



---

# MEMORANDUM

---

Date: November 6, 2018

To: The Honorable Chairman and Members  
Pima County Board of Supervisors

From: C.H. Huckelberry  
County Administrator

A handwritten signature in black ink, appearing to be "CHH", is written over the printed name "C.H. Huckelberry".

Re: **11<sup>th</sup> Floor Administration East Mail Theft Complaint**

I have attached information related to this subject. The information includes a memorandum from the Sheriff's Department and a police report regarding mail theft on the 11<sup>th</sup> Floor. Based on the information received, no further action will be taken.

In reviewing the matter, the letter in question was a generic letter addressed to the Board of Supervisors by the Sheriff. The letter was received by the Clerk of the Board of Supervisors and provided to the Board. I received my copy at 7:43 am on October 17 in an email from the Sheriff. As indicated in my November 1, 2018 memorandum, I also received a copy of the Sheriff's communication through the Clerk.

If, in the future, a member of the Board believes they are not receiving the same information, please contact either the Clerk or my office and we will ensure you are provided a copy of any information that is available to my office or the Clerk of the Board.

CHH/anc

Attachment

c: The Honorable Mark Napier, Pima County Sheriff  
Julie Castañeda, Clerk of the Board of Supervisors



## PIMA COUNTY SHERIFF'S DEPARTMENT

Mark D. Napier, Sheriff

# M E M O R A N D U M

---

Date: November 5, 2018  
To: Sheriff Mark Napier *(N) 11/5/18*  
From: Chief Jesus Lopez, Operations Bureau *J.L.*  
Subject: Supervisor Miller's claim regarding mail theft

---

On October 23, 2018, I received the allegation regarding Supervisor Ally Miller's claim of possible mail theft from the District 1 mailbox on the 11<sup>th</sup> floor of the County's Administration Building.

Detective Sergeant Costak Manoleas was assigned to conduct an investigation. Sgt. Manoleas discovered the Board of Supervisor's office area has limited access, and entry or exit to this secure area is not documented. There are no cameras in the hallway where the interoffice mail is placed. Sgt. Manoleas interviewed several staff members and concluded there is no evidence to support if the document in question was taken from the inter-office mailbox, who took the document and why the document was taken. Sgt. Manoleas interviewed Ms. di Filippo, who reported the allegation at the request of Supervisor Miller. Ms. di Filippo had several theories of who may have taken the document, none of which can be proven or disproven, as there is no evidence to support it. The case was closed.

On November 1, 2018, County Administrator C.H. Huckelberry requested additional information regarding Supervisor Miller's claim of mail theft on the 11<sup>th</sup> floor of the County's Administration Building.

1. "What is the man-hours spent by your department staff to investigate this matter?"  
Sgt. Manoleas spent approximately 2 and half hours to complete the investigation.
2. "What conclusion has been reached regarding the allegation of mail theft?"  
Sgt. Manoleas concluded there is no evidence to support if the document in question was taken from the inter-office mailbox, who took the document and why the document was taken. Ms. di Filippo had several theories of who may have taken the document, none of which can be proven or disproven, as there is no evidence to support it.

In addition, Mr. Huckelberry requested a copy of Ms. Miller's complaint. Ms. JoAnn di Filippo, Chief Advisor for Supervisor Ally Miller provided the following information regarding the mail theft allegation via email:

*"At Supervisor Miller's request, I am relaying the following information to your office to see how best we can proceed to commence an investigation into mail being stolen from the District 1 mailbox. Your response would be greatly appreciated."*

*On or about Thursday, October 18, 2018 at 4:30 pm, D1 staff retrieved a memorandum apparently delivered to the D1 office mailbox located outside the district office. Security from the outer lobby area prevents anyone having access to our mailbox unless they are "buzzed" into the area or follow someone*

*having access to supervisor private areas. The subject memorandum was from Sheriff Napier, addressed to the Board of Supervisors, and dated October 16, 2018 (see attached). On the bottom of page 1 of this memorandum is the Clerk of the Board's stamp which reads, "Copy to Supervisors, County Administrator, Date: 10/16/18." Inasmuch as the COB office was closed on the evening of October 18 when I retrieved the memo, I immediately contacted the COB's office the next morning (Friday, October 19, 2018) and spoke with Melissa (Julie was out of the office, not returning until Monday, October 22, 2018). I inquired as to how this memorandum could have a delivery stamp of "10/16/18" when, in fact, we did not receive this memorandum until late Thursday, October 18 – nearly two days after the stated delivery date/time.*

*Melissa from the COB office could not explain why or how the original memo was not in our mailbox on October 16, 17, or 18 (until 4:30 pm); however, she did mention that District 5 also reported not having receipt of the memo. Thus, the COB office re-issued the subject memo on Thursday, October 18, 2018 at or about 4:30 pm. Further, I asked to have Julie contact me when she returned to the office on Monday (today). When Julie and I spoke today, Julie informed me that both District 3 and District 4 staff acknowledged receipt of the memo on or about 10/16/18, as stamped on the COB's Clerk's Note to the memo. This is even more disturbing to note that two district offices reported receiving this sensitive and timely information, while other supervisors' mailboxes were obviously subject to mail theft.*

*I have since had the D1 mailbox removed from the wall and notified the COB office that all D1 mail is to be delivered directly to our office. I would appreciate a response from your office as to how best to proceed concerning stolen mail. As you are aware, all supervisor office areas are subject to controlled security. Thank you.*

*All messages created in this system should be considered a public record subject to disclosure under the Arizona Public Records Law (A.R.S. 39-121) with no expectation of privacy related to the use of this technology. This message has been prepared and sent on resources owned by Pima County, AZ. It is subject to the computer and electronic policies of Pima County, and the Pima County Board of Supervisors, where applicable.*

*JoAnn di Filippo, PhD  
Chief Advisor  
Pima County Supervisor Ally Miller – District 1"*

A copy of the police report will be provided with this memorandum.



