



DIGEST

Around and About

A QUICK gander at the County paychecks going out today (Jan. 8) will reveal two changes—one good, the other not so good. On the cheery side, the deductions for federal income tax are down \$5 to \$15 a check, the result of new tax rates for single persons and of an increase in the standard deduction, which was enacted in 1969. On the less joyous side, our old friend FICA (social security tax) is back, as he always is at the first of the year—and the rate has gone up again. The deduction this year will be 5.2 percent on the first \$7,800 earned, compared with 4.8 percent of the first \$7,800 in 1970. In dollars, this means for most County employees a total FICA deduction of \$405.60 in the coming year, as against \$374.40 maximum deduction in the year past.

INCIDENTALLY, ON the subject of paychecks, both auditor-controller Mark Bloodgood and County benefits manager Gunther Dumalski are appealing to employees to hold onto the stubs of today's paychecks and the stubs of all other paychecks they

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JANUARY 8

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STIFF ECONOMY DRIVE OPENS

THE BOARD of Supervisors, obviously shaken by CAO Arthur Will's report that the County was heading toward a \$59 million deficit by next June 30, enacted a stringent economy program last Tuesday (Jan. 5).

The Board gave Will authority to clamp down on the cash outflow from the county treasury by:

—Freezing the County work force at its present level and prohibiting replacements when present employees leave, except with the CAO's permission. Will said only the "most critical" positions will be refilled.

—Freezing temporarily all capital projects in the 1970-71 budget on which the County is not already legally committed.

—Deferring wherever possible County purchases and the signing of new leases and contracts.

—Speeding up the sale of any surplus County properties.

—Cutting off travel funds for County employees except for trips having CAO approval.

Will told the Supervisors more than two-thirds of the estimated deficit would be caused by sharp over-spending on welfare (\$23.2 million) and on hospitals and mental health (\$17.7 million). Unforeseen riots and major fires, he said, led to \$4.6 million over-spending by the sheriff and fire departments.

Will also said the County will receive \$8.3 million less in revenues than it expected—a \$6.2 million loss from the legislature's partial

exemption of business inventories from the property tax, and \$2.1 million less from the motor vehicle in-lieu taxes because of low car sales during the current business slump.

Will blamed the "staggering" welfare deficit on "the continued failure of the federal and state governments to assume their fair share of welfare costs, the incredible rise in the number of welfare recipients caused largely by the current unfavorable employment picture, and the effect of both of these upon your Board's historical policy of supplementing basic state aid levels."

The Board voted to notify Governor Reagan and the legislature that the County does not intend to "pick up the tab" for any welfare services cut by the state or federal government.

Will began his review of the County's financial condition immediately after assuming the CAO position Dec. 12. He reported to the Board Tuesday that "the County faces as critical a period of financial distress as has occurred in its recent history. . . The prospect of cure without serious disruption of general County services becomes even more grim with the realization that we can look only to the state for as-

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Evening Classes

A FULL list and descriptions of the 67 County-sponsored evening courses for spring semester 1971 appear on pages 4 through 8 of this issue.

Around and About

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will receive during the year. Bloodgood pointed out that the stubs provide legal evidence of amounts deducted for union dues, health insurance premiums, and AID—which many staffers show as itemized deductions on their federal and state income tax returns.

This appeal gains added point from Dumalski's report that in recent months numerous employees have called his office and the auditor-controller's, asking written statements as to how much they paid in health insurance premiums in 1966 and 1967. It seems IRS agents were auditing their tax returns for those years and demanding proof of the deductions. Said Dumalski: "We had to tell these employees that unfortunately neither the auditor-controller nor our insurance section is in a position to recalculate these deductions."

Bloodgood also announced that W-2 forms for reporting 1970 income tax will be distributed with Jan. 25 paychecks. "Let me add," he said, "that I hope everyone puts his W-2 form in a safe place. Each year our office is flooded just before the April 15 deadline with 5,000 to 8,000 frantic requests for duplicates from employees who have lost their W-2's."

