



# DIGEST

## *Around and About*

IT LOOKS as if the County will place only one bond issue on the Nov. 3 ballot—\$252 million for storm drains. The Board of Supervisors decided last Tuesday (Aug. 4) to leave off two other proposed issues—\$224 million for three new health centers, replacing Wesley hospital, and expanding County-USC Medical Center, King, Harbor General and Rancho Los Amigos hospitals; and \$196 million for a new jail, sheriff's administration building, Hall of Justice remodeling, expansions at Wayside Honor Rancho and Sybil Brand women's jail, new juvenile halls, probation camps and offices, and added court facilities. County counsel John Maharg warned the board that a legal cloud might hang over the \$224 million and \$196 million issues because the decision as to whether they require a simple majority or a two-thirds majority for passage is still unclear, pending U. S.

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## Strong Exec Plan Goes to Voters

CHARTER CHANGES that would give the County a much stronger chief executive office will go on the Nov. 3 ballot.

The 20-member Citizens Economy and Efficiency committee, after a year of study and hearings, recommended the changes to the Board of Supervisors July 28. The committee labeled the present County organization "antiquated and unwieldy" with 48 department heads and some 80 advisory commissions reporting directly to the Board—a structure dating back to 1913 when the county population was 600,000, one-twelfth its present size.

The Board, which had requested the study in July 1969, approved placing the charter amendments on the ballot. The Supervisors, however, turned down a committee recommendation that the voters also decide whether the Board should be enlarged from five members to seven.

### *The Chief Executive*

Key figure in the proposed administration would be a "County Chief Executive" appointed (and dismissed) by the Board of Supervisors. He would have broad powers to reorganize County departments having related functions into "agencies" (the E & E committee said it envisions 10 to 14 agencies), each with a head appointed by the chief executive. The Board of Supervisors would have to approve the chief executive's reorganization plans and his appointments of agency heads.

Agency heads, in turn, would select (and fire) their department

heads, with the chief executive's approval.

The committee report said:

"The Board should hold the chief executive accountable for the overall operation of the County, and he in turn should hold the executives reporting to him accountable for their operations. The major premise behind the committee's recommendations . . . is accountability. If the chief executive or any other County official cannot perform in a competent manner, he should be replaced."

### *Outside Civil Service*

The committee recommended that the chief executive and the agency and department heads be non-civil service employees. The committee added that later the chief executive, with Board approval, might include chief deputies and division chiefs in large departments as non-civil service staff. "This probably is the limit to which the unclassified status should be extended," the report continued. "The vast majority of County employees would remain within the civil service system."

The report went on:

"Civil service systems were developed to protect public employees against spoils and . . . improper

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### Evening Classes

A FULL list and descriptions of the 61 County-sponsored evening courses for fall semester appear on pages 4 through 8 of this issue.

## Around and About

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Supreme Court decisions. On the other hand, flood control bonds, under long established law, require only a majority vote.

SOMEBODY WILL cut a ribbon—probably Board of Supervisors chairman Ernest Debs—at 11:30 next Monday morning (Aug. 10), and the department of senior citizens affairs will be officially moved into its new quarters at 601 South Kingsley drive in the Wilshire district. Actually the staff has been on the scene since moving day July 20. The ground-floor offices (leased for five years) are expected to be more convenient for elderly clients than the former location in the Old Hall of Records.

THE BOARD of Supervisors voted support last Tuesday (Aug. 4) to recommendations by CAO Lin Hollinger and sheriff Peter Pitchess that in the future the National Guard, rather than the L. A. sheriff, be called on for long-distance aid in such disturbances as those last spring at Isla Vista adjoining UC Santa Barbara. Pitchess informed the Board his department three times sent street-patrolling forces and supplied equipment and specialized personnel at other times. His letter to the Board said, in part: "The rendering of mutual law enforcement aid in such situations and at such great distances is neither practical nor desirable . . . We lacked available support personnel from our department in such areas as equipment, supplies and communications. A graphic example

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## CHARTER

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political pressure. Unfortunately, the zeal to protect . . . has sometimes caused these systems to become overly rigid. . . The trend has gone too far in the County in the direction of protection, particularly at the executive levels. . . It is now virtually impossible to discharge a County department head except for gross incompetence or misconduct."

The proposed charter amendment provides that County executives now holding jobs that would become unclassified would retain civil service status for five years. Noting that they were promoted into their positions with the understanding they would be continued in the classified service, the report said, "We believe the County could be accused of a breach of faith if . . . it abruptly placed these officials in the unclassified service."

### Appointing Executives

In choosing the chief executive, the committee recommended that the Civil Service commission establish qualifications for the job, then appoint an oral board of five or more community leaders to interview applicants, who might be County employees or might come from any part of the U. S. The examiners would submit a list of qualified candidates (probably three to five names) to the Board of Supervisors for the appointment.

For County agency and department heads, the committee recommended a similar procedure, except that the Civil Service commission would have the option, as it does now, of restricting the examination to County employees. The examining board would submit its list of qualified nominees to the chief executive or proper agency head for appointment. The present "rule of three" would not be in force, and the examiners could propose the names of all who passed the examination.

