



DIGEST

JANUARY 19, 1988

COUNTY OF LOS ANGELES

New Support for SANE Program

Supervisor Ed Edelman recently presented \$200,000 in Community Block Grant Funds to Sheriff Sherman Block for the SANE (Substance Abuse Narcotics Education) program. The program's slogan is "SANE KIDS DON'T USE DRUGS".

In providing this significant support, Supervisor Edelman expressed the hope that the funds serve as an investment in the future of our youth and will reap benefits years from

now when these youngsters mature into adults, free of debilitating substance addictions.

The SANE program has joined forces with 243 schools in 46 school districts within the Sheriff Department's jurisdiction. Plans include expansion to all 361 schools in the County's 54 school districts. The aim of the program, which uses teachers, deputies, and

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Sheriff Sherman Block (left) accepts check for SANE program from Supervisor Edelman.



Supervisor Deane Dana and Sarah Morrison, Employee of the Month.

Sarah Morrison Is Honored

Sarah Morrison, a Clinic Licensed Vocational Nurse II, was recently honored by Board Chairman Deane Dana during ceremonies recognizing the County's December 1987 Employee of the Month.

Ms. Morrison is currently assigned to the Adult Medicine Clinic at the Long Beach Comprehensive Health Center. Her responsi-

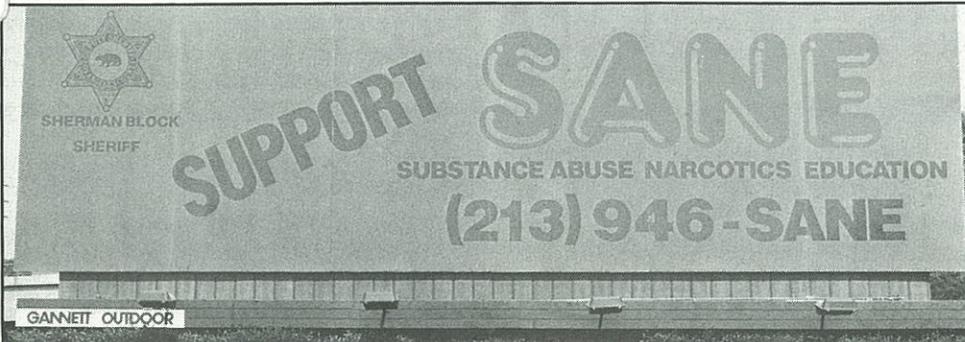
Employee of the Month

bilities include Walk-In Clinic, Work Test Clinic, and Triage. She is described by her supervisor as being extremely flexible in that she can be assigned to any clinic and provide superior skilled nursing care. She is noted for her competence, helpfulness, and outstanding ability to perform all duties required.

Patients of the Work Test Clinic can often be demanding and hostile, yet Sarah has an ability to manage the workload, treat each patient with dignity, and provide careful, courteous, and individualized care. In the Walk-In Clinic, Sarah is an excellent time manager. Even when overloaded with patients, she never appears to be overwhelmed.

Additionally, Sarah has been known to go beyond the requirements of her assignment to arrange for emergency food and clothing for patients through the Long Beach Family Shelter. She was selected the 1987 Employee of the Year for her Health Center.

As a member, supporter, and volunteer with the Long Beach Poly Athletic Associa-
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Public Works Employees and Local Students Expand Special Partnership

Since Spring 1986, the Department of Public Works has participated in the Adopt-A-School Program sponsored by the Los Angeles City Unified School District by adopting Gates Street Elementary School in Los Angeles.

Gates Street, which has an approximate Hispanic population of 76 percent and an Asian population of 23 percent, is one of 625 district schools enjoying this unique partnership between schools and private or governmental agencies within the business community. Through this innovative program, various Public Works employees have had an opportunity to share information and experiences, as well as act as role models for students.

Early on in the partnership, several chil-

dren performed various folklore dances at the Alcazar complex. This lunchtime performance was greeted with enthusiastic response by hand-clapping employees.

That same enthusiasm was sparked within the Gates Street student body when the department brought two road service trucks and a working traffic light onto the playground. Over 900 students in small groups listened to a talk on the functions of the department, viewed a pictorial display highlighting numerous activities, observed a demonstration of a traffic signal, and watched how a marking truck paints lettering on streets.

The students provided Public Works with handmade holiday decorations which trans-
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Department of Public Works employee, Richard Calderon, demonstrates traffic signal to interested Gates Street students.

Public Works Highlights Adopted School

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formed one of the department's bulletin boards into a winter wonderland. Last spring, students using a variety of colored construction paper, created realistic pineapple centerpieces for the department's Annual Employee Awards Luncheon. They looked good enough to eat!