FRANK (BUD) Stevenson, also known as "Mr. Beach", is retiring after 35 years with the County lifeguard service. Stevenson, who was assistant director of beaches, leaves behind two legacies—the power rescue boats, which he persuaded the County to adopt after World War II replacing the rowing dories, and his son Mike, 22, who recently became a permanent County lifeguard. Bud's immediate goal: to finish building sometime this year the 60-foot fishing boat that has been a life-long dream.

ECONOMY DRIVE

(Continued from page 1)

sistance in financing health care and welfare functions, the areas where our budget is sustaining the greatest losses."

The Supervisors voted to urge the 1971 legislature to restore state cuts in welfare, hospitals, and mental health programs, and to grant funds to replace the shortage from the business inventory tax. Will noted that "such legislation will be most difficult to obtain."

The CAO said his office is setting up a system to monitor the outflow of County cash day by day. He announced that within the next four weeks he will intensively review with County department heads places where spending can be cut.

Director of Personnel Gordon Nesvig said the austerity program does not include layoffs or other measures affecting present County employees.

The economy drive appeared to dim chances for immediate increase of the County health insurance subsidy from \$8 a month up to a maximum of \$16 a month, a proposal that was due for Board discussion last Tuesday. The matter, upon request of spokesmen for employee organizations, was rescheduled for discussion at next Tuesday's Board meeting (Jan. 12).

Extra-Language Bonus Goes to 2,036

PAYCHECKS FATTENED by a long-awaited bilingual bonus went to 2,036 employees in nearly all County departments last payday (Dec. 23).

The Board of Supervisors adopted the \$15 a month bonus as part of the 1970-71 salary ordinance, which went into effect last July 1. Permanent, fulltime employees who use English and another language regularly in their jobs are eligible for bilingual pay. An employee's eligibility must be certified by both his department and the department of personnel, a process that has taken several months.

Medical Benefits Offered Retirees

A NEW system for heavily subsidizing medical-hospital benefits for County employees and their dependents went into effect this week. The board of retirement installed the plan, made possible by improved earnings from investment of the County's \$950 million retirement fund.

Under the new system, the retirement board pays 4 percent of a retiree's health insurance premium for each year of County service. Thus, the subsidy ranges from 40 percent for those who retired with ten years service (ten times 4 percent) to 100 percent subsidy, that is, free coverage for those with 25 or more years service (25 times 4 percent).

Until now, retirees have received no subsidy toward health insurance.

Retirees presently enrolled in the Kaiser Foundation or Blue Cross health plans may remain in those plans. Others may choose between a Ross-Loos or Occidental insurance plan. Kaiser and Blue Cross subscribers also may switch to an Occidental or Ross-Loos plan.

Treasurer-tax collector Harold Ostly, retirement board chairman, said 6,500 of the 11,500 County retirees have enrolled under the new system. More are expected to sign up before the Feb. 5 deadline. Ostly said staffers retiring after Jan. 1 have 60 days in which to enroll.

Bonuses in the Dec. 23 checks covered the period from July 1 through Nov. 30 (five months) and ranged up to \$75.

Among the total of 2,036 bonuses paid, DPSS led the list with 816 employees, followed by County-USC Medical Center (312), probation (264), sheriff (159), urban affairs (57), bureau of medical services (54), and mental health (53).

The department of personnel compensation division said another 700 requests for bilingual pay are still in the pipeline or are under review.

Board Approves Pact

THE BOARD of Supervisors has approved a memorandum of understanding (work agreement) covering 1,400 supervisory social workers in DPSS, health, hospitals, adoptions, and mental health departments. The agreement concludes months of negotiation between County management and a joint council of LACEA and Social Workers Union, Local 535.

The two agreements bring above 50,000 the number of County employees now covered by agreements on pay and working conditions.

Ballots in the Mail

SOME 250 supervisory administrative, technical and staff services employees will receive mail ballots within the next few days, asking them to vote whether they wish Los Angeles County Employees association to represent them in negotiating pay and working conditions with County management.

