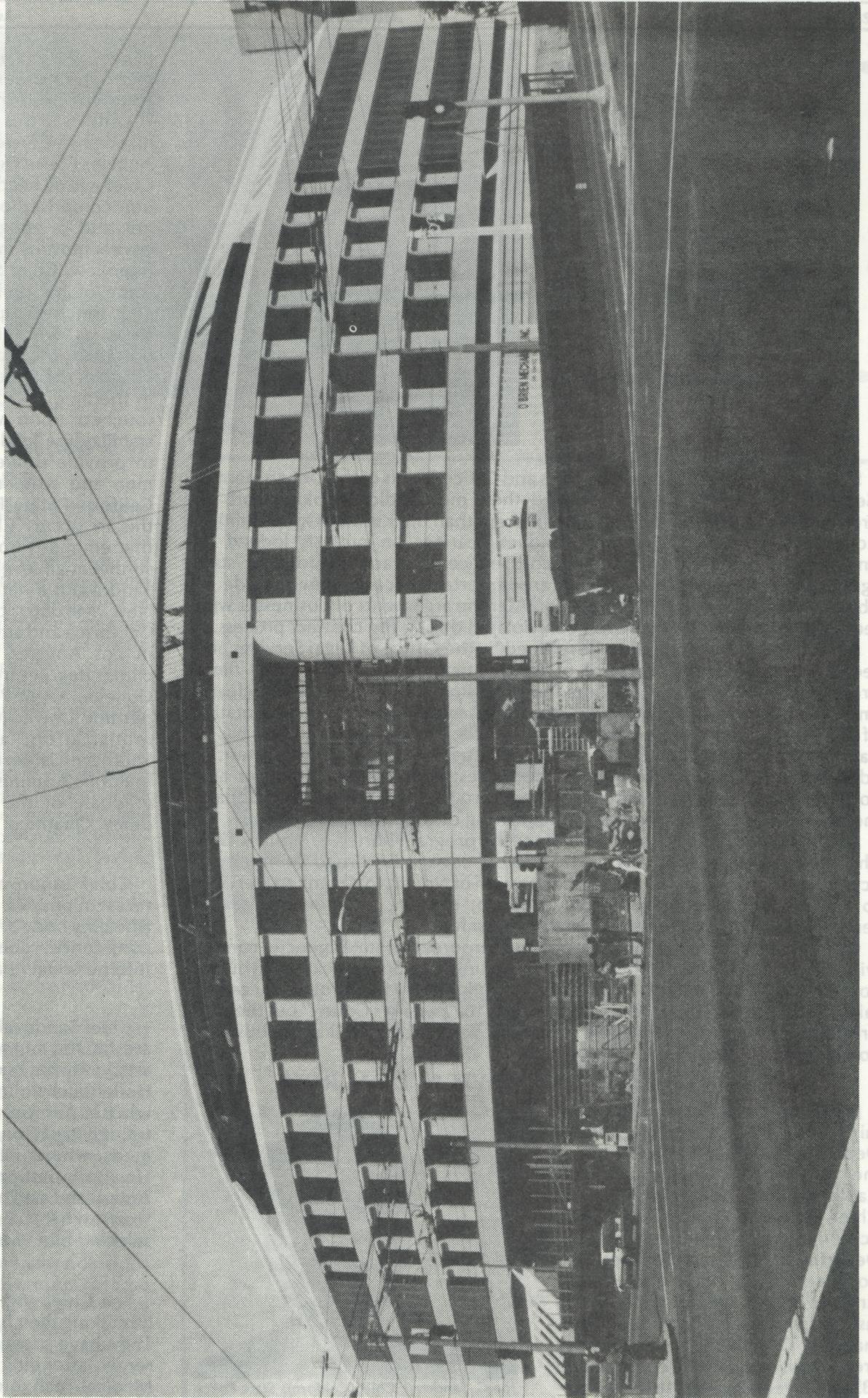




# OUTLOOK

August-September 1985



See cover story page 9

## Letter From the Director



Director Anthony

Since January 1983, Deputy Directors and Office Chiefs of the Department of General Services (DGS) have donned their most judicial-looking garb to preside over an activity considerably different than their usual responsibilities. Acting as hearing officers, they conduct hearings on protests lodged by unsuccessful bidders on consulting and service contracts awarded by state agencies. These formal proceedings are important because they provide an objective forum to administratively consider the arguments of businesses who feel that certain conditions have been violated during the contract process.