The department arranged two tours. The first tour, made up of sixth grade students who were all members of the Student Council, covered the facilities at the department's Alcazar Street complex, including the data processing and operations centers, the sign and electrical shops, and the reprographics

section. Another tour, which was conducted by Public Works employees, gave approximately 50 student representatives from third through sixth grade an opportunity to see Sawpit Dam in Monrovia firsthand and learn about the flood control and water conservation system in Los Angeles County.

The unique partnership that is shared by Public Works employees and the Gates Street Elementary School students has benefited and enriched the lives of the students, reached out to the community in a positive manner, and let employees share what they do best with the future citizens of our County.

Status of Bargaining

As of January 1, 1988, a total of 25 bargaining units have signed agreements for successor Memoranda of Understanding with the County. Some employees have already received a December check as part of their timely salary settlement. Included among these settled units are:

- Agricultural Inspectors
- Appraisers
- Automotive and Equipment Maintenance
- Building Custodians
- Building Trades
- Child Welfare Workers
- Corrections Officers
- Dental Professionals
- Engineering Technicians
- Institutional Support Services
- Mental Health Psychiatrists
- Operating Engineers
- Paramedical Technical
- Peace Officers
- Professional Engineers
- Psychiatric Social Workers
- Social Workers
- Superior Court Clerks
- Supervising Appraisers
- Supervising Building Trades/Oper. Engrs.

- Supervisory Engineering Technicians
- Supervisory Peace Officers
- Supervisory Professional Engineers
- Supervisory Professional Social Workers
- Supervisory Security Guards

Of the bargaining units remaining unsettled, two, the clerical and supervisory clerical units, were given a last, best, and final offer. This offer was rejected by the union on November 4, 1987. A listing of affected classifications and the salary offer made to each was sent in a memorandum to all Department and District Heads on November 6, 1987 for distribution to employees.

Salary increases for these bargaining units were to begin February 1, 1988. The Chief Administrative Officer remains hopeful that all unsettled bargaining units will reach agreement in time to implement proposed salary increases.

Torrance Chorus and Symphony Orchestra Concert

at Torrance High School
2200 Carson Street, Torrance, California
January 30, 1988 8 p.m.

SANE Program Growing

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parents working in partnership, is to stem the tide of drug abuse by teaching 4th through 6th grade children how to make decisions, resist peer pressure, and enhance each child's self-image. The children are also provided with honest and accurate information about drugs.

Additional support has come from the private sector. As one of the Southern California Corporations that has offered their assistance to SANE program, Gannett Outdoor Advertising will donate approximately \$38,000 in outdoor advertising space during the upcoming year. Earlier, Sheriff Block unveiled a 14' x 48' billboard painted by artists from Gannett Outdoor Advertising.

The billboard is intended to enhance the public's awareness of the SANE program.

Also, Ralphs Grocery Company recently presented a check for \$150,000 to Sheriff Sherman Block in support of the program. Byron Allumbaugh, Chief Executive Officer of Ralphs Grocery Company, along with Gene Brown and Jan Charles Gray, Senior Vice Presidents, made the presentation.

Mr. Allumbaugh praised the County's SANE program which stresses a strong partnership between law enforcement, schools, and the community in an effort to diminish the demand for drugs. "We at Ralphs consider the donation a wise investment in the future of our children," said Mr. Allumbaugh. "It's Ralphs way of giving back to the community by supporting a County program which helps our children develop sound minds and healthy bodies so as to insure a productive future for our community and for our nation."

Morrison Honored

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tion, which promotes self-esteem through sportsmanship for boys and girls, ages 4-15, Sarah volunteers as many as 40 hours a week. She was recently presented a certificate of appreciation for her work with this group by the Mayor of Long Beach.

She maintains an office at the Long Beach Martin Luther King Jr. Facilities Center. At that location she has given free physical examinations to children whose parents cannot afford to pay for them and also organized a drug prevention program. She often volunteers at the Long Beach Family Shelter, providing first aid for jog-a-thons and referral assistance to Department of Health Services programs.

Sarah has worked for the County for 16 years. She obtained her training as a Vocational Nurse at Long Beach City College and is currently studying at the Los Angeles County Medical Center School of Nursing. She is a resident of Long Beach and has three children.

We salute and congratulate this marvelous role model on her selection as the County Employee of the Month!

Department of Mental Health, Public Guardian Consolidate To Form "A Winning Team"

Roberto Quiroz, M.S.W., now wears two hats as Director of the Department of Mental Health and as Public Guardian. The merger of the two departments became official on October 30, 1987. Ilona Bryman, former Chief Deputy of the Public Administrator/

Public Guardian, is now Deputy Director of Mental Health.