The ballots, mailed yesterday (Jan. 7), have spaces for a yes or no vote on selecting LACEA. Marked ballots are due back at the employee relations commission office by 5 p.m. Jan. 21. They will be counted the next day.

Those in the new unit are supervisors of the 700 administrative, technical, and staff services employees who chose LACEA as their majority representative last April 1.

In other action, LACEA has petitioned ERCOM to create a unit of 140 lifeguards, recreation leaders and specialists employed by the parks and recreation department, human relations commission, and hospitals.

Ostly Returns

TREASURER-TAX collector Harold Ostly, thinner and jockeying a wheelchair temporarily, is back on the job. He had been out with a severe foot infection since Oct. 13, underwent a below-knee amputation, and returned to his Hall of Administration office Dec. 28.

Q and A

"The Dec. 8 DIGEST said the Board of Supervisors is increasing paid sick leave from six days a year to nine days—and that an employee henceforth can accumulate up to 120 days of leave to use during illness, but he can accumulate only six days a year up to the present maximum of 90 days for payoff when, and if, he leaves the County after five years or more service. My question is: if I am sick for three days in the coming year, do I accumulate all the remaining six days toward payoff, or do I accumulate only three days?"

Neither. The new ordinance, which becomes effective next week, says that, for payoff purposes, an employee shall be entitled to "two-thirds of all unused sick leave at full pay accumulated on or after Jan. 1, 1971." Thus, if you are sick for three days this coming year, you will be credited for payoff purposes with two-thirds of your unused sick leave of six days; that is, a credit of four days. In addition, of course, you are credited with all your unused sick leave accumulated prior to Jan. 1.

The department of personnel is sending all departments' personnel officers and payroll clerks a detailed explanation of the new changes in the salary ordinance.

9 Take R-R Exam

NINE MEN are scheduled to take civil service examinations today (Jan. 8) to succeed retiring Ray Lee as registrar-recorder.

Competing will be James Allison, Olive View hospital assistant administrator; Truman Chaffin, chief deputy registrar-recorder; Harold Cone, CAO special services assistant; Donald Deise, assistant chief deputy registrar-recorder; Richard Schoeni, Board of Supervisors assistant executive officer; and four administrative deputies—Morton Golden (fire), Richard Lazaro (data processing), Herbert McRoy (mental health), and Richard Reid (engineer).

Information about Evening Classes:

REGISTRATION

East Los Angeles College classes: Register room 493, Hall of Administration, 5 to 7 p.m., Jan. 26, 27, 28. Counseling on classes available. Late registration in room 493, 5 to 7 p.m., Feb. 2, 3, 4, 9, 10, 11.

Belmont Adult School classes: Register room 493, Hall of Administration, 5 to 7 p.m., Jan. 25, 26, 27, 28. Counseling available at Belmont school, 1575 West Second street, Los Angeles (90026)—or by telephone after 1 p.m. at 626-3162. Late registration after Jan. 28 at the school, in person or by mail.

CLASSES START: Feb. 1.

FEEES

E. L. A. College. \$3 per unit, plus \$2.50 student body fee.

Belmont. \$8.25 regardless of the number of units.

Fees payable when registering. Personal checks accepted.

CANCELLATIONS

Classes having fewer than 20 students will be cancelled—after the first meeting for ELAC courses, after the second meeting for Belmont courses.

PARKING

Registrants may park free in lot 17, 131 South Olive street, across from the County Court House.

CLASS LOCATIONS

HALL OF ADMINISTRATION, 500 West Temple street.

NEW HALL OF RECORDS, 320 West Temple Street.

COUNTY COURT HOUSE, 110 North Grand Avenue.

U. S. COURTS BUILDING, 312 North Spring street.

COUNTY ENGINEER'S BUILDING, 108 West Second street.

DPSS BUILDING, 2615 South Grand avenue.

DPSS BUILDING (Belvedere), 5445 Whittier boulevard.

DATA PROCESSING BUILDING, 714 West Olympic Boulevard.

PARKER CENTER, 150 North Los Angeles street.

