



Tucson City Court Administrative Policy

SUBJECT DATA ENTRY OF NEWLY HIRED LAW ENFORCEMENT OFFICER, CITY/COUNTY AGENTS OR OFFICERS	NUMBER 260-16	PAGE 1 of 2
	PAGE ISSUE DATE October 30, 2007 REVISION DATE September 18, 2012	

I. PURPOSE

To establish specific guidelines for entering a newly hired officer, agent or inspector, whether law enforcement or city/county employee into the Court's case management system. As part of the policy, current contact information for each citing agency along with the court's contact information will be retained.

II. POLICY

Tucson City Court will provide a uniform method of receiving and entering officer/agent payroll or badge number into the court's automated computer system.

- A. E-mail or telephone communication will be established between the court and other city departments that submit badge or payroll numbers of newly hired officers, agents or inspectors to the court.
- B. The court will create a list of contacts for each department that submits officers, agents or inspector payroll or badge numbers. Each list will also provide the designated court contact email and telephone numbers.
- C. The court will initiate contact with all departments via e-mail or other communication every two years to receive updated information on newly hired officers or agents.

III. PROCESSES

- A. A contact list for all departments (City and County) will be included in Appendix A – E of this policy.
- B. The Tucson City Court Judicial Services Manager is designated as the contact person responsible for managing all officer/inspector information from Pima Animal Care Center, Parkwise, Housing and Community Development Dept., Code Enforcement Division, Tucson Water and Tucson Fire Departments. The manager will be responsible for updating and distribution of the Agent Contact lists. The Judicial Services Management team will be responsible for updating AZTEC tables with revisions/changes. The list of contacts will include the Judicial Services Supervisor's contact information, in the event that the Manager is unavailable.



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- C. Pima Animal Care Center reissues badge numbers of retired officers to new incoming officers, which creates a problem in the initiation phase of the PACC citation. The problem lies in that the officer table in AZTEC cannot be updated to reference the new officer because all previous citations issued by the first assigned officer will change. Therefore, court staff will implement a new process to remedy the problem by adding a prefix to the badge number. For example, if number "1924" is assigned to an officer that retires, the next officer issued this number would be A1924. If this officer retires and the number again used, the next sequential prefix will be used, i.e. "B1924", etc.

- D. Tucson Police Department has authority and has been given access to the Officer Tables in the AZTEC table management module. The Tucson Police Department IT staff will be responsible for entering newly hired officers into the AZTEC tables.

Appendices

- A List of Department Contacts and Inspectors – Housing and Community Development Department, Code Enforcement Division
- B List of Department Contacts and Inspectors – Tucson Water
- C List of Department Contacts and Parking Agents – Parkwise
- D List of Department Contacts and Fire Inspectors – Tucson Fire Department
- E List of Department Contacts and Field Officers – Pima Animal Care Center

REVIEW RESPONSIBILITY: The Court Administrator or designee will review this Court Administrative Policy for revision or deletion every two years or as needed.

PRESIDING MAGISTRATE

DATE 11/27/12

Housing and Community Development Department City of Tucson

City of Tucson employs agents and/or inspectors to enforce local ordinances adopted by the City of Tucson. When new agents/inspectors are hired, designated staff from each City department notify court staff personnel to enter agent/inspector payroll name and number into the Court's automated computer system. Listed below is the department and designated contacts, agents or inspectors.

Housing and Community Development Department Code Enforcement Division

Designated contacts

Name/Title	Badge Number	E-Mail Address	Phone Number
Teresa Williams Code Enforcement Administrator	50572	Teresa.Williams@tucsonaz.gov	837-5005
Veronica Natividad Administration Support	39711	Veronica.Natividad@tucsonaz.gov	837-5008
Carlos Portillo Code Inspector	39398	Carlos.Portillo@tucsonaz.gov	837-5045
Karin Erickson CSR Supervisor	50574	Karin.Erickson@tucsonaz.gov	837-5004
Rick Saldate, Jr. Inspection Supervisor	35509	Rick.SaldateJr@tucsonaz.gov	837-5011

Tucson City Court contacts

Name/Title	E-mail Address	Phone Number
Manuela Baker, Manager	Manuela.Baker@tucsonaz.gov	837-3009
Nancy Carter, Supervisor	Nancy.Carter@tucsonaz.gov	837-3033
Sandy Green, Supervisor	Sandy.Green@tucsonaz.gov	837-3077
Lynette Sabo, Supervisor	Lynette.Sabo@tucsonaz.gov	837-3032

