/or witnesses for trial, and double check the docket to ensure all motions were properly filed.

Darlene will make the effort to go out and look for work when she is caught up with her own. For instance, she assists her Supervisor and Bureau Chief on her own initiative. Because of her work ethic and competence Darlene is the back-up to her Supervisor when she is out of the office. She processes new cases, runs criminal histories and routes and assigns new cases. She has on several occasions assisted paralegals and attorneys by walking to the Clerk of the Court for urgently needed priors, provided assistance in setting interviews, and delivered files and documents to the courts. Darlene has also obtained booking photos from the Sheriff's Office and delivered several In Camera Review documents for her co-workers. Darlene volunteers to help copy and prepare trial notebooks, organize scene photos, and do whatever is needed to assist in a case.

Darlene covers receptionist phones, does daily mail runs and assists other support staff with subpoenas, calendars and opening cases. She generously shares her experience to assist other staff members regarding contact information, computer programs and general support duties. Despite her heavy

workload, Darlene performs her many duties with a cheerful disposition and doesn't complain. Darlene gets the job done and gets it done well.

In order to successfully prosecute a case, a prosecutor needs to rely on support staff to assist them with their duties. Darlene has a Bachelor's Degree from ASU in Justice Studies. Darlene's educational background coupled with her strong work ethic allows the lawyers she works with to trust her to assist in any project they give her. In addition to her typical job duties, Darlene is equipped to handle emergency issues and find a solution for a problem. She is an exceptional secretary and very deserving of this award.

Brief Summary:

Darlene Dragonetti has been with the Maricopa County Attorney's Office since October 2007. Darlene has a Bachelor's Degree from ASU in Justice Studies. Darlene's educational background coupled with her strong work ethic allows the lawyers she works with to trust her to assist in any project they give her.

Darlene is professional and cheerful and is always ready to assist other support staff, paralegals, and attorneys. In addition to her daily duties of opening files, filing motions/subpoenas, and covering phones, she often seeks out extra work from her supervisor and is the first to volunteer to assist other support staff whenever there is a need or a last minute emergency.

Darlene gets the job done and gets it done well. She is an exceptional employee and continually demonstrates her commitment to prosecution.

Arizona Prosecuting Attorneys' Advisory Council

Nomination Form 2011 Arizona SUPPORT STAFF of the Year Award

I nominate the following prosecutor for the *Arizona SUPPORT STAFF of the Year*.

Name of Nominee: Tina Egurrola

Title of Nominee: Legal Secretary

Prosecution Office: Tucson City Attorney's Office – Criminal Division

Length of time
Working in the office: 4 years

Address: 103 E. Alameda, Suite 501, Tucson, AZ 85701

Telephone: 520-837-3421 Fax: 520-837-54-1

Nominee's E-Mail: Tina.Egurrola@tucsonaz.gov

Nominated by:

Nominator's Name: Baird S. Greene

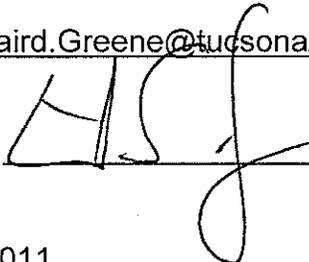
Title: Principal Assistant City Attorney – Deputy

Agency/Organization: Tucson City Attorney's Office – Criminal Division

Address: 103 E. Alameda, Suite 501, Tucson, AZ 85701

Telephone: 520-837-3352 Fax: 520-791-4905

Nominator's E-Mail: Baird.Greene@tucsonaz.gov

Nominator's Signature: 

Date: October 12, 2011

APAAC SUPPORT STAFF OF THE YEAR NOMINATION - 2011

Tina Egurrola is the Tucson City Prosecutor's Nominee for 2011 Support Staff of the Year Award. In a field of worthy candidates Tina's contribution stands out. Her commitment to designing and building a topnotch electronic discovery program for the Prosecutor's Office is an exceptional achievement.