# Pima County Sheriff's Department

Detail Incident Report for 181025174

---

**Incident:** 181025174

**Nature:** MISC OFCR

**Location:** City of Tucson

**Address:** 130 W CONGRESS ST

Tucson AZ 85701

---

**Offense Codes:** 0609

**Received By:** Manoleas, Costak

**How Received:** Telephone

**Agency:** PCSD

**Responding Officers:** Manoleas, Costak

**Disposition:** Closed 10/25/18

**Responsible Officers:** Manoleas, Costak

**When Reported:** 14:18:06 10/25/18

**Occurred Between:** 14:18:06 10/25/18 and 14:18:06 10/25/18

---

**Assigned To:**

**Detail:** GEN

**Date Assigned:** \*\*/\*\*/\*\*

**Status:**

**Status Date:** \*\*/\*\*/\*\*

**Due Date:** \*\*/\*\*/\*\*

---

**NARRATIVE:**

Initial Case Typed By C. C. Manoleas #1286 in Supp. 1

---



**SUPPLEMENTAL NARRATIVE:****Name:** Manoleas, Costak**Date:** 14:24:29 10/25/18**Sergeant Costaki Manoleas #1286**

On 10/24/18 at approximately 1300 I responded to 130 West Congress to investigate a reported theft of a document from an inner office mail box. The initial information was given to me by Lt. Aimee Trueblood who had received it via chain of command from Sheriff Napier.

**Synopsis:**

The Supervisor's office area is a limited access area where entry and exit is not documented. Anyone who is either let in or that is authorized to be in the area would have access to the hallways where the inner office mail was placed. There are no camera's in the hallways to be reviewed to see who was where and when. The document in question is the first and only one missing in anyone's recollection. There is no way to determine who took the document, why the document was taken, or when the document was taken from 2 of the 5 Supervisors.

**Narrative:**

At the direction of Supervisor Ally Miller, Chief Advisor JoAnn di Filippo from District 1 was reporting that a 17 page document authored by Sheriff Napier was taken from their inner office mail box on 10/16/18. The document was emailed to the Clerk of the Board's office for distribution on 10/16/18. District 1 staff indicated that they didn't receive their copy until 10/18/18 at approximately 1630. Between 10/18/18, when they realized the original copy was taken, and 10/22/18 they conducted their own inquiries in reference to the missing document. On 10/22/18 a request was made to Sheriff Napier for an investigation.

My first stop once I arrived at 130 W. Congress was the Clerk of the Board's office. I met with Melissa (who received the initial inquiry from the D1 office) who indicated that the office received an email from Sheriff Napier on 10/16/18. The document was printed, time stamped, and distributed to the members of the board on 10/16/18. The staff followed their normal protocols for distribution. The employee who delivered the document indicated that it was distributed successfully to the five Supervisor's offices on the 11th floor.

I then went to the 11th floor to speak with staff there. I had to be escorted into the Supervisors office area as this is a limited access area. Once in the back area, each Supervisor has their own office space for them and their staff. I stopped in with Supervisor Miler's staff first as they made the request. Mrs. di Filippo was out to lunch so I moved onto Supervisor Christy's office.

I spoke with Supervisor Christy and his staff, they indicated that they received the document on the 16th along with several other items from the clerks office.

I spoke with Supervisor Bronson's staff as she was out of the office. Her staff indicated that they also received the document on the 16th.

I then spoke with Supervisor Elias and his staff. He indicated that he didn't receive the document on the 16th. He made an inquiry to the Clerk of the Boards office after he was contacted by a news reporter for comment on the Sheriff's letter that he didn't have. Supervisor Elias indicated that this was the first time that this has happened that he can think of. He resolved the issue by asking the Clerk of the board to send a new copy, which they did and ultimately redistributed to all five Supervisors.

I went to Supervisor Valadez's office next. He was out of the office also, but his staff indicated that they received the document on the 16th.

I went back to see if Mrs. di Filippo or Supervisor Miller was in. Mrs. di Filippo was back from lunch and Supervisor Miller was out of the office. During our conversation she indicated that this was the first document that came up missing in the two years she has been working here. She also had their inner office mail box (plastic file tray) removed from the wall outside the District 1 office and is having a slot installed in the door so staff can just drop it in when and if the door is locked. Mrs. di Filippo had several theory's of who might have taken the document or why theirs and Supervisor Elias' was taken, none of which can be proven or disproven as there is no evidence to support it.

NFI cm1286

---



---

# MEMORANDUM

---

Date: November 1, 2018

To: The Honorable Mark Napier  
Pima County Sheriff

From: C.H. Huckelberry  
County Administrator 

Re: **Supervisor Ally Miller's Claim Regarding Mail Theft on the 11<sup>th</sup> Floor of the County's Administration Building**

I understand Supervisor Miller filed a complaint with your office regarding this subject.

I would appreciate a copy of Ms. Miller's complaint as well as a copy of the police or law enforcement report filed on this matter. Also, please provide any investigative notes that may have been developed as a result of the investigation by your staff.

I am puzzled by the accusations since you provided the communication through interoffice mail and it was sent generically to all members of the Board, including the Clerk of the Board. The first I saw a copy of the information in question was when the Clerk provided me a copy, which shows the Clerk's stamp. Hence, the document would have been considered interoffice mail and provided to all members of the Board as well as the Clerk. Based on the Clerk's distribution, the document was also available to the public and news media.

What is the number of man-hours spent by your department staff to investigate this matter?  
What conclusion has been reached regarding the allegation of mail theft?

CHH/anc