### Dismissing Executives

A majority of the Supervisors could dismiss the chief executive. But to avoid what it called "a hasty or capricious decision," the commit-

tee recommended that the charter require the Board to give 30 days notice of its intention to vote dismissal. The committee said: "This will allow ample time for the Board to consider the wisdom of its decision. It also will allow the chief executive, if he wishes, to prepare a statement defending his performance and to meet with the Board in executive session or in a public session if he requests it."

An agency or department head facing dismissal could appeal to the Board of Supervisors, presenting statements justifying his performance in an executive or public session; and if dismissed, he would receive from the Board (or from his superior with Board approval) a written set of reasons for his dismissal.

### Personnel and Pay

The committee recommended eliminating the charter section that now says the Civil Service commission "shall appoint the director of personnel who shall administer the civil service system under the direction of the commission." A new section would give the chief executive authority to appoint the director of personnel and to approve his wage and salary recommendations before they go to the Board of Supervisors.

The Civil Service commission would retain its power to make and enforce civil service rules.

### Incentive Pay

The chief executive could, with Board approval, create an incentive pay system to reward executives for superior performance, either with salary increases or bonuses. The committee report added:

"The plan need not be limited to executives in the unclassified service. There is no reason why civil service employees should not be rewarded or penalized in accordance with their performance. However, we recommend that in the beginning the plan be limited to agency and department heads. After the County has developed experience with the plan, consideration should be given to expanding it to other organization levels."

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# BOARD GETS WORK AGREEMENTS

WHAT IS expected to be a steady stream of work agreements covering County employees has begun flowing to the Board of Supervisors for approval.

The flow began July 28 when the Board gave its sanction to four complete agreements that had been signed by County management and the California Association of Professional Employees representing 3,000 engineers and engineering technicians.

Three more signed agreements are scheduled to come before the Board next Tuesday (Aug. 11). The largest unit involves 1,450 craftsmen represented by the Building and Construction Trades council. The other two units, both represented by Los Angeles County Employees association, include 770 administrative and technical staff personnel, and 330 corrections officers.

Negotiators have arrived at verbal agreement for the County's biggest unit of 14,000 clerks and office employees (LACEA represented) and the agreement is being reduced to

## CHARTER

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The committee recommended that a dozen County officials and executives remain outside jurisdiction of the chief executive.

These include three elected officials—assessor, district attorney, sheriff—and three appointed executives—the County counsel, auditor-controller, and the Board executive officer. Also excluded would be the directors of planning, human relations, arboreta, museum of natural history, Otis art institute, and public welfare, who are appointed by their own boards and commissions.

The report said:

“Although the committee recognizes that arguments for appointing the assessor and sheriff carry some validity, we believe the issue is not urgent at this time. The departments of the assessor and sheriff are well run, and the elective status of the heads of these two departments is not causing serious problems.”

written form. After signing, it will be sent to the Board of Supervisors for approval.

## Crafts Pay Rises

New 1970-71 pay scales will go into effect Sept. 1 for nearly 2,500 County craftsmen, surveyors, and building inspectors.

The crafts salaries were set by a new formula negotiated by County management and the Building and Construction Trades council. The formula, in effect, calls for adding to the private industry base pay all private industry fringe benefits (such as savings plans, vacation, pensions, health and welfare)—then deducting from that figure the dollar value of County employee benefits. The resulting figure is the yardstick for setting the County salary for a craft employee.

Under the formula, County carpenters beginning Sept. 1 will receive \$1,001 a month (up from \$880). Electricians will get \$1,076 a month (up from \$990); millwrights \$1,028 (up from \$911); painters \$968 (up from \$898); plumbers \$1,334 (up from \$1,124); and sheet metal workers \$1,164 (up from \$971).

## Benefits Report Coming

A fact-finding report is expected late this month on what changes, if any, in County employee benefits should be recommended to the Board of Supervisors.

Employee relations commissioners Melvin Lennard, Neely Gardner and Ben Nathanson, sitting as fact-finders, held two sessions July 20 and 24 with representatives of County management and employee organizations. Afterward both sides submitted written statements of their arguments and positions.

Discussion centered mostly on possible increase in the County's \$8 a month contribution toward health insurance; vacations, sick leave, and holidays; free life insurance; and proposals for biweekly paydays.

The fact-finding report is not binding on either party, under the County employee relations ordinance.

## Around and About

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is in jailing—here, we have our own booking and custodial facilities; in Santa Barbara we had no control over the booking or jailing. Much of the adverse publicity . . . centered on in-custody treatment, yet we had nothing to do with it, and no control over it . . . We believe that when an entire county cannot control a situation with the forces and equipment of that county augmented by the California highway patrol, the National Guard must be called in at once. . .”

MECHANICAL DEPARTMENT supervisors, in groups of 15 at a time, are meeting all day Wednesdays in “social responsibility” seminars. Two discussion leaders, one black, the other Mexican-American, describe the problems and outlook of minority persons—and encourage the participants to examine frankly their own attitudes toward black and brown workers. The seminars are part of the County's affirmative action program to give minority persons a fair break at obtaining County jobs and promotions.