SEB BUILDING, 130 South Fetterly street, Los Angeles.

CITY HALL SOUTH, 111 East First street.

NEW FEDERAL BUILDING, 300 North Los Angeles street.

FIRE TRAINING CENTER, 1320 North Eastern avenue.

EVENING CLASSES -- Spring 1971

SPRING SEMESTER evening classes for County employees are described below. The County department of personnel offers these 67 courses in cooperation with East Los Angeles College and Belmont Adult School. Classes begin Feb. 1. Information on how to register, fees, counseling on classes, and class locations appears on the preceding page, column 3. For further information, call evening class coordinator, department of personnel, 625-3611, extension 64306.

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 780-B
Herrera New Hall of Records

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

(1433) 5:30-8:30 Th 780-A
Chao New Hall of Records

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 Bldg.

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 Bldg.

East Los Angeles College

Accounting

ACCOUNTING 2 — Introductory Accounting II (4)

PREREQ: Accounting I with grade of C or better. 5 hours weekly.

A survey of principles and practices used in accounting for partnerships, corporations, manufacturing costs, departments and branches, income taxes, funds, cash flow, and the preparation and interpretation of financial statements. Includes problems and a practice set. Acceptable for credit UCLA and CSCLA.

(4000) 5:30-8:30 MW 297
Lakness Hall of Administration

ACCOUNTING 45 — Government Accounting I (3)

Lecture, 3 hours.

A course in fund accounting for governmental units; problems of budgeting, tax levies, appropriations, and accounting for revenues and expenditures; proprietary and capital accounts. The following funds are included: general, special revenue, bond sinking, working capital, special assessment, trust and agency, and utility.

(4002) 5:30-8:30 Th B-4B
Lakness Hall of Administration

Data Processing

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

Lecture, 3 hours.

A survey of data processing techniques covering a definition and history of data

processing, punched cards, types of electronic computers, in-put and out-put devices, numbering systems, flow charting, and programming concepts. Acceptable for credit, UCLA, for a maximum of one course from Business Data Processing I, 2, 21, 25, 26, 27, 28, 31, 58, 59 or Mathematics 44, 60, 61, 62, 63.

(4006) 5:30-8:30 T 293
Nugent Hall of Administration

(4007) 5:30-8:30 W 293
Campbell, J. Hall of Administration

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 emphasis on RPG, providing the student with a problem oriented language. Acceptable for credit, UCLA, for a maximum of one course from Business Data Processing 1, 2, 21, 25, 26, 27, 28, 31, 58, 59 or Mathematics 44, 60, 61, 62, 63.

(4008) 5:30-8:30 M 736
Campbell, J. Data Processing Bldg.

BUSINESS DATA PROCESSING 27—Fortran Programming (3)

PREREQ: Business Data Processing 2, Mathematics 23, 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. Acceptable for credit, UCLA, for a maximum of one course from Business Data Processing 1, 2, 21, 25, 26, 27, 28, 31, 58, 59 or Mathematics 44, 60, 61, 63.

(4010) 5:30-8:30 Th 736
Docherty Data Processing Bldg.

BUSINESS DATA PROCESSING 29—Fundamentals of Cobol Programming (3)

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

COBOL (Common Business-Oriented Language) is presented. Students will learn the COBOL language and program card-oriented business applications.

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

(4013) 5:30-8:30 Th 840
Nichols Data Processing Bldg.

BUSINESS DATA PROCESSING 30—Advanced Cobol Programming (3)

PREREQ: *Business Data Processing 29. Lecture, 3 hours.*

Advanced COBOL programming using sort feature, report writer, direct access usage and tables. IBM S/360 with disk packs and tapes will be available for system design and programming.

(4014) 5:30-8:30 M 840
Mathis Data Processing Bldg.

BUSINESS DATA PROCESSING 31—Business Data Processing Systems (3)

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

Initiating, 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. Acceptable for credit, UCLA, for a maximum of one course from Business Data Processing 1, 2, 21, 25, 26, 27, 28, 31, 58, 59 or Mathematics 44, 60, 61, 62, 63.

