



CITY PROSECUTOR

Budget Retreat 2019



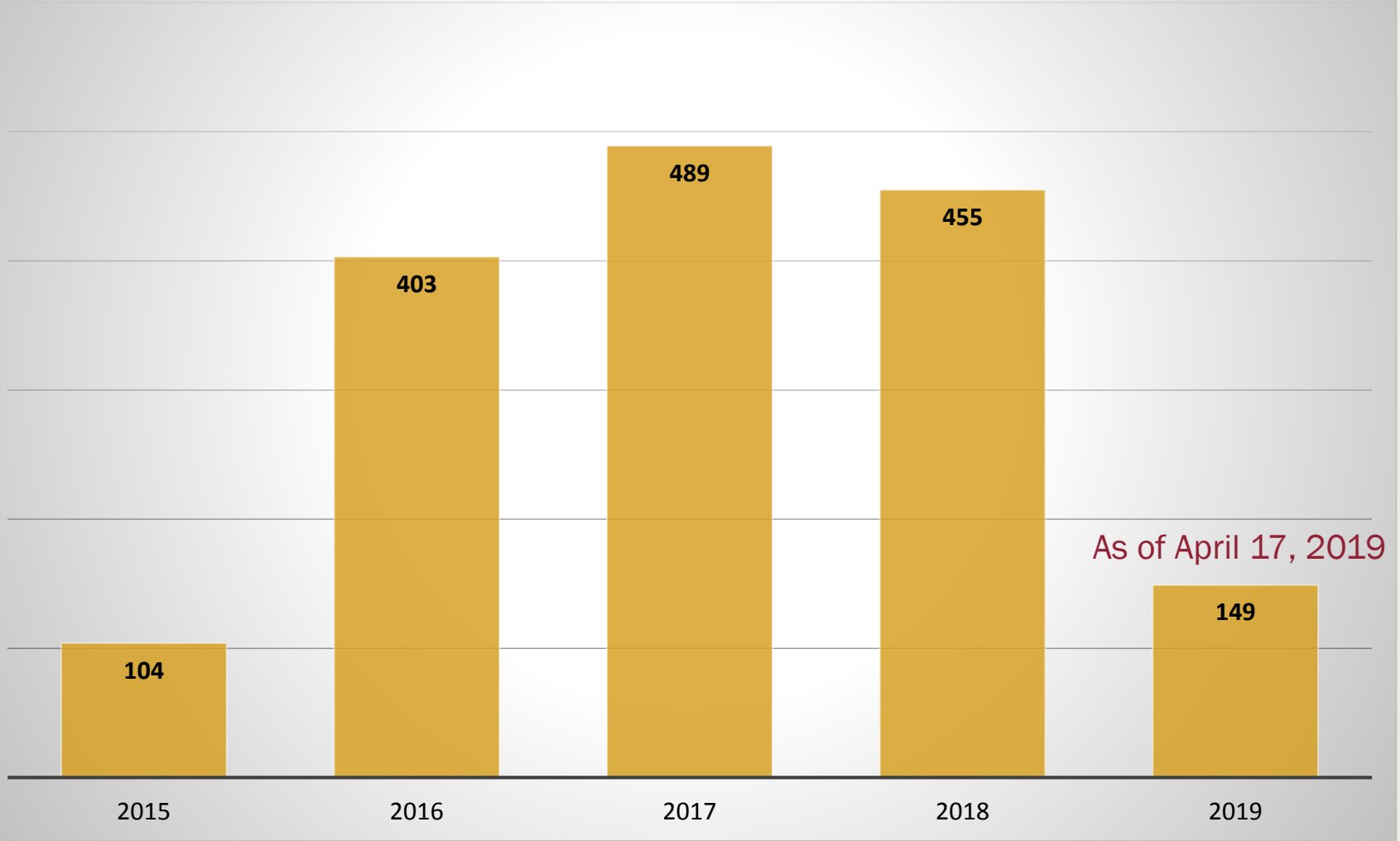
Our Mission

- Our goal is to provide a safe and secure environment for our community. The City Prosecutor utilizes creative solutions to effectively address issues affecting residents and businesses in San Luis. We serve the public interest in criminal prosecution by minimizing the impact of the criminal justice system upon the lives of victims, witnesses and their families by assisting them as they participate in the criminal justice system and help them support successful prosecutions.

Request for FY 2019-2020

- Add a Paralegal Position
- Sylvia's promotion to Paralegal

Number of Cases Opened



As of April 17, 2019

San Luis Municipal Court has 3 clerks assigned to all the cases CPO receives.