UCLA STUDENT body officials, concerned over what they feel is a widening informational gap between town and gown, have organized a bureau of student speakers, available on request to employee organizations, service clubs or other groups. Interested program chairmen may write or call: Associated Students Speakers Bureau, 308 Westwood Plaza, Kerckhoff Hall 304, Los Angeles 90024. Telephone 825-2449.

# EVENING CLASSES -- Fall 1970

THE COUNTY department of personnel, in cooperation with East Los Angeles college and Belmont adult school, is offering 61 evening courses for County employees in the fall semester beginning Sept. 14. On-campus registration began Aug. 3 and will continue through Sept. 24. Registration desks will be open from 5 to 7 p.m. in room 493, Hall of Administration, on Aug. 31, Sept. 1, 2, 3, 8 and 10. Registrants may park free in lot 17, 131 South Olive street. Students also may register during the first week of classes (Sept. 14-17) in room 493 from 5 to 7 p.m.

Employees may register for Belmont adult school classes either by mail to the school Aug. 24 through Sept. 4 or by coming to room 493, Hall of Administration, between 5 and 7 p.m. Sept. 8 and 10.

**RISE IN FEES.** East Los Angeles junior college evening classes, beginning this semester, will cost the student \$3 per semester unit. Thus, a student taking one three-unit course would pay a fee of \$9 plus a \$2.50 student body fee. Belmont adult school charges a fixed fee of \$8.25 regardless of how many courses the student

takes. All fees must be paid at the time of registration.

**CLASS SITES.** Most of the evening classes offered below will be held in the County Hall of Administration, 500 West Temple street; the New Hall of Records, 320 West Temple street; County Courthouse, 110 North Grand avenue; Los Angeles City Hall; County-USC Medical Center; the U. S. Courts building, 312 North Spring street; the County Engineers building, 108 West Second street; the Department of Public Social Services building, 2615 South Grand avenue; the Data Processing building, 714 West Olympic boulevard; Parker Center, 150 North Los Angeles street; the New Federal building, 300 North Los Angeles street; and the East Los Angeles college campus.

Course descriptions below show the hour and evening on which each class is held. Identifying number of each class is printed in parentheses.

For further information, call the department of personnel evening class coordinator, 625-3611, extension 64108.

## Accounting

### ACCOUNTING 1 — Introductory Accounting I (4)

5 hours weekly. Business Administration majors who intend to transfer to a four year college are advised to take this course in their third semester.

A thorough study of the basic accounting process from business papers through special reversing entries. Among topics covered are general and special journals and ledgers, accrued and deferred items, notes and interest, bad debts, fixed assets, memorandum records, and the voucher system. Course includes problems and a practice set. Acceptable for credit, U.C.L.A. and C.S.C.L.A.

(4001) 5:30-8:30 MW 297  
Lakness Hall of Administration

## Data Processing

### BUSINESS DATA PROCESSING 1 — Principles of Business Data Processing I (3)

Lecture, 3 hours.

A survey of data processing techniques — covers a definition of data processing, history, punched cards, types of electronic

computers, in-pu and out-pu devices, numbering systems, flow charting, and programming concepts.

(4004) 5:30-8:30 M 117  
Faisy County Courthouse

(4005) 5:30-8:30 T 293  
Nugent Hall of Administration

(4006) 5:30-8:30 W 293  
Campbell, J. Hall of Administration

### BUSINESS DATA PROCESSING 2 — Principles of Business Data Processing II (3)

PREREQ: Business Data Processing 1 with a grade of C or better. Lecture, 3 hours.

Principles of business computer programming. Hardware currently available for students. Flow charting and three or four current languages (FORTRAN IV, COBOL, BASIC, to be selected).

(4008) 5:30-8:30 M 293  
Young, B. Hall of Administration

### BUSINESS DATA PROCESSING 21 — Business Computer Programming I (3)

PREREQ: Business Data Processing 2 or permission of the instructor. Lecture, 3 hours.

Principles of business computer programming with main emphasis on RPG. Basic principles and general concepts of

RPG, providing the student with a problem oriented language.

(4009) 5:30-8:30 M 640  
Geer Data Processing Bldg.

### BUSINESS DATA PROCESSING 25 — Cobol Programming (3)

PREREQ: Business Data Processing 2. Lecture, 3 hours.

COBOL (Common Business Oriented Language) is a language which facilitates the programming of computers. This course covers the four divisions, flow charting, and the logic used in COBOL. Computer manufacturers have agreed to provide COBOL compilers for an impressive array of computing systems.

(4011) 5:30-8:30 W 840  
Nichols Data Processing Bldg.

(4012) 5:30-8:30 Th 840  
Nichols Data Processing Bldg.

### BUSINESS DATA PROCESSING 27 — Fortran Programming (3)

PREREQ: Business Data Processing 2, Mathematics 32, or consent of instructor. Lecture, 3 hours.