Housing and Community Development Dept, Code Enforcement Division Staff

Name/Title	Badge Number	E-Mail Address	Phone Number
Teresa Williams Division Administrator	50572	Teresa.Williams@tucsonaz.gov	837-5005
Rick Saldate, Jr. Inspection Supervisor	35509	Rick.SaldateJr@tucsonaz.gov	837-5011
Carlos Portillo Inspection Supervisor	39398	CarlosR.Portillo@tucsonaz.gov	837-5045
Karin Erickson CSR Supervisor	50574	Karin.Erickson@tucsonaz.gov	837-5004
<i>Inspectors</i>			
David Cox	22071	David.Cox@tucsonaz.gov	837-5031
Robert Dear	46996	Robert.Dear@tucsonaz.gov	837-5058
Richard Diaz	40610	Richard.Diaz@tucsonaz.gov	837-5035
Gerald Goodman	47439	Gerald.Goodman@tucsonaz.gov	837-5019
James Hurd	34016	James.Hurd@tucsonaz.gov	837-5018
David Johnston	37186	David.Johnston@tucsonaz.gov	837-5037
Coleen Lope-Bigman	50757	Colleen.L-Bigman@tucsonaz.gov	837-5056
Martin Lopez	38111	Martin.Lopez@tucsonaz.gov	837-5041
Rick Mendoza	36824	Rick.Mendoza@tucsonaz.gov	837-5044
William Navarro	48113	William.Navarro@tucsonaz.gov	837-5023
Laurie Pumphrey	41283	Laurie.Pumphrey@tucsonaz.gov	837-5046
Martin Romero	30812	Martin.Romero@tucsonaz.gov	837-5022
Tony Smith	50826	Anthony.Smith@tucsonaz.gov	837-5057
Ernie Stevens	50599	Ernie.Stevens@tucsonaz.gov	837-5055
Juan Valdez	34331	Juan.Valdez@tucsonaz.gov	837-5047
Richard Vidal	38051	Richard.Vidal@tucsonaz.gov	837-5024
Angel Vindiola	36462	Angel.Vindiola@tucsonaz.gov	837-5048
Brian Wiese	48549	Brian.Wiese@tucsonaz.gov	837-5049

Tucson Water City of Tucson

City of Tucson employs agents and/or inspectors to enforce local ordinances adopted by the City of Tucson. When new agents/inspectors are hired, designated staff from each City department notifies court staff personnel to enter agent/inspector payroll name and number into the Court's automated computer system. Listed below is the department and designated contacts, agents or inspectors.

Tucson Water

Designated contacts

Name/Title	Badge Number	E-Mail Address	Phone Number
Rachele Renae Miranda CSR - Tampering	51029	Rachele.Miranda@tucsonaz.gov	837-2028

Tucson City Court contacts

Name/Title	E-mail Address	Phone Number
Manuela Baker, Manager	Manuela.Baker@tucsonaz.gov	837-3009
Nancy Carter, Supervisor	Nancy.Carter@tucsonaz.gov	837-3033
Sandy Green, Supervisor	Sandy.Green@tucsonaz.gov	837-3077
Lynette Sabo, Supervisor	Lynette.Sabo@tucsonaz.gov	837-3032

Tucson Water Inspectors

Name/Title	Badge Number	E-Mail Address	Phone Number
<i>Backflow Inspectors-Planning & Engineering</i>			
Mark Titus Inspections Supervisor	33436	Mark.Titus@tucsonaz.gov	349-1477
Ron Engelkes Inspector	33092	Ron.Engelkes@tucsonaz.gov	349-1476
<i>Water Waste & Tampering – Customer Service</i>			
Eddie Lopez Water Services Supervisor	29873	Eddie.Lopez@tucsonaz.gov	791-4621
Lawrence Yarbrough Utility Service Rep	18981	Lawrence.Yarbrough@tucsonaz.gov	791-4621
Machell Kenney Water Services Supervisor	26950	Machell.Kenney@tucsonaz.gov	791-4335
Leonard Quihuis Lead Utility Service Wkr	23261	Leonard.Quihuis@tucsonaz.gov	791-7621
Shane Gerbig Utility Service Rep	44375	Shane.Gerbig@tucsonaz.gov	791-4621
Roberto Gonzales Utility Service Rep	50793	Roberto.Gonzales@tucsonaz.gov	791-4621
Orlando Ramirez Utility Service Rep	46981	Orlando.Ramirez@tucsonaz.gov	791-4621
Felix Morales Jr. Utility Service Rep	50652	Felix.Morales@tucsonaz.gov	791-4621
Diane Gallego Utility Service Rep	17955	Diane.Gallego@tucsonaz.gov	791-4621
Anthony Almodova Utility Service Rep	32416	Anthony.Almodova@tucsonaz.gov	837-2079