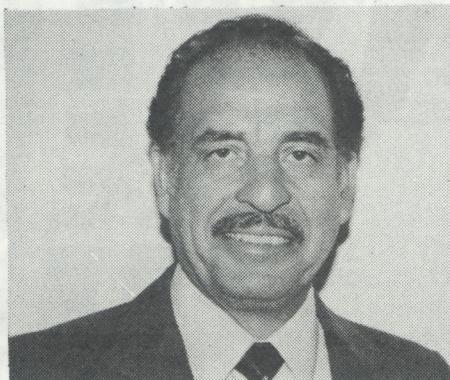
According to the regulations developed by the Office of Legal Services and recently approved by the Office of Administrative Law, bidders may file a protest with DGS who will review the protest. Unless the protest is clearly improper from a legal point of view, a hearing is scheduled and a representative of the Director is appointed as a hearing officer. The Department then has 30 days from the conclusion of the hearing to issue a decision on the protest. In addition to testimony provided by the protestant, the hearing officer also considers information submitted by the awarding state agency. The Department's legal staff acts as counsel to the hearing officers.

About 35 hearings have been held since the program started in January 1983. The subject of the contracts under protest covers the broad spectrum of activities which involve the State — conversion of aircraft to air tankers, services to the disabled, legislative tracking system, elevator maintenance, travel services and drivers' licenses — just to name a few.

Our involvement in this "judicial process" ensures that state agencies comply with the statutory intent of the State's contracting laws. So the next time you see your Office Chiefs gracing the halls of your building in a black robe, you can be fairly confident that they are not on their way to "People's Court," but they are presiding over a process valuable to State Government as well as the business community.

### NEW DEPUTY DIRECTOR SERVES IN DUAL ROLE

Joe G. Sandoval, previously a Captain with the Los Angeles Police Department, has been appointed to the position of Deputy Director, California State Police Division and Chief, Office of California State Police. Prior to his appointment with the Department of General Services, Sandoval served 25 years with the Los Angeles Police Department. In his last assignment he was the Commanding Officer of the Hollenbeck area. In this capacity, he commanded 235 employees. During the 1984 Olym-



Joe G. Sandoval, Chief, California State Police

pics, he was the primary law enforcement commander at the University of Southern California Athletes' Village. His efforts in this regard were recognized by Chief Daryl Gates, Los Angeles Police Department. The new Chief will be heading up an organization comprised of some 380 personnel and a geographical area that covers most of the State. In a recent interview, Chief Sandoval expressed some of his philosophy in general and touched upon some specific areas as well, including the importance of projecting a positive image of the State Police, particularly in the media. Other areas the Chief touched upon were the need to stabilize the leadership position and to provide unified direction to the men and women of the Office of California State Police. In order for this to occur, Chief Sandoval feels that emphasis upon training of personnel at all levels is essential. Chief Sandoval is a native of Fort Sumner, New Mexico, but was raised in California and attended Lincoln High in Los Angeles. His education includes degrees from East Los Angeles College, AA in Police Science; Pepperdine University, BS in Public Administration; and University of Southern California, Masters degree in Public Administration. He is also a graduate of the FBI National Academy, Quantico, Virginia.

Chief Sandoval takes an avid interest in physical fitness and believes a healthy body promotes enthusiasm, confidence, poise and strengthens interpersonal relations.

Chief Sandoval's accomplishments are far too numerous to list in this article. He has been involved with the Hollenbeck Police Business Council, whose personnel recruited and trained Paul Gonzales, a boxing gold medal winner in the 1984 Olympics. He also is past president of the Latin American Law Enforcement Association, which on two occasions selected him "Man of the Year."

