

To: All DCS Staff

From: Gillian Vanasse, Chief Operations Officer

Re: Microsoft Teams Communication with Attorney General's Office

This administrative directive addresses the ability and expectations for staff communication with the Attorney General's Office via Microsoft Teams platform.

Effective 12/1/2025, the Arizona Attorney General's Office (AGO) can now connect directly with DCS staff on Microsoft Teams. All Microsoft Teams communications are only to be used for scheduling, logistical coordination, and discussion between the DCS Specialist and counsel during virtual hearings only. Messages must not include personally identifiable information (PII), protected health information (PHI), full names or identifying details of any case individuals, production of case documents or substantive requests for legal advice. All participants are responsible for maintaining confidentiality and compliance with this administrative directive. Microsoft Teams messages may be subject records disclosure if not specifically privileged.

This directive is in effect until rescinded.

Sincerely,



Gillian Vanasse  
Chief Operations Officer