Tina began working as a Legal Processing Specialist in Child Support Intake with the Pima County Attorney's Office in 1996. She transferred to the Juvenile Division a year later. In 1998, she was promoted to Legal Secretary in the Civil Division of the Pima County Attorney's Office. In her capacity as Legal Secretary, she also worked in Violent Offenses and Investigations. In 2001, she was promoted to the County's Computer Division where she was responsible for training all County Attorney staff on a wide variety of software. She also provided software support, trouble shooting computer software programs throughout the Attorney's Office. Tina accepted the opportunity to work as a Legal Secretary in the Tucson City Attorney's Civil Division in 2004. Two years later, she graduated from Pima Community College with a degree in Office and Business Administration, and in 2007 she transferred to the Criminal Division (City Prosecutor's Office) of the Tucson City Attorney's Office where she quickly stood out as a highly motivated self-starter, who was always ready to assist in any capacity.

Tina's dedication and computer knowledge have been pivotal in the success of the electronic discovery program. Without her vision and expertise, it would be languishing in the early phases of development. Tina's supervisor reports that when Tina was introduced to the three-month old electronic discovery program, "her eyes literally lit up". Tina saw a future of possibilities and volunteered to expand the fledgling program. This has required a substantial commitment of Tina's time and effort.

Tina developed the fledgling program and perfected the processing and maintenance of electronic discovery. She set up computer files to catalog discovery by month and year and taught approximately 24 of the 70+ staff members, including prosecutors, support staff, law students and volunteers how to manage and transfer electronic files. She personally contacted private attorneys and upon their approval, added them to the list of attorneys who accept electronic discovery. She has now added over sixty private attorneys to electronic discovery. Tina continues to oversee the program, guide staff in production, and resolve issues as they arise. She recently worked with PayPal to set up a payment program to recover the costs of electronic discovery.

Throughout development of the electronic discovery program, Tina continued to review and process incoming motion responses for five attorneys on the writing staff and she maintained the law library. She also handled all incoming standard discovery motions and prepared electronic discovery, and sometimes hard copy discovery, for these requests. In addition to freeing the attorneys in Legal Research and Writing to focus on substantive motion responses, electronic discovery has significantly reduced paper and copying expenses.

The Public Defender's Office (PD) was eager to receive electronic discovery but they did not have a system in place to manage the receipt or distribution of electronic discovery, nor did they have a staff member with the computer knowledge to assist them. They asked if Tina could help them out and the City Prosecutor's Office was happy to have her lend a hand. She spent an afternoon setting up a file management system on their network drive so they could easily manage the discovery they received from our office. She continues to trouble-shoot their system as the need arises.

Tina's contribution to the success of the electronic discovery program in the City Prosecutor's Office has revolutionized the way the Office handles discovery. She has been enthusiastic and innovative in developing a user and receiver-friendly electronic discovery program. This has been a monumental task and she has been tireless in ensuring its success. Because of that, we believe she deserves the award of Support Staff Member of the Year for 2011.

Tina Egurrola is the Tucson City Prosecutor's 2011 (TCP) support staff nominee. Through her dedication, vision, and expertise she developed a topnotch electronic discovery program for the TCP. Tina was a Legal Secretary and Computer Specialist at the Pima County Attorney's Office before joining the TCP in 2007. Over and above her Legal Secretary duties, Tina volunteered to develop the fledgling electronic discovery program. She perfected the processing and maintenance of electronic discovery and taught approximately 24 staff members, law students and volunteers how to manage and transfer electronic files. She personally contacted private attorneys, creating a list of over sixty private attorneys who accept electronic discovery and has been instrumental in working with Pay Pal to set up an account to receive electronic disclosure payments. Tina's success in developing the electronic discovery program is an exceptional achievement and its impact on the discovery process has been revolutionary.

Arizona Prosecuting Attorneys' Advisory Council
Nomination Form
2011 Arizona SUPPORT STAFF of the Year Award

I nominate the following support staff member for the *Arizona SUPPORT STAFF of the Year:*

Name of Nominee: **Cheryl A. Harris**
Title of Nominee: **Office Manager**
Prosecution Office: **Navajo County Attorney**
Length of time working in office: **16+ years**
Address: **P. O. Box 668
Holbrook, AZ 86025**
Telephone: **(928) 524-4338**
Fax: **(928) 524-4244**
Nominee's e-mail: **Cheryl.Harris@navajocountyaz.gov**