Revised 4/16/12

Parkwise City of Tucson

Parkwise, a City agency, issues parking citations to those citizens which violate local ordinances in regards to parking in the City of Tucson. Authorized Parking Agents are City of Tucson employees both permanent and non-permanent, therefore, the agents are issued a payroll number which is utilized as their badge number. The Parkwise department supervisor will notify the Court via email of changes to their roster, which will include newly hired traffic agents. This information will then be added to the Court's automated computer system.

Parkwise

Designated contacts

Name/Title	Badge Number	E-Mail Address	Phone Number
Donovan Durband Program Administrator		Donovan.Durband@tucsonaz.gov	837-6522

Tucson City Court contacts

Name/Title	E-mail Address	Phone Number
Manuela Baker, Manager	Manuela.Baker@tucsonaz.gov	837-3009
Nancy Carter, Supervisor	Nancy.Carter@tucsonaz.gov	837-3033
Sandy Green, Supervisor	Sandy.Green@tucsonaz.gov	837-3077
Lynette Sabo, Supervisor	Lynette.Sabo@tucsonaz.gov	837-3032

Parkwise Traffic Agents

Name/Title	Badge Number	E-Mail Address	Phone Number
<i>Traffic Agents</i>			
Jose Gomez	46967	Jose.Gomez@tucsonaz.gov	837-6512
Garl Kelley	50628	Garl.Kelley@tucsonaz.gov	837-6510
Jose DelCampo	38112	Jose.DelCampo@tucsonaz.gov	791-5071
Michael Huber	41559	Michael.Huber@tucsonaz.gov	791-5071
Victor Atondo	52400	Victor.Atondo@tucsonaz.gov	791-5071
David Spratt	52973	David.Spratt@tucsonaz.gov	791-5071
Antonio Badilla	52974	Antonio.Badilla@tucsonaz.gov	791-5071
Jeffrey Bradley	52975	Jeffrey.Bradley@tucsonaz.gov	791-5071

Tucson Fire Department City of Tucson

City of Tucson employs agents and/or inspectors to enforce local ordinances adopted by the City of Tucson. When new agents/inspectors are hired, designated staff from each City department notify court staff personnel to enter agent/inspector payroll name and number into the Court's automated computer system. Listed below is the department and designated officers, agents or inspectors.

Tucson Fire Department

Designated contacts

Name/Title	Badge Number	E-Mail Address	Phone Number
Laura Baker Deputy Chief		Laura.Baker@tucsonaz.gov	791-4502

Tucson City Court contacts

Name/Title	E-mail Address	Phone Number
Manuela Baker, Manager	Manuela.Baker@tucsonaz.gov	837-3009
Nancy Carter, Supervisor	Nancy.Carter@tucsonaz.gov	837-3033
Sandy Green, Supervisor	Sandy.Green@tucsonaz.gov	837-3077
Lynette Sabo, Supervisor	Lynette.Sabo@tucsonaz.gov	837-3032