Clerk 1 – Attorney Lozano & Attorney Cordova

Clerk 2 – Attorney Claridge

Clerk 3 – All Pro Per Defendants & Privately retained attorneys

Sylvia works on ALL cases

211 Cases Currently Open

Number of Cases opened by month

See red tab for more details

January, 2019

➤ **45**

February, 2019

➤ **42**

March, 2019

➤ **43**

April, 2019

➤ **19**

* As of April 17, 2019

Sylvia's Current Job Description

- Organize and develop systems to maintain physical and electronic files and data for efficient retrieval, file, create and retrieve files.
- Schedule and maintain the calendars of the attorneys and municipal corporations; track, review, and prioritize tasks; track fixed deadlines, contract expirations, outsourced litigation status, City Attorney's goals, and related matters.
- Draft various types of documents and correspondence for the attorneys' review and assistance with training material for presentations; format, type, and proofread letters, memoranda and legal documents; prepare and process confidential and sensitive documents; draft litigation status report for the Finance Departments reporting requirements and the City Attorney's goals for the budget process.
- Work closely with City Attorney and City Clerk on timely preparation of the weekly City Council Agenda; review agenda materials and information for City Attorney's use in preparing documents for City Council agenda and in providing legal assistance including preparation of documents to other City departments.
- Serve as Clerk for Municipal Corporations; schedule corporate meetings with the board members, draft the agenda, post agenda in compliance with the law, prepare documents needed for the meetings, attend the corporate meetings, audio record the meetings, prepare accurate minutes of the meetings from the recording, maintain the records of the corporations, file the annual reports of the corporations with the Arizona Corporation Commission.
- Maintain and update forms and review the Office of City Attorney web page periodically for any corrections or updates needed.
- Handle telephone calls and e-mails professionally.
- Respond to requests for documents.
- Assist in managing the City Attorney's Office budget responsibly; handle processing of invoices, requisitions, budget transfers, travel arrangements for the attorneys, purchase cards logs, gas card logs, office supply purchases, and other costs of the office.

Sylvia's Current Duties

- Open criminal misdemeanor case
 - *Enter data in AbacusLaw*
 - *Open file in X drive*
 - *Create activity log*
 - *Open physical file*
 - *Request police report*
 - Review report
 - Redact confidential information
 - Request additional information from (supplemental reports, photos, audio/video recordings, victim statements, witness statements, etc.)
 - Review audio/video recordings
 - *Schedule Prehearing and/or Pretrial Conferences*
 - *Calculate AZ Rule 8 mandatory time limits*
 - *Contact victim(s)*
 - Schedule appointments with victim(s)
 - Send notices to victims(s)
 - *Send AZ Rule 15.1 prosecutor's discovery obligations*
 - Calculate AZ Rule 15.2 defendant's discovery obligations
 - *Contact Pro Per Defendant*
 - Schedule appointments with Pro Per Defendant

Sylvia's Current Duties cont'd.

- *Search Public Access*
 - Request Computerized Criminal History (CCH)
 - Review CCH
 - Request court-certified copies of prior convictions from Yuma Superior Court, Yuma Municipal, Somerton Municipal, etc.
 - Pick up certified copies from Yuma Superior Court, Yuma Municipal, Somerton Municipal, etc. Schedule trial date
 - Issue subpoenas for officers, victims, and witnesses
 - Confirm subpoenas were served
 - Schedule appointments prior to trial with officers, victims and witnesses
 - Prepare file for trial
 - *Request audio/video recordings to be transcribed and translated.*
 - *Request evidence in Spanish be translated.*
 - *Ensure SLMC has video/audio set-up available.*
- *Schedule sentencing date*
 - Inform victim(s) of right to be present and obtain victim input
 - Request restitution amounts and documentation
 - Obtain sentencing forms
 - Provide sentencing memorandum, CCH and certified court sentencing abstracts to SLMC for sentencing purposes
 - Close file, scan file in AbacusLaw
 - Place file in closed box according to retention schedule.

Sylvia's Current Duties cont'd.

- Draft plea agreements or deferred prosecution agreements.
- Review Long form reports
 - *Request follow-up investigations*
 - *Review Arizona Revised Statutes prior to filing complaint*
 - Request City Prosecutor to review report and draft complaint
 - *Revise complaint*
 - Create summons
 - File complaint and summons at SLMC
 - Provide long form complaint copy to SLPD
 - *Request disposition sheet*
 - Inform victim of pending case
 - *If complaint declined by City Prosecutor, send declination sheet to SLPD*
 - Inform victim of declination and allow them time to request to meet with City Prosecutor.
- Create trainings for police officers
 - *Research Arizona Revised Statutes and interpret for SLPD*

Sylvia's Current Duties cont'd.