FORTRAN Programming language is covered, emphasizing FORTRAN IV as applied to business applications, elementary compiler technology, and subroutines. General practices, techniques for debugging, internal sorting, table and file searching, etc., are introduced.

(4013) 5:30-8:30 Th 293  
Docherty Hall of Administration

## BUSINESS DATA PROCESSING 31—Business Data Processing Sys- tems (3)

PREREQ: *Business Data Processing 1 and Business 15 or consent of the instructor. Business 15 may be taken concurrently. Lecture, 3 hours.*

Initiation, planning, executing, and implementing systems in business analysis of business systems from a "total systems" concept using techniques such as flow charting, procedural analysis, and simplification studies. Applications of computers to complex systems and large clerical operations.

(4016) 5:30-8:30 T 840  
Geer Data Processing Bldg.

## Community Development

### COMMUNITY DEVELOPMENT 1 —Public Housing I (3)

(Formerly Introduction to Community Development)

Lecture, 3 hours.

Introduction to public housing in the urban setting, emphasis on historical and legislative development as well as an exploration of philosophical, economic, and sociological implications of urban living.

(4021) 7-10 W 8041  
Hedges New Federal Bldg.

### COMMUNITY DEVELOPMENT 4 —Community Redevelopment II (3)

PREREQ: *Community Development 3. Lecture, 3 hours.*

Deals with all elements of community redevelopment—agency administration, project planning, real estate acquisition and disposition, rehousing of families and businesses, management of acquired properties, financing projects, rehabilitating buildings, citizen participation, programming and scheduling of redevelopment activities.

(4022) 7-10 Th 8041  
Fisher, R. C. New Federal Bldg.

## Engineering

### ENGINEERING, CIVIL 16 — Boundary Control for Surveyors (2)

PREREQ: *Civil Engineering 3 or equivalent. Lecture, 2 hours.*

Property lines, their status in law, their establishment and re-establishment in the field, and the duties and obligations, both moral and legal, of the surveyor in the process. California and local law stressed. Professional ethics and responsibilities discussed.

(4029) 6:30-8:30 Th 780A  
Mitchell, R. J. New Hall of Records

### ENGINEERING, GENERAL 7— Statics (3)

PREREQ: *Mathematics 8 or concurrent enrollment and Physics 1. 5 hours weekly.*

Forces and equilibrium conditions as applied to engineering problems covering structures, machines, distributed forces, and friction. Center of gravity, and moments of inertia of areas and of masses. Both graphical and mathematical solutions are considered. Acceptable for credit, U.C.L.A. and C.S.C.L.A.

(4032) 5:30-7:30 M, 780A  
5:30-8:30 W New Hall of Records  
Chow, R

## English

### ENGLISH 28—Modern Thought and Expression

PREREQ: *Rating on English placement examination. Lecture, 3 hours.*

Students are taught to analyze informative material in fields of general interest, such as politics, the arts, education, and science, and to organize their thoughts effectively in writing. General review of grammatical usage, sentence structure, punctuation, and spelling.

(4035) 5:30-8:30 M B-4B  
Hornaday Hall of Administration

## History

### HISTORY 11—Political and Social History of the United States I (3)

Lecture, 3 hours.

Thorough survey of political and social development of United States to 1865. 2 units of credit to a student who has completed History 14. Acceptable for credit, U.C.L.A. and C.S.C.L.A.

(4047) 5:30-8:30 M 313  
Burns City Hall South

### HISTORY 12—Political and Social History of the United States II (3)

Lecture, 3 hours.

Thorough survey of political and social development of United States from 1865 to the present. 2 units of credit to a student who has completed History 14. Acceptable for credit, U.C.L.A. and C.S.C.L.A.

(4048) 5:30-8:30 Th 471  
Winitzky Hall of Administration

## Management

### MANAGEMENT 6—Public Relations (3)

Lecture, 3 hours.

Basic concepts, fundamentals, and considerations; organizing a public relations program; community relations; customer

relations; stockholder relations; press relations; public relations tools and techniques; and special group relations.

(4051) 5:30-8:30 M 367  
Anderson, G. City Hall

### MANAGEMENT 14—Office Man- agement (3)

Lecture, 3 hours.

Historical development of the office function, scientific management and organization, office layout, the work distribution chart, analysis of systems and procedures, forms control, and production control. Second half of course deals with personnel, work measurement and standards, communication and correspondence, records management and filing, and electronic data processing.

(4053) 5:30-8:30 Th 780B  
Mamber New Hall of Records

### MANAGEMENT 32—Basic Inter- viewing (3)

Lecture, 3 hours.

Introductory course to acquaint students with elementary concepts and techniques of interviewing and counseling in employment. Opportunity for student to develop beginning skill in discussing employee performance, grievance and disciplinary problems, employment interviewing, and interviewing the public.

(4054) 5:30-8:30 W 780B  
Enkoji New Hall of Records

### MANAGEMENT 33 — Personnel Management (3)

Lecture, 3 hours.

The growth and development of the field of personnel administration; unions and their relationship to business enterprises; employee selection, training, rating, promotion, discharge, hours of work, and method of payment; the handling of personnel problems; diagnosing organizational stability and employment services and programs.