Nominated by: **Brad Carlyon**
Title: **County Attorney**
Agency/Organization: **Navajo County Attorney**
Address: **P. O. Box 668
Holbrook, AZ 86025**
Telephone: **(928) 524-4338**
Fax: **(928) 524-4244**
Nominee's e-mail: **Brad.Carlyon@navajocountyaz.gov**
Nominator's signature: **/s/ Brad Carlyon, Navajo County Attorney**
Date: **October 18, 2011**

Justification: Cheryl Harris

Cheryl Harris has spent her entire working life in the service of the Navajo County Attorney's Office. She joined us as a legal secretary in 1995 and quickly advanced to become a supervising legal secretary, responsible for training and coordinating the activities of our staff of felony secretaries while serving as a felony secretary herself. In recent years she has been promoted to office manager with supervisory responsibility for our entire team of misdemeanor and felony secretaries and other support staff. Cheryl's rise is attributable to her outstanding work ethic and the confidence she inspires in attorneys and support staff alike. Even before Cheryl was officially promoted to office manager, she served as our "de facto" manager by virtue of being recognized by everyone as the most capable and dedicated problem-solver in the office.

Cheryl's willingness to take on difficult assignments is legendary, but over the past 21 months she has exceeded even her own high standards by taking the lead in designing our comprehensive new database system and putting us well down the path to a paperless office. Cheryl did not merely "work with" our software vendor, Legal Edge, to design a system that would meet our needs and eliminate as much paper as possible; instead, she used her experience and expertise to actively "educate" the vendor in designing a system that could serve as a model for other prosecutors' offices. As a result, we are now the beta test site for Legal Edge's and AZPOST's first attempt at a fully-featured database system for prosecutors' offices.

Even after we had selected Legal Edge as our vendor, Cheryl showed initiative in investigating competing database systems to see what features they offered that might be incorporated into ours. She then approached Legal Edge about building these features into our system. Every one of her suggestions has been adopted and will be included in Legal Edge's core package.

For each module of the system, Cheryl had to work closely with our attorneys and staff to make sure that she could accurately describe our needs to Legal Edge. Many of Cheryl's suggestions related to the critical area of forfeitures – how they work and how they must flow through the system. She also worked closely with our Victim Services staff in communicating the need for a module that would allow us to electronically track and report the statistics required by our numerous grants; this became a module that Legal Edge previously had not even considered including and one that will eliminate a huge amount of paper in our office.

Our goal of becoming paperless will obviously necessitate that all documents are scanned into the system. Cheryl performed exhaustive research to determine the best high-speed scanner available within our limited budget. We are now scanning all current documents into the system and will soon begin scanning all closed felony files. Under Cheryl's leadership, we are freeing up large amounts of warehouse space, eliminating frantic searches for missing files, and enabling our attorneys to go to court with laptops rather than unwieldy boxes of files.

During the two years of development, Cheryl was in constant communication with Legal Edge since much of the progress was on the basis of "trial and error" and numerous changes were required. When the system went live in September, Cheryl virtually lived in our office for more than a week, overseeing the data conversion, training the

attorneys and staff, and working closely with Legal Edge to resolve glitches. Incredibly, she did all this while juggling her other office manager responsibilities and carrying a full online course load as she works toward her bachelor's degree. When our Victim Services Director position was vacant for a few months and our new director was learning the ropes, tireless Cheryl even stepped in to manage the critical grants, ensuring that all reporting requirements were met and new grant applications were submitted on a timely basis.

Lastly, Cheryl helped devise a way for disclosure to be handled electronically. Working with the county's IT staff, she developed a secure webpage where disclosure documents can be uploaded and defense counsel can be notified by e-mail that they are available. When documents are downloaded, our office is notified electronically. Not only will this save entire forests of trees, but it will also eliminate bogus claims by defense counsel that they did not receive disclosure.

We believe Cheryl Harris would be a worthy recipient of the first Support Staff award. Her dedication to criminal justice is not only paying dividends for our office but will also benefit other offices that eventually select the innovative database system she has been instrumental in developing.