(4015) 5:30-8:30 T 840
Geer Data Processing Bldg.

BUSINESS DATA PROCESSING 58—IBM System/360 Programming I (3)

PREREQ: *Business Data Processing 2 or equivalent. Lecture, 3 hours.*

The student will study the fundamentals of programming the IBM System/360 computer using the Assembler Language. This will include coding, initiating, house-keeping, and termination of programs. Acceptable for credit, UCLA, for a maximum of one course from Business Data Processing 1, 2, 21, 25, 26, 27, 28, 31, 58, 59, or Mathematics 44, 60, 61, 62, 63.

(4016) 5:30-8:30 T 736
Staff Data Processing Bldg.

Engineering

ENGINEERING, CIVIL 15 — 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.

(4077) 6:30-8:30 Th 780-D
Mitchel New Hall of Records

ENGINEERING, GENERAL 8 — Strength of Materials (3)

PREREQ: *General Engineering 7. 5 hours weekly.*

Elastic and ultimate resistance of materials; stress analysis for bars, beams, columns, and shafts; deflection and combined stress; elements of design for wood, metal, and reinforced concrete.

(4026) 5:30-7:30 M 780-A
5:30-8:30 W 780-D
Staff New Hall of Records

English

ENGLISH 28—Modern Thought and Expression (3)

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

In this course 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. A general review of grammatical usage, sentence structure, punctuation, and spelling is included.

(4029) 5:30-8:30 M B-4B
Staff Hall of Administration

Fire Science

FIRE SCIENCE 2—Fire Company Organization and Procedures (3)

Lecture, 3 hours.

Practical application of records, reports, and company training; the history and authority of the fire company; equipment and building maintenance; work organization; discipline and morale.

(4032) 7-10 M or T 20
Higby Fire Training Center

FIRE SCIENCE 8—Fire Hydraulics (3)

Lecture, 3 hours.

Review of basic mathematics; hydraulic laws and formulas as applied to the fire service; application of formulas and mental

calculations to hydraulic problems; water supply problems; underwriter's requirements for pumps.

(4033) 7-10 W or Th 20
Hastings Fire Training Center

FIRE SCIENCE 13—Fire Investigation (3)

Lecture, 3 hours.

Methods of determining point of fire origin, path of fire travel and fire causes; recognizing and preserving evidence; interviewing witnesses; arson laws and types of arson fires; court testimony; reports and records.

(4034) 7-10 W or Th 202
Brasnan Fire Training Center

FIRE SCIENCE 20—Building Construction for Fire Protection (3)

Lecture, 3 hours.

Fundamental building construction and design; fire protection features; special consideration.

(4035) 7-10 M or T 202
Bracey Fire Training Center

History

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

Credit given for only one of History 11, 41 or Afro-American Studies 5. Lecture, 3 hours.

This course is the first half of the standard year's course in United States history, covering the period to the Civil War and Reconstruction. Not recommended for students who have taken History 5. Acceptable for credit, UCLA and CSCLA.

(4041) 5:30-8:30 M 313
Burns, R. City Hall South

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

Credit given for only one of History 12, 42 or Afro-American Studies 5. Lecture, 3 hours.

This course is the second half of the standard year's course in United States history from Reconstruction to the present. Not recommended for students who have taken History 6, 13, or 14. Acceptable for credit, UCLA and CSCLA.

(4043) 5:30-8:30 Th 471
Painter Hall of Administration

Management

MANAGEMENT 6—Public Relations (3)

Lecture, 3 hours.

Basic concepts, fundamentals, and considerations in organizing a public relations program; community relations; customer relations; stockholder relations; press relations, public relations tools and techniques; and special group relations.

(4046) 5:30-8:30 M 367
Anderson, G. City Hall

MANAGEMENT 14—Office Management (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. The second half of the course deals with personnel, work measurement and standards, communication and correspondence, records management and filing, and electronic data processing.

(4048) 5:30-8:30 Th 780-B
Mamber New Hall of Records

MANAGEMENT 32—Basic Interviewing (3)

Lecture, 3 hours.