(4055) 5-8 W 406  
Martin, M. City Hall South

### MANAGEMENT 48 — Manage- ment Systems and Procedures (3)

PREREQ: *Supervision 1 or consent of instructor. Lecture, 3 hours.*

Practical study of principles of planning and follow-up that successful supervisors follow. Case studies in methods improvement and group leadership development.

(4057) 5:30-8:30 W 780D  
Curry New Hall of Records

### MANAGEMENT 50—Local Gov- ernment for the Manager (3)

Lecture, 3 hours.

Principles and functions of management in large governmental agencies, especially at the municipal level. Management in personnel, finance, controls, organization, and planning.

(4059) 5:30-8:30 Th 117  
Aymond County Courthouse

# Police Science

## POLICE SCIENCE 1—Introduction to Law Enforcement (3)

Lecture, 3 hours.

Peace officers exempt. This course covers the philosophy and history of law enforcement; overview of crime and police problems; organization and jurisdiction of local, state, and federal law agencies; survey of professional career opportunities. Acceptable for credit, C.S.C.L.A.

(3341) 7-10 M H6-102  
Hamilton  
(3342) 7-10 W H5-107  
Morris, J.  
(3343) 7-10 Th N4-101  
Logue (All ELAC Campus)

## POLICE SCIENCE 2—Criminal Law (3)

PREREQ: Concurrent enrollment in Police Science 1 is recommended. Lecture, 3 hours.

Origins and concepts of California criminal law, including basic definitions, corpus delicti, capacity to commit crime, entrapment, parties to a crime, and the most frequently used sections of the Penal Code, including homicide, conspiracy and other criminal statutes. A prerequisite for Advanced Criminal Law, Police Science 42. Acceptable for credit, C.S.C.L.A.

(3344) 9-12 Noon T or H7-101  
7-10 T K2-101  
Kehoe ELAC Campus  
(4062) 12-3 T or Briefing Room 1  
7-10 T Parker Center  
Leeds

## POLICE SCIENCE 3—Criminal Evidence (3)

PREREQ: Police Science 2 or employment in law enforcement. Lecture, 3 hours. Acceptable for credit, C.S.C.L.A.

Study of the kinds and degrees of evidence and the rules governing the admissibility of evidence in court.

(3345) 7-10 M M5-104  
Schwartz, S. ELAC Campus  
(4063) 7-10 Th Briefing Room 1  
Schwartz, S. Parker Center

## POLICE SCIENCE 4—Administration of Justice (3)

Lecture, 3 hours.

Review of court systems; procedures from incident to final disposition; principles of constitutional, federal, state and civil laws as they affect law enforcement. Acceptable for credit, C.S.C.L.A.

(3346) 12-3 M or K2-101  
7-10 M  
Stephens, Anthony ELAC Campus

## POLICE SCIENCE 5—Criminal Investigation (3)

PREREQ: Police Science 1 or employment in law enforcement. Lecture, 3 hours.

Fundamentals of investigation; crime scene search and recording; collection and preservation of physical evidence; scientific aids; modus operandi; sources of infor-

mation; interviews and interrogation; follow-up and case preparation. Acceptable for credit, C.S.C.L.A.

(3347) 12-3 T or K2-101  
7-10 T E8-112  
Graham ELAC Campus  
(4065) 7-10 Th Briefing Room 2  
Garland Parker Center

## POLICE SCIENCE 6—Patrol Procedures (3)

PREREQ: Police Science 1 or employment in law enforcement. Lecture, 3 hours.

Responsibility, techniques, and methods of police patrol. Topics include: patrol distribution; selective enforcement; pull-over and approach methods; emergency pursuit driving; search of suspects and buildings; field interrogations and procedures in handling different calls. Acceptable for credit, C.S.C.L.A.

(3348) 12-3 W or K2-101  
7-10 W ELAC Campus  
Bratsch  
(4066) 7-10 W 508  
Stanley Parker Center

## POLICE SCIENCE 7—Traffic Control (3)

PREREQ: Police Science 1 or employment in law enforcement. Lecture, 3 hours.

Traffic law enforcement regulation and control; fundamentals of traffic accident investigation; California Vehicle Code. Acceptable for credit, C.S.C.L.A.

(3349) 9-12 Noon Th or K2-101  
7-12 Th ELAC Campus  
Waller

## POLICE SCIENCE 8—Juvenile Procedures (3)

Lecture, 3 hours.

Organization, functions and jurisdiction of juvenile agencies; processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures.

(3350) 7-10 W H6-102  
DeCrona ELAC Campus  
(4067) 7-10 T Briefing Room 2  
DeCrona Parker Center

## POLICE SCIENCE 9—Defensive Tactics (1½-1½)

PREREQ: Completion of 15 units of police courses or employment as a peace officer, or consent of instructor. Lecture, 1 hour; laboratory, 2 hours.