Summary: Cheryl Harris

Cheryl Harris has spent her entire working life in the Navajo County Attorney's Office, rising from a legal secretary to office manager over a period of more than 16 years. She now has supervisory responsibility for our full team of felony and misdemeanor secretaries and support staff. Always a dedicated and tireless employee, over the past two years she has exceeded even her own high standards by working closely with our software vendor to design and implement a fully-featured database system to achieve our goal of becoming a paperless office. Cheryl did not merely "work with" our vendor but served as a key resource and made numerous suggestions the vendor had never before considered. Under Cheryl's leadership, we are now the beta test site for the vendor's and AZPOST's first attempt at a fully-featured database system for prosecutors' offices. Cheryl's dedication to criminal justice is not only paying dividends for our office but will also benefit other offices that eventually select the innovative database system she has been instrumental in developing.

Arizona Prosecuting Attorneys' Advisory Council

**Nomination Form
2011 Arizona SUPPORT STAFF of the Year Award**

I nominate the following prosecutor for the *Arizona SUPPORT STAFF of the Year*.

Name of Nominee: Victor Huerta

Title of Nominee: Property Specialist - Forfeitures

Prosecution Office: Santa Cruz County Attorney's Office

Length of time working in the office: 2 years

Address: 2150 N. Congress Drive, Nogales, Arizona 85621

Telephone: 520-375-7780 Fax: 520-375-7793

Nominee's E-mail: vhuerta@co.santa-cruz.az.us

Nominated by:

Nominator's Name: George Silva and Liliana Ortega

Title: County Attorney; Chief Criminal Deputy

Agency/Organization: Santa Cruz County Attorney's Office

Address: 2150 N. Congress Drive

Telephone: 520-375-7780 Fax: 520-375-7793

Nominator's E-mail: lortega@co.santa-cruz.az.us

Nominator's Signature: Liliana Ortega for GES

VICTOR HUERTA NOMINATION NARRATIVE:

Victor Huerta is a Property Specialist for the Forfeiture Unit of the Santa Cruz County Attorney's Office. This is a position that is incomparable to other positions in this office, and many others. As the Council is aware, it is not unusual for one person to have to wear several hats. But it is the unique variety of responsibilities and his relentless work that make Victor an excellent candidate for Support Staff of the Year.

First, Victor is a forfeiture clerk and secretary. As an essential part of the forfeiture unit, he prepares virtually all necessary documents including notices, publications, and petitions. He is also responsible for answering phones and performing other office duties.

Second, Victor is an on-call employee. In addition to his daily responsibilities, Victor is on-call 24/7. He works very well with federal and local law enforcement agencies, and responds to crime scenes - even at 1:00 am. Once on scene he assists the officers in initiating the forfeiture process and arranges for proper handling and storage of property subject to forfeiture.

Third, Victor is a mechanic. As the Council knows, not all forfeited vehicles are in good working order. Our office could easily auction off the vehicles as we find them. However, if there is anything that Victor can do to improve the value of the vehicle, he will volunteer to do it. He'll fix the brakes, repair a leak, replace parts, or fix a flat tire. It is this level of commitment that makes him such a great asset to the forfeiture unit.

Fourth, Victor is a tow-truck driver. Recently our office forfeited a tow-truck. Instead of auctioning it, the Forfeiture Unit decided it would be cost-effective to use it to transport vehicles to the forfeiture lot instead of hiring a tow agency. Victor volunteered to learn to operate the tow-truck.

Victor is also an auctioneer. He arranges the vehicles for sale, works with the public during auctions, and helps with the sale of vehicles. He also helps to assure that the paperwork is in order before and after the auctions.

Finally, Victor is our bad check program assistant. He helps to monitor all the participants, collect payments, handle contracts, and prepare court documents. He updates the files prior to court hearings so that the prosecutor knows the progress of the case. He even attends court with the prosecutors. His

tireless work in the bad check program results in restitution monies going back to our victims.

As you can see, Victor Huerta wears many hats in our office. Of course, this in itself makes him a valuable employee. But it is his unusual energy and interpersonal skill that make him exceptional. It is common for Victor to come to work in the morning, prepare pleadings, go to court, work on a vehicle, complete his work for the day, and go home, only to be called out at night to a crime scene. He then shows up to work the following morning to do it all over again with a smile on his face. It is a great pleasure to have him on our team and to nominate him for Support Staff of the Year.