An introductory course to acquaint students with elementary concepts and techniques of employment interviewing and counseling. Student will have opportunity to develop a beginning skill in discussing employee performance, grievance and disciplinary problems.

(4049) 5:30-8:30 W 780-B
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 methods of payment; the handling of personnel problems; diagnosing organizational stability and employee service and programs.

(4050) 5-8 M 406
Martin, M. City Hall South

MANAGEMENT 48 — Management Systems and Procedures (3)

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

A practical study of the principles of planning and follow-up used by successful supervisors and managers. Case studies and practice in planning, follow-up, methods improvement, and group leadership development.

(4051) 5:30-8:30 W 780-A
Curry, W. New Hall of Records

MANAGEMENT 50—Local Government for the Manager (3)

Lecture, 3 hours.

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

(4053) 5:30-8:30 Th 117
Aymond County Courthouse

Police Science

POLICE SCIENCE I—Introduction to Law Enforcement (3)

Lecture, 3 hours. Peace officers exempt.

Philosophy and history of law enforcement; overview of crime and police prob-

lems; organization and jurisdiction of local, state, and federal law agencies; survey of professional career opportunities and qualifications required. Acceptable for credit, CSCLA.

(3348) 7-10 M K2-102
Pena ELAC Campus
(3349) 7-10 W H5-109
Morris ELAC Campus
(3350) 7-10 Th R2-102
Hamilton ELAC Campus

POLICE SCIENCE 2—Criminal Law (3)

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

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

(3351) 12-3 T or 7-10 T K2-101
Milanesa ELAC Campus
(4056) 12-3 T or 7-10 T Briefing Room 1
Leeds Parker Center

POLICE SCIENCE 3—Criminal Evidence (3)

PREREQ: *Police Science 2 or employment in law enforcement. Lecture, 3 hours.*

Study of the kinds and degrees of evidence and the rules governing the admissibility of evidence in court. Acceptable for credit, CSCLA.

(3352) 7-10 M G6-108
Staff ELAC Campus
(4057) 7-10 Th Briefing Room I
Staff 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 applied to law enforcement. Acceptable for credit CSCLA.

(3353) 12-3 M K2-101
Stephens ELAC Campus
or 7-10 M K2-101
Anthony ELAC Campus
(4058) 6-9 T Briefing Room 1
Graham SEB Building
(4059) 7-10 W Briefing Room 2
Nelson Parker Center

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 information; interviews and interrogation; follow-up and case preparation. Acceptable for credit, CSCLA.

(3354) 9-12 noon T K2-101
or 7-10 Th E3-103
Pena ELAC Campus
(4060) 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.*

A study of the 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, CSCLA.

(3355) 12-3 W or 7-10 W K2-101
Bratsch ELAC Campus
(4061) 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.*

Course covers traffic law enforcement regulation and control; fundamentals of traffic accident investigation; and the California Vehicle Code. Acceptable for credit, CSCLA.

(3356) 9-12 Noon Th or K2-101
7-10 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.

(3357) 7-10 W K9-102
Jenks ELAC Campus
(4062) 7-10 T Briefing Room
DeCrona Parker Center

POLICE SCIENCE 9—Defensive Tactics (1½-1¼)

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

Protection against persons armed with dangerous 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, CSCLA.

(3358) 12-3 Th C1-121
Vetter ELAC Campus

POLICE SCIENCE 10—Firearms (1½-1¼)

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, CSCLA.

(3359) 3:45-6:45 Th K2-101
Benton ELAC Campus

POLICE SCIENCE 22—Principles of Law Enforcement 1 (3)

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

Basic concepts of law enforcement, emergency assistance, criminal and civil as-

pects; police clientele, individuals and groups requiring special attention; laws of arrest, use of force and firearms; elements of basic crimes, motives and intents.

(3360) 12-3 F K2-101
Pena ELAC Campus

POLICE SCIENCE 27—Police Administration 1 (3)

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

Specialized training for those preparing for supervisory positions, or those already in such positions. Accepted standards of organization, administration, training and personnel selection.