■ Rule 11 matters (Mental Health Evaluation)

- *Schedule hearing in Yuma Superior Court*
- *File motions at Yuma Superior Court*
- *Inform victim of process of Rule 11*
- *Schedule appointment for defendant with psychiatrist assigned by Superior Court Judge*
- *Contact Yuma County Detention Center*
 - Request defendant be transported to doctor's office in Yuma or Phoenix.
- *Upon receiving mental health results, determine course of prosecution*
 - If defendant found competent, ensure file is returned to SLMC and reset hearing in compliance with mandated time limits
- *Set change of plea hearing or trial date*
- *Inform victim of Rule 11 results and determine implications and impact on victim*
- *Provide victim opportunity to inform SLMC how matter has affected him/her*

Sylvia's Current Duties cont'd.

- Check Post Office Box daily
- Pick up and deliver documents from SLPD and City Hall
- Answer the office telephone
- Schedule and coordinate meetings, travel arrangements, etc.
- Order office supplies
- Train volunteers or interns
- Appeal Cases
 - *Work closely with contracted attorney*
 - *File documents for contracted attorney in Yuma Superior Court*
 - *Follow-up with new court dates for appeal matter.*
- Review Set Aside Applications
- Review Deferred Prosecution status
 - *Determine if defendant has violated the agreement*

Long Form Reports

See purple tab for more details

- SLPD will provide reports for City Prosecutor to review and determine if there is enough evidence to file charges.

- *From 2018 – Present City Prosecutor has authorized 190 complaints.*
- *From 2018 – Present 80 reports have been declined.*

Sylvia assists with reviewing the long form reports.

- Request additional information from SLPD
- Establish initial contact with victim(s)
- Research the A.R.S. statute and determine whether the evidence meets the statute requirements

Sylvia does not have time to go through all the files and determine if they are ready to be destroyed.



30 Closed boxes

Sylvia does not have time to prepare and shred per retention schedule.