Protection against persons armed with dangerous and deadly weapons; demonstration and drill in a limited number of holds and come-alongs; restraint of prisoners and the mentally ill; fundamental use of the baton. Acceptable for Physical Education activity credit. Acceptable for credit, C.S.C.L.A.

(3351) 12-3 Th E1-136  
Vetter ELAC Campus

## POLICE SCIENCE 10—Firearms (1½-1½)

PREREQ: Completion of 15 units of police science courses or employment as a peace officer, or consent of instructor. Lecture-laboratory, 1½ hours weekly.

Moral aspects, legal provisions, safety precautions and restrictions covering the

use of firearms; firing of the sidearm and shotgun. Acceptable for credit, C.S.C.L.A. (3352) 3:45-6:45 Th K2-101  
Benton ELAC Campus

## POLICE SCIENCE 15—Police Supervision (3)

PREREQ: Employment in law enforcement or approval of the police science department chairman. Lecture, 3 hours.

This course is designed to prepare law enforcement officers for the duties and responsibilities of the police supervisor; supervisory functions, techniques, and underlying principles governing their application.

(4068) 7-10 M Briefing Room 2  
Morris, J. Parker Center

## POLICE SCIENCE 27—Police Administration (3)

PREREQ: Police Science 1 or employment in law enforcement. Lecture, 3 hours.

Specialized training for those preparing for supervisory positions, as well as for those already in such positions. Study of accepted standards of organization, administration, training and personnel selection.

(3353) 7-10 T R2-101  
Iannone ELAC Campus

## POLICE SCIENCE 42—Advanced Criminal Law (3)

PREREQ: Police Science 2. Lecture, 3 hours.

Study of criminal law with special emphasis on major crimes; examines penal provisions in State and Federal Codes, leading case law, and case briefing.

(3354) 12-3 K2-101  
7-10 Th M5-107  
Cable ELAC Campus

## POLICE SCIENCE 49—Narcotics and Vice Control (3)

PREREQ: Police Science 1 or its equivalent. Lecture, 3 hours.

History, identification, and effects of narcotics. The narcotic and vice problem as it exists and penal statutes affecting the control of narcotics and vice.

(3355) 7-10 W E5-116  
Green ELAC Campus

## POLICE SCIENCE 54—Interrogation (3)

PREREQ: Police Science 1 or employment in law enforcement. Lecture, 3 hours.

Latest legal aspects, practical use, and techniques of interrogation. Present status of interrogations; case decisions influencing interrogations and lie detection; questioning of suspects, victims and witnesses; preparation of statements, confessions, and declarations; use of lie detector; surveillance of persons, places, and vehicles.

(3356) 12-3 F K2-101  
Pena ELAC Campus

## POLICE SCIENCE 59—Fraud Investigation (2)

PREREQ: Police Science 57, 58, or equivalent. Lecture, 2 hours.

Advanced techniques and procedures in investigation of theft by false pretenses, by trick, and device, or by embezzlement. Stress is placed on legal investigation and accumulation of evidence.

(4061) 6-8 Th 5th Floor  
White 524 N. Spring St.

## POLICE SCIENCE 62—Fingerprint Classification (3)

Lecture, 3 hours.

A practical course, covers technical terminology of fingerprinting system, pattern interpretation, classification of fingerprints, taking of fingerprints, searching and filing procedures, search for fingerprints at crime scene, preservation of prints, and print development. Acceptable for credit, C.S.C.L.A.

(4069) 7-10 M Briefing Room 1  
Howe Parker Center  
(4070) 7-10 T 508  
Howe Parker Center

## POLICE SCIENCE 67 — Police-Community Relations I (3)

Lecture, 3 hours.

Current aspects and problems of police community relations. Police image, crisis areas, organization for police-community relations activities, groups and law enforcement, the press, training in police-community relations programming, role of the individual officer, police-community relations of the future.

(4071) 9-12 Th Auditorium  
Earle Sybil Brand Institute

## Political Science

### POLITICAL SCIENCE 1 — The Government of the United States (3)

Lecture, 3 hours.

Basic principles and values of American democracy; historical development and present-day structure and function of its governmental institutions (executive, legislative, courts, parties, etc.) at the national and state level as well as with the important issues facing the nation. Acceptable for credit, U.C.L.A. and C.S.C.L.A.

(4078) 5:30-8:30 M 471  
Winitsky Hall of Administration

## Psychology

### PSYCHOLOGY 1 — General Psychology I (3)

Lecture, 3 hours.

Explores the scientific principles of psychology, and applies scientific research to aid the student in understanding the development of personality and the achievement of a fulfilling life style. Insight is acquired into emotional patterns, mental health and illness, human relationships, the functioning of intelligence, learning, problem solving, motivation, and the physiological basis of behavior. Acceptable for credit, U.C.L.A. and C.S.C.L.A.

(4080) 5:30-8:30 M 780D  
Dixon, C. New Hall of Records

### PSYCHOLOGY 6—Human Behavior (3)

Lecture, 3 hours.

This course acquaints the student with man's persistent efforts to understand his

own behavior; emphasis on helping the individual to adjust to life situations in the family, in social relations, in career development, in education, and in leadership roles. The student develops insight into causal relationships and is aided in the development of a personal philosophy of life. Acceptable for credit, C.S.C.L.A.