VICTOR HUERTA NOMINATION SHORT NARRATIVE:

Victor Huerta is a Property Specialist for the Forfeiture Unit of the Santa Cruz County Attorney's Office. It is not unusual for one person to have to wear several hats. But it is the unique variety of responsibilities, and his relentless work ethic, that make Victor an excellent candidate for Support Staff of the Year.

Victor is involved in every step of the forfeiture process and is on-call 24/7. When law enforcement agencies obtain property subject to forfeiture, he responds to the crime scene and arranges for the proper handling and storage of the property. He even volunteered to learn to operate a tow-truck to transport vehicles to the forfeiture lot from the scene. He prepares the necessary documents including notices, publications, and petitions. He then performs mechanical work to do whatever he can to improve the value of the vehicle. After the property is forfeited, he assists in the actual auctions. He also serves as assistant to our bad check program.

While he is a valuable employee, it is his unusual energy and interpersonal skill that make him exceptional. It is common for Victor to come to work in the morning, prepare pleadings, go to court, work on a vehicle, and go home, only to be called out at night to a crime scene. He then shows up to work the following morning to do it all over again with a smile on his face. It is a great pleasure to nominate him for Support Staff of the Year.

Arizona Prosecuting Attorneys' Advisory Council

Nomination Form 2011 Arizona SUPPORT STAFF of the Year Award

I nominate the following individual for the *Arizona SUPPORT STAFF of the Year*.

Name of Nominee: Kurt Olsen

Victim Services Advocate & Litigation Support

Title of Nominee: _____

Prosecution Office: Yavapai County Attorney's Office

Length of time working in the office: 5 years

Address: 255 E. Gurley Street, Prescott, AZ 86301

Telephone: 928-771-3344 Fax: 928-771-3110

Nominee's E-mail: Kurt.olsen@co.yavapai.az.us

Nominated by:

Nominator's Name: Sheila Polk

Yavapai County Attorney

Title: _____

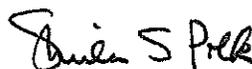
Agency/Organization: Yavapai County Attorney's Office

Address: 255 E. Gurley Street, Prescott, AZ 86301

Telephone: 928-777-7352 Fax: 928-771-3110

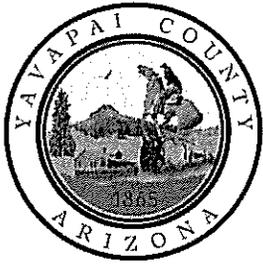
Nominator's E-mail: Sheila.polk@co.yavapai.az.us

Nominator's Signature:



10-20-11

Date: _____



Yavapai County Attorney

255 East Gurley Street
Prescott, AZ 86301
(928) 771-3344 (Criminal)
(928) 771-3338 (Civil)
Facsimile (928) 771-3110

SHEILA POLK
Yavapai County Attorney

Nomination of Kurt Olsen Arizona Support Staff Member of the Year

I am writing to nominate Kurt Olsen for the Support Staff Member of the Year Award. Kurt is filling the position of a Victim Services Advocate with the Yavapai County Attorney's Office, but he is currently assigned to the Litigation Support Team (geek squad). Kurt was born and raised in Mexico City, Mexico and is bilingual and bicultural in Spanish. He is a graduate of Northern Arizona University with a Bachelors Degree in Environmental Sciences.

Kurt is an excellent and dedicated employee with a very strong work ethic. No matter the project or task assigned, he will always accomplish it before its due date. His work is meticulous, organized and detail oriented, with the end result being a quality product that is unmatched. Kurt carries himself in a professional manner and has a very friendly disposition. He has a quiet, confident manner about him that makes others feel at ease no matter how stressful the situation or how daunting the project. He is kind and considerate, yet possesses outstanding analytical and technological skills. For some this may sound like an odd combination, and is akin to melding Mother Teresa with Bill Gates. The end result being a compassionate, geeky (this is a compliment) Renaissance man with a diverse skill set. These are outstanding qualities to have in an employee and make for an excellent fit for a rural county attorney's office with limited resources.