Each box contains
40+ files

February Calendar

February 2019							Fortuna, Arizona	Today 67° F / 48° F	Tomorrow 67° F / 49° F	Sunday 68° F / 50° F	Search All Calendar Items (Ctrl+E)	
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY						
Jan 27	28	29	30	31	Feb 1	2	Magistrate Echavarria Out of Office					Groundhog Day; United States
	9:00am The Problem w/ Mary; Tucson, A... 10:00am Review: St v. Juan Chavez Caza... 10:00am Review Trial Cases 11:00am ARR: Marissa Chacon; Somerto... 11:00am Schedule APPT w/ V Susana Alc...	10:30am Tele Conf: Thomas Rodgers; CP... 11:00am OV: Adolfo Reyes Valenzuela; ... 1:00pm Investigator; San Luis Police De... 3:00pm OV: Alvaro Rolon Alvarez; CPO; ... 3:30pm OV: Idaly Lopez (St. Roberto Sa...	9:00am BLOCK - Police Sergeant (Intern... 10:00am Records Training 1:30pm ARR: Roberto Sandoval, Jr.; SLM... 2:00pm PTC: Karina Sanchez Muñoz (Cla... 2:00pm PTC: Karina Sanchez Muñoz (Cla...	9:00am Investigator; San Luis Police De... 10:00am OV: Jose Manuel Duran; CPO; ... 11:00am OV: V Neyda Ochoa Sanchez (S... 1:00pm SENT Memo: State v. Jose Fern... 3:00pm BLOCK	10:00am MOTION re Deft's 15.2 - Jose Angel Guerrero Damas; Sylvia Y. Vasquez 10:00am OV: V Marlon Quiñoz (St v Roberto Sandoval); SLMC; Sylvia Y. Vasquez							
3	4	5	6	7	8	9						
	9:00am ARR: Luis C. Rodriguez Patino; SLMC 9:00am SENT: Jesse Pacheco Ramos; SLMC; Sylvia Y. Vasquez 10:30am OV V: Miriam Sanchez (St v. Raf... 1:30pm ARR: Julia Dayana Vidal Vega; S... 2:00pm Bench Trial: Rafael Acosta; SLM...	8:00am Consensual Encounters; Chandl... 9:00am ARR: Marissa Chacon; SLMC; Syl... 9:30am PTC: Armandina Varela-Valenzu... 10:00am PTC: Juan Pablo Torres; SLMC; ... 10:00am SH: Juan Pablo Torres; SLMC; S... 10:30am PTC: Jerome Benjamin; SLMC; S...	9:00am COP: Juan Chavez Cazares; SLM... 9:30am COP: Marisol de Jesus Martinez ... 11:00am OV: Maria Osuna; CPO; Sylvia Y... 1:30pm Breach COR Hrg: Roberto Sand... 1:30pm Breach COR Hrg: Roberto Sand... 2:00pm OV: V Beatriz Vega Jaramillo (St ...	10:00am Bench Trial: Pedro Falcon Robles; SLMC; Sylvia Y. Vasquez 12:00pm Stop the bleed - Train the Trainer; Cocopah Resort & Conference ... 1:00pm OV: Julia Dayana Vega; CPO; Sylvia Y. Vasquez 3:00pm BLOCK	9:30am Meet Intern Nathalie Gonzalez; CPO; Sylvia Y. Vasquez 10:00am OV: Daniel Madrigal; CPO; Sylvia Y. Vasquez 11:00am ARR: Jose Meza-Mendoza; SLMC; Sylvia Y. Vasquez 11:00am SH: Ruben Gonzalez, Jr. (Lozan...							
10	11	12	13	14	15	16						