(4063) 7-10 M Briefing Room 1
Cronkhite Parker Center

POLICE SCIENCE 42—Advanced Criminal Law (2)

PREREQ: *Police Science 2. Lecture, 3 hours.*

Emphasis on major crimes, penal provisions in State and Federal Codes, leading case law, and case briefing.

(3361) 12-3 Th K2-101
or 7-10 Th J2-102
Cable ELAC Campus

POLICE SCIENCE 49—Narcotics and Vice Control (3)

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

History, identification, and effects of narcotics. Penal statutes affecting the control of narcotics and vice.

(3362) 7-10 W G6-101
Green ELAC Campus

POLICE SCIENCE 59—Fraud Investigation (2)

PREREQ: *Police Science 57, 56, or equivalent. Lecture, 2 hours.*

Study of advanced techniques and procedures in investigation of theft by false pretenses, by trick and device, or by embezzlement. Legal investigation and the accumulation of evidence. Application of the rules of evidence are illustrated by appropriate case law.

(4064) 6-8 Th 5th Floor Training Rm.
White 524 N. Spring St.

POLICE SCIENCE 62—Fingerprint Classification (3)

Lecture, 3 hours.

Technical terminology of fingerprinting; pattern interpretation; classification of fingerprints; the taking of fingerprints; searching and filing procedures; search for fingerprints at crime scene; preservation of prints; print development. Acceptable for credit, CSCLA.

(4065) 7-10 M 508
Howe Parker Center

(4067) 7-10 T 508
Howe Parker Center

POLICE SCIENCE 67—Police-Community Relations 1 (3)

Lecture, 3 hours.

Current aspects and problems of police community relations. Covers the 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.

(3363) 7-10 Th M2-102
Emerson ELAC Campus

POLICE COMMUNITY RELATIONS II (3)

PREREQ: *Police Science 67. Lecture, 3 hours.*

Deals in depth with problems of police community relations based on principles learned in Police Science 67. Course studies community interaction in a workshop atmosphere; analytical study of crucial problems confronting community life and law enforcement. Provides an overview of other disciplines closely associated with law enforcement.

(4066) 9-12 Th 1003
Earle Central Jail

POLICE SCIENCE 71—Computer Applications in Criminal Justice (3)

Lecture, 3 hours.

Study of the need for better information systems and requirements involved in the application of the computer and related technology to police administration. Survey of systems currently planned or operating in the field of criminal justice.

(3364) 7-10 T E8-112
White ELAC Campus

Political Science

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

Lecture, 3 hours.

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

(4069) 5:30-8:30 M 471
Staff Hall of Administration

Psychology

GENERAL PSYCHOLOGY 1 (3)

PREREQ: *Successful completion of Psychology 20 or Psychology 21, or permission of counselors. Lecture, 3 hours.*

This course 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 UCLA and CSCLA.

(4072) 5:30-8:30 T 471
Dixon, E. Hall of Administration

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. Acceptable for credit CSCLA.

(4073) 5:30-8:30 Th B-4C
Staff 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.

(4071) 5:30-8:30 T 297
Curry, W. 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 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 and offers reading and dictation practice.

(4074) 5:30-8:30 T 780B
Staff New Hall of Records

SECRETARIAL SCIENCE 23—Legal Secretarial Procedures I (3)

PREREQ: *Secretarial Science 2 and 11 which may be taken concurrently. 3 hours weekly.*

Law office procedure, including development of legal vocabulary; acquaintance with use of California Codes, court rules, and reference material; preparation of all pleadings from shorthand dictation.

(4075) 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, and crime are analyzed sociologically in terms of their relation to the values and institutions of American society. Acceptable for credit, UCLA and CSCLA.

(4078) 5:30-8:30 T B-4C
Staff Hall of Administration

Spanish

SPANISH 1—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, UCLA and CSCLA.