Personnel from the consolidated departments had a chance to greet and meet each other at a reception held recently at the Public Guardian Office. Joining in the welcoming event were guests from other agencies associated with the new department.

Staff enthusiastically accepted the challenges facing this "new and winning team."



Roberto Quiroz, right, and Ilona Bryman

What is the Small Claims Court? It is a special court where you can file a suit against someone who owes you money, that is, up to \$1,500. However, you may not sue in this court to obtain anything other than money. Any person who is 18 or older may file suit in this court. A minor may do so only if he has a parent or guardian accompanying him to file his suit.

If you are suing someone, you are the **PLAINTIFF**. The person you are suing is the **DEFENDANT**. Neither of you may bring a lawyer to represent you in this court; but, if you follow the rules which are explained in a

telling him he is being sued and must appear in court if he wishes to defend himself against your claim. You may not serve the order yourself. The clerk will mail it for a \$3 fee, you may authorize someone to personally serve it, or you may have the Marshal or Sheriff serve it for a fee. The person doing the serving must sign a special form (proof of service) given to him by the Court Clerk.

When you file, the Clerk will tell you on what date your trial is scheduled. While waiting for the trial, gather and have ready all important documents such as a bill for repairs, canceled checks, or receipts. Contact all

defendant. The judge will be interested in hearing only the facts and he may ask you and your witnesses questions to obtain information. Do not attempt to argue your case.

In your testimony, you have a responsibility to be brief and to-the-point. If you have an important document or paper, mention it during your turn to speak and give it to the judge. In this way, you can help make your trial as speedy as possible.

After you have presented your case the judge will ask the defendant to tell his side of the story. He will ask questions of the defendant's witnesses. Again, do not interrupt or

How Does the Small Claims Court Function?

basic booklet, you should not have trouble presenting your case.

The judges of the Small Claims Courts are members of the Justice and Municipal Courts. They set aside certain days and times to hold the Small Claims Court.

Where do you file your suit? In almost all cases, you must file your suit at the court located in the district where the defendant lives or, when the defendant is a business, where the company is located. If in doubt, you should ask the Clerk at your own Municipal or Justice Court in the area where you live.

In certain cases, such as where someone damaged your car in an accident and refused to pay, you may file your suit in the district where the damage was done rather than in the district where he/she lives.

How do you start your suit in Small Claims Court? You must go to the Clerk of the Court located in the same building as the Municipal or Justice Court of the district where you are filing. The Clerk will give you a form to fill out and ask for a \$6 fee, in cash. On this form, along with your own name and address, you will be asked to give the name and address of each person you are suing in this claim (you may sue more than one if you are not sure who is responsible — there are certain types of claims, such as those involving automobiles, where the judge must decide who is responsible). There is also a place to fill in the amount of money you claim, and for a brief statement on the nature of your claim.

The Clerk will then prepare an order to be given to — or "served on" — the defendant,

potential witnesses and arrange for them to come with you to the trial — or obtain a subpoena from the Clerk for any witness who will not come voluntarily. The witness has the right to demand a fee of \$35 a day, and 20 cents a mile, one-way, for travel expenses. If he/she does, you are responsible for paying this expense. If you win your case, this expense will be added to the amount of your judgment, as part of your court costs. If you need an interpreter, find out if one is available at Small Claims Court. Otherwise bring your own interpreter.

What do you do on the day of the trial? Come early and check with the Court Clerk to see in what room of the building your case is to be heard. By coming early, you will also have a chance to get settled. Posted outside the courtroom, usually on the door, is the **CALENDAR** which lists the cases to be heard in Small Claims Court that day. They will not necessarily be heard in that order. If you don't find your case listed on the Calendar, check with any officer of the court.

Listen carefully to the judge's explanation of procedures he will be using. When it is time for your case to be heard, the Clerk of the Court will announce your case. At that time, you must come forward with your witnesses, if you have any. (The defendant who has the same right to bring evidence and witnesses will do the same.) All of you, including the witnesses, will take an oath together, stating that each of you will tell the truth.

As plaintiff, it will be your turn first to tell what happened, and why you are suing the

argue.

When the judge has heard both sides, he may give his judgment immediately. Sometimes, however, he may want to think it over, or examine some particular law. If this is so, he will take the case "under submission" and the Court will inform you later, in writing, what the judge has decided.

If the judge decides you are right in your claim and awards you some or all of the money you asked for, the Clerk will "enter a judgment" against the defendant. This may specify whether the money is to be paid at once, or in installments. The judgment is good and collectible for ten years.

The Court is not a collection agency. It will not obtain the money for you, but will supply orders and documents to help you collect.