	8:00am Female Enforcers; Las Vegas, NV; Nigel Reynoso 5:00pm 9:00am Bench Trial: Miguel Angel Maga... 9:00am SUBPOENA: State v. Jaime Baraj... 3:00pm OV: Humberto Moreno; CPO; Sy... 3:30pm OV: Maria Mendoza Covarrubia... 4:00pm OV: V Edith Felix (St v Gerardo F...	9:00am REVIEW BUDGET REQUESTS; Sylv... 1:30pm ARR: Irma Moreno; Via Video; S... 1:30pm ARR: Juventino R Itturrios; Via V... 1:30pm HRG on Deft's MTD: William Bur... 1:30pm PTC: Claudio Salazar (Lozano); S...	6:00am 9:00am JURY TRIAL: St v Manuel Jesus Anchondo; SLMC; Sylvia Y. Vasquez 9:00am Crisis overview/First Responder Resiliency Training; San Luis Fire Depart... 5:00pm SYV AWC Class; AWC; Sylvia Y. Vasquez 7:00pm Swearing in Chief Jessup; Coun...	SFST/HGN; Phoenix, AZ; Nigel Reynoso 12:00am Valentine's Day; United States 8:30am TELEPHONE SH 928-817-4030: Sa... 9:00am SH: Marco Antonio Navarrete; S... 10:00am OV: Adrian Benjamin Vargas; C... 10:30am Tele Conf: Evelyn Guadalupe R...	9:30am OV: Jesus Obeso Barrios; CPO; Sylvia Y. Vasquez 10:00am OV: Kenia V. Nuñez; CPO; Sylvia Y. Vasquez 10:30am OV: Maria Osuna; CPO; Sylvia Y. Vasquez							
17	18	19	20	21	22	23						
	Presidents' Day; United States	BUDGET REQUEST DUE; Sylvia Y. Vasquez 9:00am OSC: Francisco M. Cruz Pacheco... 9:00am SENT/OSC: Jesse Pacheco Ramos... 9:30am PTC: Juan Alberto Vieyra; SLMC; ... 10:00am PTC: Evelyn Guadalupe Romo; ... 10:00am PTC: Jesus Adolfo Obeso Barri...	8:30am JURY TRIAL: Fleirida G. Quezada; SLMC; Sylvia Y. Vasquez 8:30am Drug IQ; Chandler, AZ; Nigel Reynoso 9:00am DP Review: Arturo Rodriguez 3:00pm BLOCK; CPO; Sylvia Y. Vasquez	The Problem w/ Mary; Chandler, AZ; Nig... 9:00am OV: Issiah Lee Ponce; CPO; Sylvi... 10:00am Evidentiary/COP Hrg: Ana de la... 11:00am OV: Brayan Osmar Ramirez; CP... 1:00pm OV: Hermes Alcaraz; CPO; Sylvia ... 1:30pm OV: Ricardo Lopez Garcia; CPO; ...	9:00am OV: V Ana K. Cintora (St. v Victor Cintora); CPO; Sylvia Y. Vasquez 9:30am JAd Out for Knight Hearing; Superior Court; Sylvia Y. Vasquez							
24	25	26	27	28	Mar 1	2						
	8:00am Firearms Training; Adair Range; Nigel Reynoso 9:00am Jury Trial: Monserrat Judy Lizarra; SLMC; Sylvia Y. Vasquez 9:00am DP Review: Joshua Juarez; CPO 11:00am ARR: Luis Antonio Orozco; SLMC; Sylvia Y. Vasquez	8:00am Tactical Medicine for Law Enforcement; PSTF - Yuma; Nigel Reynoso 5:00pm 8:00am Mental Health First Aid for Publi... 10:00am Firearms Training; Adair Range... 10:00am Budget Review FY 2019-20; Co... 12:30pm OV V: Susana Alcaraz; CPO; Syl... 1:30pm PTC: Daniel Iribe-Favela (Clarid...	8:00am Mental Health First Aid for Publi... 10:00am Firearms Training; Adair Range... 10:00am OV: Marissa Chacon; CPO; Sylvi... 10:30am OV: V Mercedes Rondero (St. v ... 11:00am OV: Ignacio Sandoval; CPO; Syl...	8:00am Tactical Medicine for Law Enforcement; PSTF - Yuma; Nigel Reynoso 5:00pm 8:00am DP Review: Luis Mota 10:00am DP Entry: Victor Navarro Figuer... 10:45am Meet w/ Chief Jessup; Sylvia Y. ... 1:30pm BENCH TRIAL: Gerardo G. Felix; ... 1:30pm Breach of COR HRG: Gerardo Fe...	9:00am OV: Raul Francisco Alvarado; CP... 9:30am OV: Maria Garcia (St v. Irma Mor... 10:00am OV: Elizandra Morales; CPO; Sy... 10:30am OV: Manuel Bazzi; CPO; Sylvia ... 11:00am OV: Oscar Gomez Ayala & V: A...							