(4083) 5:30-8:30 W 84C  
Graff Hall of Administration

## Real Estate

### REAL ESTATE 1 — Real Estate Principles (3)

Lecture, 3 hours.

Basic laws and principles of California real estate; background and terminology necessary for advanced study in specialized courses. This course will assist those preparing for real estate salesman license examinations.

(4086) 5:30-8:30 T 297  
Curry Hall of Administration

## Secretarial Science

### SECRETARIAL SCIENCE 17 — Shorthand Review II (3)

PREREQ: Ability to write shorthand at 80 words per minute. 3 hours weekly.

A review of Gregg Shorthand Simplified for students who have previously studied the system. The course serves as a link between shorthand theory and advanced dictation and transcription. Reviews the alphabet, brief forms and phrases. Reading and dictation practice.

(4090) 5:30-8:30 T 780B  
Staff New Hall of Records

### SECRETARIAL SCIENCE 23 — Legal Secretarial Procedures I (3)

PREREQ: Secretarial Science 2, 11. 3 hours weekly.

Advanced course in probate and corporation matters; complete procedures in contested civil cases; development of dictation speed to 125 words per minute.

(4091) 5:30-8:30 M 477  
Imlach Hall of Administration

## Sociology

### SOCIOLOGY 2—American Social Problems (3)

Lecture, 3 hours.

The nature, extent, causes and solutions of such major contemporary problems as human relations, poverty, crime are analyzed sociologically in terms of their relation to the values and institutions of American society. Acceptable for credit, U.C.L.A. and U.S.C.L.A.

(4094) 5:30-8:30 T 84C  
Lehr Hall of Administration

## Spanish

### SPANISH I—Elementary Spanish 1 (5)

5 hours weekly.

Practice in understanding, speaking, reading and writing Spanish. Training in correct pronunciation, phrasing and idiomatic usage. An introduction to Spanish-American civilization. Acceptable for credit, U.C.L.A. and C.S.C.L.A.

(4098) 5:30-8 MW 3rd Floor  
Staff PSS Bldg. Belvedere

## Speech

### SPEECH 1—Public Speaking I (3)

PREREQ: Grade of C or better in English 28, Speech 31, or Speech 3 or demonstrated proficiency. Lecture, 3 hours.

Training in principles and practice of effective speech composition and delivery. The course assists in building confidence and assurance in delivery of original speeches and oral readings, and participation in group discussions. Emphasis on research techniques and reliable sources of information. Acceptable for credit, U.C.L.A. and C.S.C.L.A.

(4101) 5:30-8:30 W 367  
Prickett City Hall

## Supervision

### SUPERVISION 1 — Elements of Supervision (3)

Lecture, 3 hours.

A basic introductory course covering total responsibilities of a supervisor in industry, such as organization, duties, human relations, grievances, training, rating, promotion, quality-quantity control, management-employee relations.

(4108) 5:30-8:30 M 3rd Floor  
Lynch, J. Public Social Serv. Bldg.  
(4110) M 5:30-8:30 B-4A  
Wickham Hall of Administration  
(4111) 6-9 M Hoffman Aud.  
Sauer LAC-USC Medical Center  
(4114) 5:30-8:30 T 830A  
Raymond Hall of Administration  
(4116) 5:30-8:30 W B-4A  
Lynch, J. Hall of Administration

### SUPERVISION 2—Basic Psychology for Supervisors (3)

Lecture, 3 hours.

A course designed to assist the supervisor in better understanding the people with whom he works; emphasis on psychological aspects, perceptions, emotions, attitudes, learning, communicating, and reasoning.

(4118) 5:30-8:30 T 471  
Sauer Hall of Administration  
(4119) 5:30-8:30 Th 84C  
Hardy Hall of Administration

### SUPERVISION 3—Human Relations (Developing Supervisory Leadership) (3)

PREREQ: *Supervision 1. Lecture, 3 hours.*

A course to develop leadership by application of principles of human relations to the problems of supervision: morale, leadership, communication, group dynamics, conference leadership, authority, decision-making.

(4123) 5:30-8:30 Th 3rd Floor Conf. Rm.  
Wilner Public Social Serv. Bldg.

### SUPERVISION 5—Organization and Management (3)

PREREQ: *Supervision 1. Lecture, 3 hours.*

Basic functions of an organization: planning, organizing, staffing, directing, coordinating, controlling, reporting and budgeting; a supervisor's responsibility for carrying out objectives in accordance with the organization's plan through establishing lines of authority, functions and procedures, rules and regulations.

(4125) 5:30-8:30 W 3rd Floor  
Hanson Public Social Serv. Bldg.

(4127) 5:30-8:30 Th 830A  
Raymond Hall of Administration

### SUPERVISION 6—Labor-Management Relations (3)

PREREQ: *Supervision 1 and 2, or equivalent. Lecture, 3 hours.*

Employer-employee relations in government and business; the supervisor's responsibility for effective management-employee relations; historical background of unions and other employee groups; impact and effect of federal, state and local legislation on wages, hours, grievances, discipline, and other working conditions. Employer and employee rights and obligations under a civil service system. The role of employee organizations in the public service and industry.