The Chief and his wife, Alice, will be making their home in Sacramento. They have a son, Ken, who is currently attending UCLA School of Medical Technology.



Emil Relat, Office of Legal Services, being chauffeured to his retirement luncheon.

## Emil J. Relat Winds Up A Long And Successful Career

Emil J. Relat, formerly the Chief Counsel of this Department, is a rare fellow indeed and there are a wide variety of factors which lead one to this conclusion. Born in San Francisco of immigrant parents, he was raised for most of his formative years in North Beach at the time of the Great Depression. He attended and graduated from the University of California, taking a BA degree in Political Science as a member of the Class of '38. Following his graduation from that institution, he enrolled and graduated with honors from its prestigious law school, Boalt Hall, taking his LLB in 1941.

Entry into World War II immediately followed where he attended officer candidate school and achieved the rank of 2nd Lieutenant and upon discharge had attained the rank of 1st Lieutenant.

His chief career as a lawyer has been with the State of California where he has distinguished himself with service for a period of 35 years. During that time, he became and was renowned as an esteemed and accomplished expert in the intricacies of State law concerning contracts, and the acknowledged dean of the law related to Horse Racing. As a tribute to his knowledge and expertise in these areas, he was on many occasions guest lecturer on these topics at some of our more prestigious educational institutions of higher learning. He started his career with the Department of Finance, in the Office of

(Cont'd on page 15)

State of California  
**GEORGE DEUKMEJIAN**, Governor  
 State and Consumer Services Agency  
**SHIRLEY R. CHILTON**, Secretary  
**DEPARTMENT OF GENERAL SERVICES**  
**William J. "Tony" Anthony**, Director

**OUTLOOK**  
 is published bimonthly by the  
 Department of General Services'  
 Office of Administrative Services  
 Casey Randall, Chief  
 Joel Willis, Editor

Composition, Graphics & Printing  
 by Office of Support Services

THIRD ANNUAL

# CAREER OPPORTUNITY DAY

JOIN US!

INVEST SOME TIME IN CAREER DEVELOPMENT

**date** : THURSDAY, September 26, 1985

**time** : 10:00 a.m. to 2:00 p.m.

**place** : BATESON BUILDING - ATRIUM  
 1600 9th Street, Sacramento

COME SEE THE CAREER OPPORTUNITIES OFFERED BY THE DEPARTMENT OF GENERAL SERVICES. REPRESENTATIVES WILL BE AVAILABLE FROM EACH OF THE OFFICES WITHIN THE DEPARTMENT. INFORMATION REGARDING EACH OF THE OFFICE'S MISSION IN STATE SERVICE, CAREER FIELDS AND CLASSIFICATION WILL BE AVAILABLE.

**sponsored by**  
 THE DEPARTMENT OF GENERAL SERVICES

WOMEN TOGETHER

This issue of the *OUTLOOK* is devoted to all of the people who work for the department in far away places. Even further away than the 4th floor in OB1 in Sacramento where the *OUTLOOK* is put together! In a serious sort of way, we don't hear much from many of the field offices and decided to go forth and bring back stories and yes, even photographs to prove once and for all that the department knows who and where you are. In case you have ever wondered, people and events concerning the department are collected from any and all sources department wide. As it turns out most of the material is centered around the Sacramento area due to the fact that most of the department's employees work in the Sacramento area; however, we would like to hear more from the field offices. So, if there are stories out there that are not being printed, send them in. If you furnish the Office of Administrative Services with the information the staff will write the article for you. We do, however, request that information sent in be of the broadest possible appeal to all personnel. Some possible ideas for stories can be had from the latest copy of the *OUTLOOK*. Photos, whenever possible, should be black and white glossies.

I recently traveled to the Los Angeles and San Francisco areas to pick up stories and take photographs of those offices that have responsibilities for providing services throughout the State. These offices include Fleet Administration, California State Police, Telecommunications, Administrative Hearings, State Architect, Support Services, Buildings and Grounds, and Procurement.