March Calendar

March 2019							Fortuna, Arizona	Today 80° F/62° F	Tomorrow 78° F/60° F	Saturday 80° F/61° F	Search All Calendar Items (Ctrl+E)	
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY						
Feb 24	25	26	27	28	Mar 1	2						
	8:00am Firearms Training; Adair Range; Nigel Reynoso 9:00am Jury Trial: Monserrat Judy Lizarraga; SLMC; Sylvia Y. Vasquez 9:00am DP Review: Joshua Juarez; CPO 11:00am ARR: Luis Antonio Orozco; SLMC; Sylvia Y. Vasquez	8:00am Tactical Medicine for Law Enforcement; PSTF - Yuma; Nigel Reynoso 5:00pm 8:00am Mental Health First Aid for Publi... 10:00am Firearms Training; Adair Range... 10:00am Budget Review FY 2019-20; Co... 12:30pm OV V: Susana Alcaraz; CPO; Syl... 1:30pm PTC: Daniel Iribe-Favela (Claridg...	8:00am Mental Health First Aid for Publi... 10:00am Firearms Training; Adair Range... 10:00am OV: Marissa Chacon; CPO; Sylvi... 10:30am OV: V Mercedes Rondero (St. v ... 11:00am OV: Ignacio Sandoval; CPO; Syl...	8:00am Tactical Medicine for Law Enforcement; PSTF - Yuma ; Nigel Reynoso 5:00pm 8:00am DP Review: Luis Mota 10:00am DP Entry: Victor Navarro Figuer... 10:45am Meet w/ Chief Jessup; Sylvia Y. ... 1:30pm BENCH TRIAL: Gerardo G. Felix; ... 1:30pm Breach of COR HRG: Gerardo Fe...	9:00am OV: Raul Francisco Alvarado; CP... 9:30am OV: Maria Garcia (St v. Irma Mor... 10:00am OV: Elizandra Morales; CPO; Sy... 10:30am OV: Manuel Bazzi ; CPO; Sylvia ... 11:00am OV: Oscar Gomez Ayala & V: A...							
3	4	5	6	7	8	9						
	9:00am OV: Aaron Bustillos; CPO; Sylvia ... 9:30am OV: Martin Sanchez; CPO; Sylvia... 10:00am Firearms Training; Adair Range... 10:00am JAD USE OF FORCE; SLPD Chief... 1:30pm ARR: Armando Maduena Castro... 1:30pm ARR: Javier Plascencia Castellon;...	8:30am DP Review: Jorge Estrada; CPO 9:00am PTC: Jose Maria Gonzalez Ruiz; S... 9:00am Settlement Conf: Samuel A. Mar... 9:00am Settlement Conf: Samuel Abrah... 10:00am Firearms Training; Adair Range...	8:30am PTC/Breach of COR: Gerardo G. ... 9:00am OV: Julio A. Gil Espindola; CPO; ... 10:00am OV: Juan Velez-Audelo; CPO; S... 10:30am OV: V Ener Ruiz (St. v Elias Urb... 11:30am OV: V Blanca Beltran (St v. Fra... 1:00pm OV: Luis Gastelum Zamudio; CP...	JAd Out of Office; Sylvia Y. Vasquez 3:00pm BLOCK								
10	11	12	13	14	15	16						
	9:00am OV: Luis Gastelum Zamudio; CPO; Sylvia Y. Vasquez 9:00am PTC: Elias Arturo Urbano (Lozano); SLMC; Sylvia Y. Vasquez 11:00am OV: V Concepción Lizarraga (St... 1:00pm Tele Conf: Anthony Antonio Del... 2:00pm MGT: APAAC Misdemeanor Issu...	9:00am Fire Extinguisher 101 Training; F... 9:00am Breach of COR: Humberto Soto-... 9:00am PTC: Humberto Soto Rosales; SL... 9:00am PTC: Martin Sanchez; SLMC; Sylvi... 9:00am Vacate DP HRG: Daniel Madrigal... 9:30am COP: Luis Gastelum Zamudio; SL...	9:00am Bench Trial: Jose Lizarraga-Esparza; SLMC; Sylvia Y. Vasquez 5:00pm SYV AWC Class; AWC; Sylvia Y. Vasquez	8:30am Tele Rule 11 HRG: Salvador Silva... 9:00am Drug-Related Homicides: Investi... 9:00am COP/TS: Rosa Maria Nava (Sanch... 9:30am OV: Martin Sanchez; CPO; Sylvia... 10:00am Tele Conf: Evelyn Guadalupe R... 10:30am OV: V Sergio Fidel Dowden (St ...	9:30am OV: Aaron Bustillos & Alejandra; CPO; Sylvia Y. Vasquez 10:00am OV: V Ana Cintora (St v. Victor Cintora); CPO; Sylvia Y. Vasquez 10:30am OV: Ignacio Sandoval; CPO; Sylvia Y. Vasquez 11:00am Tele Conf: Marissa Chacon; CP...							
17	18	19	20	21	22	23						
St. Patrick's Day; United States	10:00am OV: Alfonso Reynosa Nava; CP... 10:30am OV: Alberto Gonzalez; CPO; Syl... 11:00am OV: Ventura Torres Miranda; C... 1:30pm AOW: Hector Heredia; SLMC; Syl... 1:30pm In-Custody: Jose Morales-Carrill... 2:00pm OV: Mauricio Alaniz Jimenez; CP...	8:00am Mental Health First Aid for Publi... 9:00am Fire Extinguisher 101 Training; F... 10:00am Behavioral Health Intervention... 11:00am COP/TS: Rafael Laganía Luna (C... 11:00am COP: Jesus Edgar Solis Lazalde ... 11:00am PTC: Daniel Iribe Favela (Clarid...	8:00am Mental Health First Aid for Publi... 8:00am DP Review: Dayany Munoz Ruiz 9:00am DP Review: Richard De La Hoya 10:00am OV: Mauricio Alaniz Jimenez; C... 10:30am OV: Alberto Gonzalez; CPO; Syl... 11:00am OV: V Alicia Ponce (St. v Jesus ...	8:30am COP: Gerardo G. Felix (Claridge); Yuma Muni w/ Judge Coil; Sylvia Y. Vasq... 9:30am Tele Conf: Anthony Delgadillo; CPO; Sylvia Y. Vasquez 10:00am OV: Trinidad Burboa-Villalobo... 11:00am OV: Alfonso Reynosa Nava; CP... 3:00pm BLOCK	10:00am OV: Detective Mike Sanchez (St. v Manuel Bazzi); CPO; Sylvia Y. Vasquez							
24	25	26	27	28	29	30						
	10:00am OV: Joel Gonzalez Vigil; CPO; S... 10:30am OV: Adrian Javier Gonzalez; CP... 11:00am OV: Ramon Saucedá Mendoza; ... 1:30pm AOW: Kassandra Muñoz; SLMC; ... 1:30pm Prisoner: Edson Delgado Lagun... 1:30pm Prisoner: Luis Edgardo Rivas; SL...	9:00am Fire Extinguisher 101 Training; F... 9:00am PTC: Alberto Gonzalez; SLMC; Sy... 10:00am Behavioral Health Intervention... 10:00am PTC: Issiah Lee Ponce; SLMC; Sy... 10:00am Tele PTC: Hermes Alcaraz; SLMC... 10:00am Tele PTC: Jerome Benjamin; SL...	8:30am COP/TS: Adrian Josh Viramontes... 9:00am DP Review: Victoria Maria Mendez 10:00am OV: Berenice Arellano Garcia; ... 10:30am OV: Humberto Soto-Rosales; ... 1:30pm ARR: Brayan Osmar Ramirez; SL... 3:00pm OV: V Ruben Gonzalez (St. v Ru...	Funeral Services for Officer Rutherford; ... 8:30am Timesheet 9:00am SH: Marco Antonio Navarrete; S... 10:30am OV: Julio Gil Espindola; CPO; S... 2:00pm OV: Jose Alfredo Lopez; SLMC; S... 3:00pm BLOCK	9:00am Review Budget with Kay; CPO; Sylvia Y. Vasquez 9:00am DP REVIEW: Javier Solorio 4:00pm Proof of Deft Being in Hospital?; SLMC							