(4081) 5:30-8:00 MW 3rd Fl. Conf. Rm.
Staff PSS Bldg. (Belvedere)

Speech

SPEECH 1—Public Speaking 1 (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. Original speeches and oral readings; participation in group discussion. Emphasis on research techniques and reliable sources of information. Acceptable for credit, UCLA and CSCLA.

(4084) 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, human relations, grievances, training, rating, promotion, quality-quantity control and management-employee relations.

(4088) 5:30-8:30 M B-4A
Wickham Hall of Administration
(4089) 5:30-8:30 T 3rd Floor Conf. Rm.
Lynch, J. PSS Bldg. (Grand).
(4090) 6-9 M Hoffman Aud.
Sauer LAC-USC Medical Center
(4091) 5:30-8:30 T 477
Raymond Hall of Administration
(4093) 5:30-8:30 W B-4A
Lynch, J. Hall of Administration

SUPERVISION 2—Basic Psychology for Supervisors (3)

PREREQ: Supervision 1. Lecture, 3 hours.

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

(4076) 5:30-8:30 W B-4C
Sauer Hall of Administration
(4121) 5:30-8:30 Th 477
Hardy Hall of Administration

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

PREREQ: Supervision 1. Lecture, 3 hours.

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

(4098) 5:30-8:30 Th 3rd Floor Conf. Rm.
Staff PSS Bldg. (Grand)

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.

(4120) 5:30-8:30 Th 293
Raymond Hall of Administration
(4122) 5:30-8:30 M 780-D
Hanson New Hall of Records

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.

(4101) 5:30-8:30 T 3rd Floor Conf. Rm.
Hanson PSS Bldg. (Grand).
(4103) 5:30-8:30 Th 297
Hanson Hall of Administration

SUPERVISION 8—Work Simplification (3)

Lecture, 3 hours.

Introduction to work improvement and the scientific approach to problem solving; defining work problems; data gathering and work analysis techniques; creativity; problems of selling and implementing new ideas and changes.

(4104) 5:30-8:30 T 117
Aymond County Court House

SUPERVISION 11—Oral Communications (3)

Lecture, 3 hours.

A course to assist in developing communicative skills essential to good supervision. How to achieve clearer meaning and better understanding by developing the ability to speak and listen effectively.

(4106) 5:30-8:30 M B-4C
Hardy Hall of Administration
(4107) 5:30-8:30 T B-4B
Staff Hall of Administration
(4108) 5:30-8:30 W B-4B
Carlaw Hall of Administration

SUPERVISION 12—Written Communication for Supervisors (3)

Lecture, 3 hours.

Through lectures, demonstrations, writing, and guided group criticism, students develop precise skills of effective written communications. Emphasizes principles of semantics, current usage, logic, organization, sentence structure, and paragraph development, as applied to major vehicles of business writing such as memos, letters, reports, and policy procedure guides.

(4109) 5:30-8:30 M 293
Staff Hall of Administration
(4110) 5:30-8:30 T B-4A
Frederickson Hall of Administration
(4112) 5:80-8:30 Th B-4A
Frederickson Hall of Administration

SUPERVISION 13—Safety Training and Fire Prevention (3)

Lecture, 3 Hours.

Problems of accidents and fire in industry. Management and supervisory responsibility for fire and accident prevention. Machine guarding and personnel protective equipment. State Industrial Accident Code and fire regulations. Job instruction and safety instruction. Use of safety committees.

(4113) 5:30-8:30 T 377
Levi City Hall

SUPERVISION 14—Developing Employees through Training (3)

Lecture, 3 hours.

A supervisor's responsibility for developing employees through training. Principles of learning. Psychological factors influencing learning. Methods of training including lecture, conference, demonstration, performance, role-playing, self-development. Training aids, identifying and evaluating training needs.

(4114) 5-8 T 406
Martin, M. City Hall South

SUPERVISION 31—Elements of Employee Evaluation (3)

Lecture, 3 hours.

Analysis of the principles, methods, and procedures of effective personnel evaluation.

(4115) 5:30-8:30 M 103
Absmeier Business Services Center

County of Los Angeles

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