(4128) 5:30-8:30 T 3rd Floor  
Nevins Public Social Serv. Bldg.

(4130) 5:30-8:30 Th 297  
Nevins Hall of Administration

### SUPERVISION 8—Work Simplification (3)

Lecture, 3 hours.

Introduction to work improvement and the scientific approach, defining work problems; work analysis techniques; methods improvement in shop and office, fundamentals of motion economy; creativity; problems of installation.

(4132) 5:30-8:30 T 117  
Aymond County Court House

### SUPERVISION 11—Oral Communications (3)

Lecture, 3 hours.

Development of communicative skills essential to good supervision. How to achieve clearer meaning and better understanding by developing the ability to speak and listen effectively.

(4134) 5:30-8:30 M B-4C  
Hardy Hall of Administration

(4135) 5:30-8:30 W B-4B  
Carlaw Hall of Administration

### SUPERVISION 12—Written Communications for Supervisors (3)

Lecture, 3 hours.

Through lectures and demonstrations, but primarily through writing and guided group criticism, the course helps students develop precise skills of effective written communications. It emphasizes principles of semantics, current usage, logic, organization, sentence structure, and paragraph development, as applied to business writing such as memos, letters, reports, and policy procedure guides.

(4136) 5:30-8:30 T B-4B  
Frederickson Hall of Administration

(4138) 5:30-8:30 Th B-4B  
Frederickson Hall of Administration

### SUPERVISION 13—Safety Training and Fire Prevention (3)

Lecture, 3 hours.

Management and supervisory responsibility for fire and accident prevention. Accident reports, good housekeeping, machine guarding, protective equipment. State industrial Accident Code and fire regulations. Safety instruction. Company rules and enforcement. Use of safety committees. Insurance Carrier and the Insurance Rating Bureau. Promoting safety and fire prevention programs.

(4139) 5:30-8:30 T 367  
Levi City Hall

### SUPERVISION 40—Postal Operations and Procedures I (3)

Lecture, 3 hours.

National, regional and local organizational structures of the post office; Post Manual chapters 1 through 7; the Division for Distribution, including the major operating systems; the Division of Local Service, including delivery and collection, operation of stations and branches; Installation Services Division, including finance and cost control procedures; personnel management and employee relations; administrative services; special services; vehicle operation and maintenance, plant maintenance and custodial service. The course will also cover major Post Office Department Programs such as MIMS, ABCD, OPERATION, TEAMWORK, ZIP CODE and SAFETY MISSION 70.

(4141) 6-9 M 518  
Neuman U.S. Courts Bldg.

(4142) 6-9 T 518  
Neuman U.S. Courts Bldg.

### SUPERVISION 41—Postal Operations and Procedures II (3)

PREREQ: *Supervision 40 or consent of instructor. Lecture, 3 hours.*

Employee relations and post office disciplinary procedures. History of local post office unions and organizations; local contracts with organizations having exclusive representation for craft employees; review of POD Publication 53, amendments and interpretations; disciplinary actions, counseling, letters of warning, adverse actions, evaluation of employees and supervisors; scheme requirements and qualifications; time keeping and attendance procedures; unit control and the line supervisor; cost control, volume man hour reports; report writing; postal communications.

(4143) 6-9 W 518  
Castleton U.S. Courts Bldg.

## Belmont Adult School

(Tuition of \$8.25 is charged for one or more courses offered by Belmont Adult School. These courses carry no college credit.)

### PRACTICAL SPANISH I

Techniques and vocabulary needed to converse with the Spanish speaking person. Emphasis on practical usage in city, county, and school offices.

(85.1) 5:30-8:30 M 780B  
Franceschi New Hall of Records

(85.1) 5:30-8:30 T 780D  
Herrera New Hall of Records

### ENGINEER IN TRAINING REFRESHER

Review of physics, chemistry and math; engineering problems, mechanics of solids and fluids, applications of equations; elementary problems in light, heat and sound.

(1433) 5:30-8:30 T 477  
Chao Hall of Admin.

(1433) 5:30-8:30 Th 477  
Shikiya Hall of Admin.

### CIVIL ENGINEERING FUNDAMENTALS REVIEW

Structural design in steel, concrete, timber, hydraulics, surveying, highway engineering, engineering economics, preparation for taking the State Civil Engineering Examination.

(1424) 5:30-8:30 M 100  
Koller County Engineers

### HYDRAULIC ENGINEERING REVIEW

Preparation for hydraulics section of the California State Civil Engineering Registration examination.

(1434) 5:30-8:30 T 100  
Tabata County Engineers

### MEDICAL TERMINOLOGY

Facts and medical surgical terms of different body organs, systems, and the more common diseases and operations; how to analyze medical terms, doctors' abbreviations and symbols.

(639) 5:45-8:45 W 203  
Bosnian Virgil School  
152 N. Vermont

## County of Los Angeles

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