Monday: 9 appointments + 3 in custody added

Tuesday: 48 cases in court

Wednesday: 1 hearing at Yuma Municipal + 7 appointments

March 4 - 8, 2019 Fortuna, Arizona Today 80° F / 62° F Tomorrow 78° F / 60° F Saturday 80° F / 61° F Search All Calendar Items (Ctrl+E)

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	4	5	6	7	8
				JAd Out of Office; Sylvia Y. Vasquez	
8 AM			PTC/Breach of COR: Gerardo G. Felix (Claridge); Yuma Mur		
9	OV: Aaron Bustillos; CPO; Sylvia Y. Vasquez OV: Martin Sanchez; CPO; Sylvia Y. Vasquez	PTC: Jose M. Settlement C Settlement C Settlement C	OV: Julio A. Gil Espindola; CPO; Sylvia Y. Vasquez		
10	Use of Force Review SLPD Chief Office Richard Jessup	PTC: Elizandra Alvarez Morales; SLMC; Sylvia Y. Vasquez	OV: Juan Velez-Audelo; CPO; Sylvia Y. Vasquez OV: V Ener Ruiz (St. v Elias Urbano) CPO Sylvia Y. Vasquez OV: V: Blanca Beltran (St v. Francisco Jaros Codova); CPO;		
11					
12 PM					
1	ARR: Armando M ARR: Javier Plasc ARR: Jose Alfredo	AOW: Ax PTC: Luis PTC: Robi PTC: Rob SH: Salva	OV: Luis Gastelum Zamudio; CPO; Sylvia Y. Vasquez OV: Javier Vargas; CPO; Sylvia Y. Vasquez		
2	OV: Jazmin Barrientos; CPO; Sylvia Y. Vasquez OV: Humberto Soto Rosales; CPO; Sylvia Y. Vasquez	COP: Neal A PTC: Apollo PTC: Issac A PTC: Luis A. PTC: David Varela PTC: Fausto Orelli SH: David Varela	OV: V Mercedes Rodero (St. v Humberto Soto Rosales); CP		
3	OV: Pricilla Montiel; SLMC; Sylvia Y. Vasquez OV: Maricela Aguilar; CPO; Sylvia Y. Vasquez	COI COI COI COI PTC PTC SH: SH: SH: SH: COP/ COP/ COP/ COP/ OSC/ PTC: PTC: SH: V			
4	OV: Fidel Angel Torres; CPO; Sylvia Y. Vasquez OV: Manuela Vargas; SLMC; Sylvia Y. Vasquez	COI COI COI COI COI OS/ PTC PTC PTC SH: OSC: Oscar Albert PTC: Stetsen Och SH: Alberto Javier			
5					

From July 2018 – Present, we have prepared and conducted **14** Bench Trials and **8** Jury Trials.