Before the trial, you, the plaintiff, may receive a notice from the defendant saying he has filed a counterclaim against you. This means he believes you owe him money as a result of the same incident, and he will try to collect in the trial. The judge hears both the claim and the counterclaim at the same time.

It is your right to use this court anytime you feel it is necessary. For counseling and information, contact the County Department of Consumer Affairs, Small Claims Court Advisor Program located at B-96 Hall of Administration or call (213) 974-9759. Recorded information messages are available 24-hours a day or you may speak with an advisor during regular business hours.

Winter Warnings Issued for Mountain Dangers

The beautiful winter season is a time when families are drawn together to enjoy the winter sports of hiking, skiing, and sledding. These are times for developing long-lasting and wonderful memories. But for some, the memories may be tragic.

A number of people venture into the mountains unprepared for the dangers and perils that go hand-in-hand with the beauty of winter. According to Sheriff Block, it is a very busy and difficult time for his department's Emergency Services Detail, as well as the Mountain Search and Rescue Teams. Most accidents occur because visitors fail to take simple precautions. The following are a few safety precautions which should be considered:

When driving:

- Use extreme caution on winding mountain roads (especially when icy).
- Make sure that your car tires are in good condition.
- Have tire chains available; make sure they fit properly, and know how to install them.
- Be aware of the unavailability of gasoline in some of the mountainous areas.
- Use your headlights in inclement weather so that your car will be more visible to other motorists.
- Above all, don't mix alcohol with driving.

When hiking:

- Don't underestimate the weather; wear appropriate clothing. Remember, the temperature drops rapidly in the evenings.
- Wear proper footwear to provide for traction.
- Avoid steep terrain.
- Always advise friends and relatives where you are going and when you plan to return.
- Carry emergency equipment, such as matches for a signal fire, a mirror for signaling during daylight hours, and a whistle.

Remember, Sheriff's deputies will be patrolling the mountainous areas and are there to assist you. With a little precaution on your part, we can all make this a banner year for winter mountain safety.

DPSS Employees Volunteer as Shoe Fitters

Recently, approximately 1,000 children from South Central Los Angeles were individually fitted with high-quality athletic shoes through a "Shoes for Kids" one-day event sponsored by Adolph Coors Company and administered with the volunteer effort of 125 Department of Public Social Services (DPSS) employees.

First through ninth graders also received balloons and holiday goodies provided by Carnation and Coca-Cola, with children, parents, and volunteers alike enjoying the day's festivities.

The Department's Volunteer and Special Programs Section coordinated this special event with the help of employees who volunteered their time as shoe fitters. DPSS staff also assisted in identifying and referring



(L. to R.) DPSS employee volunteers, Joe Delgado, Marion Morris and Mary Manns, helped with fitting shoes.

needy families to INFO Line for registration to participate. All registered families were then sent an official invitation.

"It is gratifying to see the corporate community reach out to needy children through such a worthwhile program. The tremendous response by Departmental staff was also heartwarming," said Eddy Tanaka, DPSS Director.

Class Schedules Available at Personnel Offices

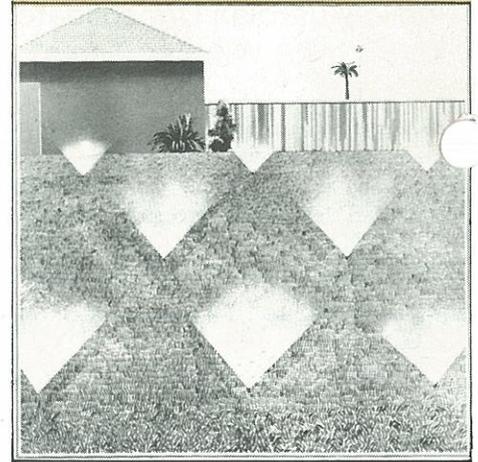
East Los Angeles College Civic Center day and evening classes will begin on Monday, February 8, 1988. Registration is held directly in the classroom where enrollment packets will be available. The deadline for late registration is 3 p.m., Friday, February 26, 1988.

A schedule of the Civic Center classes will be available at your department's personnel office.

For further information contact East Los Angeles College, Academic Affairs Office, (213) 265-8723 Outreach Program or call Chief Administrative Office, Sam Jackson at 974-2614.



At the Museum of Art



A Lawn Being Sprinkled. Acrylic on canvas, David Hockney, 1967, Private Collection.

Retrospective of David Hockney's Work:

Marking the artist's 50th birthday, this international loan exhibition premieres February 4 and continues through April 24, 1988.

The exhibit of this versatile and prolific British-born artist, who now lives in Los Angeles, includes paintings, drawings, photographs, several suites of prints and illustrated books, as well as examples of Hockney's collaborative work in stage design.

County of Los Angeles

DIGEST

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