My thanks to Everett Whiteside, Ron Neal and all of the nice people who posed for the photographs. Due to time restrictions, I especially appreciated the cooperation I received from literally everyone I came into contact with during my short stay in each area. I was very impressed with the professional courtesy extended me and the positive attitudes of all of you I had the opportunity to meet.

—Joel Willis, Editor

manager he has made great strides in up-grading the building such as, interior painting, lighting fixture retrofit program, and many other improvements.

**SANTA ROSA:** The Building Manager for Santa Rosa is Gary Alexander, Building Manager I. He has 90,000 square feet of office space and nine employees. The Santa Rosa State Building is considered to be one of the best looking buildings in the State. Its unique design lends itself toward easy maintenance. Some other unique characteristics of the building is its skylights, atrium, and its simplicity.

**SAN JOSE:** The Building Manager for San Jose is Frank Arteaga, Building Manager II. He has 160,000 square feet of office space and 12 employees. This building is considered to be one of the most innovative buildings in the State with regard to energy efficiency and design.

This particular building is visited by architects world wide who want to physically see the building and its operation.

**STOCKTON:** The Building Manager for Stockton is George Crusey, Building Manager II. He has approximately thirteen buildings totaling 220,000 square feet and 22 employees. Stockton has a large amount of grounds to maintain and does a fantastic job. They participated in the lighting retrofit project and have just installed two new cooling towers to help keep the building cool.

**FRESNO:** The Building Manager for Fresno is John Barcena, Building Manager II. He has eight buildings totaling approximately 250,000 square feet and supervises 26 employees. They have participated in the lighting retrofit project and have completely re-done the Water Resources Building, painting inside and outside, lighting, roof and air conditioning. We are pleased to say that John was awarded the sustained superior accomplishment award in 1984 and the Fresno unit definitely shows this dedication.

**REDDING/RED BLUFF:** This unit is supervised by John Molitoris, Chief Engineer I. He has two buildings totaling 50,000 square feet and 7 employees. The Red Bluff building has participated in the lighting retrofit project and John is planning

(Cont'd on page 6)



*Buildings and Grounds Employees, San Francisco State Office Building*

## BAY REGION

The Bay Region office is located in the Civic Center of San Francisco. Its Regional Building Manager is Ronald L. Neal, R.P.A. From this office, Ron manages and supervises the field offices in: San Francisco, Oakland, Santa Rosa, Stockton, Fresno and Redding/Red Bluff.

**SAN FRANCISCO:** The Building Managers in San Francisco are Billy Curry, Building Manager III, and Rae Garner, Building Manager I. They

manage nine State Office buildings consisting of approximately 1,200,000 square feet of space, and 123 employees. By January, 1986, the new San Francisco State Office Building should be complete, adding another 384,000 square feet of space.

**OAKLAND:** The Building Manager for Oakland is Bob Drago, Building Manager II. He has two buildings totaling approximately 200,000 square feet and has 22 employees. Since Bob has been



Building and Grounds, San Francisco, Stationary Engineers, front row left to right, Raul Daria, George Guellermo, back row left to right, Steve O'Keefe, Ed Brown, Phil Dion.



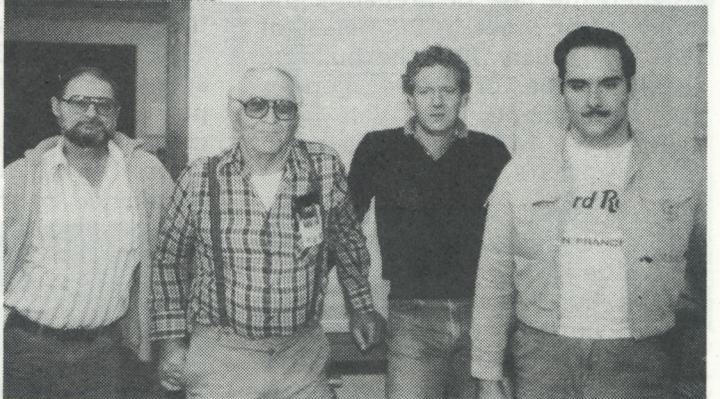
Office of Fleet Administration — San Francisco, front row left to right, Altgrace Charces, Lita Llacuna, Charity Bayot, Caroline Kang, Daniel Viera, back row left to right, Manuel Gonsalves, Floyd Payne, Vincent Li, Louis McGrew, Richard Russo.