- Sylvia prepares for Jury Trials by
 - *Blocking an entire day from the calendar*
 - *Reviewing police report, audio, and videos*
 - *Issuing subpoenas*
 - *Scheduling multiple appointments with victims and witnesses before trial*
 - *Request to have audio recordings translated and transcribed*
 - *Reviewing transcribed and translated recordings*
 - *Preparing, filing and distributing State's requested jury instructions*

- Sylvia prepares for Bench Trials by
 - *Reviewing police report, audio, and videos*
 - *Issuing subpoenas*
 - *Scheduling appointments with victims and witnesses before trial*
 - *Requesting to have audio recordings translated and transcribed*
 - *Reviewing transcribed and translated recordings*

See blue tab for more details

Police Legal Advisor

See orange tab for more details

- Assist the Police Department ensure the effective, efficient and uniform enforcement of criminal laws and the fair administration of criminal justice in San Luis, the City Prosecutor provides training to the Police Department to fulfill constitutional and statutory mandates, respect the rights of the accused and victims, as well as strengthening the Police Department's relations with the public.
- If we have additional staff, City Prosecutor can provide more training to SLPD.
- Sylvia has been instrumental in creating presentations provided or to be provide to SLPD
 - *7/26/18 Report writing training*
 - *8/2/18 Report writing training pt. 2*
 - *1/29/19 Investigations training*
 - *1/31/19 Investigations training pt. 2*
 - *4/18/19 Trial Testimony training*
 - *4/25/19 Trial Testimony training pt. 2*
- SLPD officers request more training(s) from CP
- US Customs and Border Protection request training(s) from CP
 - *US CBPO are material witnesses in majority of misdemeanor cases at POE.*



CSL Personnel Policies

HR-5-04. Hours of Work.

- Breaks and mealtime rest periods.
 - *Employees working 6 consecutive hours or more shall get unpaid time off for mealtime of at least 30 minutes, except for Police Officers and Firefighters. This applies to regular and overtime or after-hours work. The supervisor shall schedule mealtime breaks.*
 - *Employees are not entitled to rest breaks other than unpaid mealtime breaks. At the discretion of the supervisor, employees may be granted up to 2 rest periods for up to a maximum of 15 minutes each of paid time off. An employee who misses a scheduled rest break for any reason, forfeits the break unless the supervisor approves it.*

Sylvia's lunch hour is only **20-30 minutes** because Sylvia has to go to

- City Hall
- SLPD
- Yuma Municipal
- Post Office
- Somerton Municipal
- Yuma Superior Court

Sylvia performs well above her position duties

Studies

- Sylvia took the initiative to study and complete the paralegal program at the Arizona Western College. She will receive her Associates Degree May, 2019.
- She studied 2½ years for her Paralegal Certification
- Paid for her studies herself
- All while performing her job for the City of San Luis

Beyond Job Description

- Conducts legal research on contested issues; drafts legal recommendations for City Prosecutor review; prepares and proofs legal documents such as petitions, motions, sentencing memos and other documents
- Conducts witness interviews and investigations; participates with City Prosecutor in pretrial and trial preparation;
- Provides a wide range of legal support and administrative duties
- Court staff and private attorney support staff contact Sylvia when confused about rule of criminal procedure or a complaint

Sylvia's vision and contributions

- Benefit the San Luis City Prosecutor
- Benefit the San Luis Police Department
- Benefit the San Luis Municipal Court
- Benefit the City of San Luis

Year 2019-2020

- CPO would become more efficient with Sylvia assisting as a Paralegal
- Requested position improvement will be descriptive of Sylvia's current work performance and compensate her fairly
- Increasing overtime will not be necessary if Sylvia is promoted to Paralegal
 - *FY 15-16* *\$45.01*
 - *FY 16-17* *\$8.84*
 - *FY 17-18* *\$627.13*
 - *FY18-19* *\$1,595.35*
- CPO will continue to work closely with the SLPD for improved growth
- City Prosecutor will be able to focus on case investigation/management for 200+ active cases and trial preparation for 17 upcoming trials (as of April 17, 2019).
 - *7 Jury Trials*
 - *10 Bench Trials*
- City Prosecutor will be able to provide additional trainings/assistance to law enforcement
- Sylvia or the new Legal Secretary will be able to attend City mandatory meetings
- CPO will be current with City Retention Schedule if CPO has a new Legal Secretary

City Prosecutor's office needs help

- 3½ years ago, we inherited a dumping ground mess of cases dating back several years
- No jury trials in more than ten years
- Very few bench trials
- No assistance to Police Department
- No semblance of justice
- 3½ years later, we have an organized, efficient City Prosecutor's office
- Several jury and bench trials
- A Police Department better trained in the law and procedure
- An experienced Municipal Court
- Justice for victims and defendants
- An overworked City Prosecutor and Legal Secretary

See yellow tab for more details