Tucson Fire Department Inspector Staff

Name/Title	Badge Number	E-Mail Address	Phone Number
<i>Inspectors</i>			
Chris Basaldua	49775	Chris.Basaldua@tucsonaz.gov	791-4502
John Bieg	47538	John.Bieg@tucsonaz.gov	791-4502
Brian Cobb	38824	Brian.Cobb@tucsonaz.gov	791-4502
Brian Corrales	34765	Brian.Corrales@tucsonaz.gov	791-4502
Wayne Cummings	34128	Wayne.Cummings@tucsonaz.gov	791-4502
Glenn D'Auria	26719	Glenn.D'Auria@tucsonaz.gov	791-4502
Jimmy Davis	22095	Jimmy.Davis@tucsonaz.gov	791-4502
Peter December	48669	Peter.December@tucsonaz.gov	791-4502
Conrad Funke	47547	Conrad.Funke@tucsonaz.gov	791-4502
Mike Jones	08125	Mike.Jones@tucsonaz.gov	791-4502
Chris Jurvig	40170	Christopher.Jurvig@tucsonaz.gov	791-4502
Thomas Knapp	23267	Thomas.Knapp@tucsonaz.gov	791-4502
Jeff Langejans	28425	Jeff.Langejans@tucsonaz.gov	791-4502
Joe Longo	48688	Joseph.Longo@tucsonaz.gov	791-4502
Jorge Loya	48201	Jorge.Loya@tucsonaz.gov	791-4502
Bobby Merritt	47114	Bobby.Merritt@tucsonaz.gov	791-4502
Phil Morgan	22054	Phil.Morgan@tucsonaz.gov	791-4502
Will Motto	42921	William.Motto@tucsonaz.gov	791-4502
Mike Pursley	46390	Mike.Pursley@tucsonaz.gov	791-4502
Tom Quesnel	29684	Tom.Quesnel@tucsonaz.gov	791-4502
Carl Schultz	28438	Carl.Schultz@tucsonaz.gov	791-4502
Thomas Sisterman	48212	Thomas.Sisterman@tucsonaz.gov	791-4502
David Siwarski	29689	David.Siwarski@tucsonaz.gov	791-4502
Roland Spangle	26558	Roland.Spangle@tucsonaz.gov	791-4502
Nikki Sprenger	35294	Nikki.Sprenger@tucsonaz.gov	791-4502
Randall Tinnin	26725	Randall.Tinnin@tucsonaz.gov	791-4502
John Vincent	40196	John.Vincent@tucsonaz.gov	791-4502

Pima Animal Care Center Pima County

Pima Animal Care Center authorizes designated staff to issue citations to defendants who violate local ordinance in reference to animal violations. Newly hired officer name and badge numbers are sent to court staff by fax. Since PACC reissues badge numbers when an officer retires, the court policy is to add an alpha prefix to the badge number, beginning with "A". Listed below is the department and a list of designated officers, agents or inspectors.

Pima Animal Care Center contacts:

Name/Title	E-mail Address	Phone Number
Jose Chavez Enforcement Operation Manager	Jose.Chavez@pima.gov	243-5913
Lee Harrington Enforcement Support Clerk	Lee.Harrington@pima.gov	243-5910

Contact Jose Chavez or Lee Harrington regarding officer scheduling or Court matters first. Field Supervisors serve as backups.

Tucson City Court contacts:

Name/Title	E-mail Address	Phone Number
Manuela Baker, Manager	Manuela.Baker@tucsonaz.gov	837-3009
Nancy Carter, Supervisor	Nancy.Carter@tucsonaz.gov	837-3033
Sandy Green, Supervisor	Sandy.Green@tucsonaz.gov	837-3077
Lynette Sabo, Supervisor	Lynette.Sabo@tucsonaz.gov	837-3032

Pima Animal Care Enforcement Staff

Field Officers

<i>Officers Name</i>	<i>Badge Number</i>
John Henderson	01904
Sylvia Adkins	01961
Cris Young	01908
Neil Konst	02002
Daniel Robledo	01990
Robert Cox	01913
Marcus Fish	01995
Kelli Saline	01918
Dennis Downing	01923
Kathleen Walton	01925
Teresa Bowdon	02013
Deline Attebery	01929
John Rademaker	02019
Chris Meek	02015
Robert Tovar	02021
Terra Haynes	02032
Brian Lawson	01997
Debbie Windauer	01984
Warren Voight	02020
Steve Montano	01994
Lynn Webster	02016

Field Supervisors

<i>Officers Name</i>	<i>Badge Number</i>
Jeffrey Carver	01901
Elaine Klein	01926

Ajo Field Officers

<i>Officers Name</i>	<i>Badge Number</i>
Debra Marrow	01903
Catrina Zahary	01985
Don Driver	01998

Field Investigators

<i>Officers Name</i>	<i>Badge Number</i>
Michael Eckelbarger	01942
Debbie Tenkate	01911
Steve Montano	01994