Kurt started working with our office in 2007 as a Victim Services Advocate. He was assigned to a felony caseload and assisted victims with their rights, provided crisis counseling, court escorts, and victim assistance, acted as a liaison between the victims and our office, and provided other victim-related services. Kurt's understated, empathetic nature allowed him to develop trusting, professional working relationships with victims of various ethnic and socioeconomic backgrounds. His initial contact and constructive work with victims paved the way for the positive communication between the prosecutors and the victims. Kurt's helping nature made it easy for victims to rely on him when they needed case-related information or other victim assistance services. His positive working relationship with victims allowed the prosecutors to dedicate more time to their cases and related legal work in order to reach a just resolution for all parties involved. On numerous occasions, victims commented what a great job Kurt did keeping them informed of their cases, and how pleasant and helpful he was when helping them navigate the criminal justice system.

Kurt's proficiency in both the English and Spanish languages allowed him to work as a court interpreter for the Prescott Justice Court for several years. His ability to communicate with monolingual Spanish speakers has been a benefit to the office, but his expertise lies in his ability to explain our sometimes confusing criminal justice system in a way that is easily understood by the layperson. Kurt's expertise in this area allows him to prepare Spanish speaking victims and witnesses so they can easily navigate the criminal justice system. Although a few other employees in the office can communicate in Spanish, Kurt's interpreting skills are superior, and allow the attorneys to interview the victims and witness so they are prepared for court hearings and possible trial.

Because of Kurt's knowledge of personal computer software and hardware, a few years ago, he was assigned to provide technology and litigation support to the attorneys and support staff in the office. Kurt assists the attorneys in preparing for trial by designing PowerPoint presentations, editing and enhancing video and audio files, providing courtroom audio/visual support and assistance, and other visual aids. He is also responsible for software training, developing technology training materials, providing assistance with video depositions, closed circuit testimony, video conferencing, and assisting on other technology projects.

Kurt's expertise and work in video and audio editing and enhancement is superior. One example was his video editing work on the State v. Joe Cervantes, Jr. case. In 2008, Cervantes' then-girlfriend located a video recording that Cervantes made of himself committing sexual acts on two 8 year old girls sometime between 2004 and 2005. The girlfriend turned the recording over to law enforcement which conducted an investigation. Before trial, with the direction of the assigned attorney, Kurt spent in excess of 30 hours, beyond his normal work time, to edit and organize the countless sexual acts from the video. He matched up each victim and sexual act with each count in the indictment, isolated the counts, created tabs and labels for easy access to play and fast forward during trial. In addition, he created PowerPoint presentations for the opening statement and closing argument. Due to Kurt's dedication and hard work on the video presentation, a jury found Cervantes guilty of 21 counts of Sexual Conduct with a Minor, two counts of Sexual Assault and two counts of Sexual Exploitation of a Minor. Cervantes was sentenced to 13 consecutive life sentences plus an additional 234 years. He will be eligible for release in 2697. The prosecutor assigned to this case said, "Kurt is my security blanket. His work allows me to focus on the evidence and presenting the case so I don't have to worry about any of the technology during trial. This is a big relief."

Kurt is a proud husband, step-father, grandpa. Unlike others who vacation in Hawaii or other exotic parts of the world, Kurt's vacations consist of "hanging out with the rug rats," aka grandchildren, during school breaks. He will also fly down to Cuernavaca, Mexico in order to spend time with his mother. Before he leaves Mexico, he will make sure his mother's PC is running smoothly and her Skype connection is solid so they can video conference after he returns home. I wouldn't expect anything less from our compassionate "geek."

Based upon the foregoing, our office strongly recommends Kurt Olsen for the Support Staff Member of the Year Award.

Kurt Olsen, Victim Services Advocate
Yavapai County Attorney's Office

Kurt Olsen joined the Yavapai County Attorney's Office in 2007. He was initially hired as a Victim Services Advocate responsible for a felony caseload. In 2008, he was assigned to the JustWare Team and worked on the configuration and deployment of the office's new case management system. Currently, he is assigned to the Litigation Support Team, and is responsible for assisting attorneys and support staff with their technology needs, including designing PowerPoint presentations, editing and enhancing video and audio files, providing courtroom audio/visual support and assistance, and provides assistance with video depositions, closed circuit testimony, video conferencing, in addition to an array of other technology projects. Kurt also has taken on the responsibility of software training and developing technology training materials.

Kurt is the consummate professional and will always go the extra mile to assist his coworkers with their technology needs. No matter the assignment or deadline, Kurt consistently accepts the challenge and completes the project in a timely manner and always with exceptional quality.