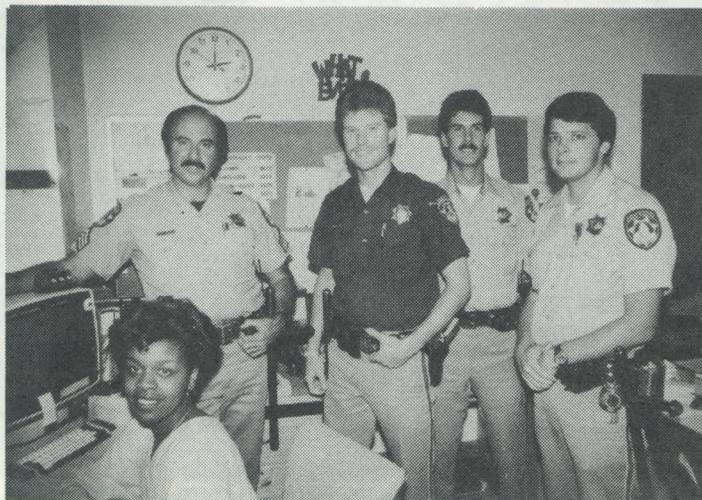
Office of Support Services — Office Machine Repair Services — front row, (left to right), Mike Lockman, Mary Lou Pettit, Joel Williamson, back row, (left to right) Fred Wuester, Jack Russel



Building and Grounds, San Francisco, front row — Ron Neal, Regional Building Manager, Beatrice Epps, back row — (left to right), Steve Alva, Amelia Robinson, Billy Curry, Building Manager.



State Architect's Office — San Francisco, (left to right), Ed Parkhurst, Harold Kunze, Rich Sturman, Edward Sullivan



California State Police — San Francisco, (left to right), Dispatcher Dara Price, Sergeant Bianchi, Officers Ferguson, Hren and Smith.



Office of Administrative Hearings — San Francisco — (left to right) Robert Coffman, Lillian Jung, Ramona E. Sebring, Donald S. Mitchell, Director, Ruth S. Astle, Joyce A. Thompson, Albert W. Levy

## DGS Field Offices . . .

*Cont'd from page 4*

for landscape modifications for this building.

### SOUTHERN REGION

The Southern Region office is located at 107 South Broadway, Los Angeles. Everett Whiteside manages the region which includes offices in Long Beach, Santa Ana, San Bernardino, San Diego and Van Nuys. The Southern Region covers the area from Bakersfield to the Mexican border, including the Imperial Valley.

**LOS ANGELES:** The Building Manager for 107 South Broadway is Mel Gilliard, who manages a staff of 190 employees. The State Office Building is located in the downtown civic center of Los Angeles. The building was erected in 1960 and occupied in 1961. There are sixty state agencies and departments occupying the eleven-story building which contains 530,000 square feet.

**VAN NUYS:** The Van Nuys State Office Building is managed by Joe Greene, Building Manager II. Joe and a staff of thirteen personnel was assigned the task of preparing the building for move-in in August of 1984. By January 1985 the building became home for twelve agencies and departments. The Van Nuys building was officially dedicated in February 1985.

**LONG BEACH:** The Veterans Memorial State Office Building is managed by Ray Camacho, Building Manager II. The building's conception and construction provide an outstanding example of modern office building design. The lighting and mechanical system were designed to provide quality performance and energy



Office of Telecommunications, Los Angeles, (left to right), Austin L. Squire, Senior Telecommunications Technician, Jack A. Cradic, Technician Trainee



California State Police Investigations Unit, Los Angeles, from left to right, Detectives Jerry Thompson & Robert Schumen, OA II Debra Harden, Lieutenant Robert Byrd, Acting Commander, Investigator Lisa Malone

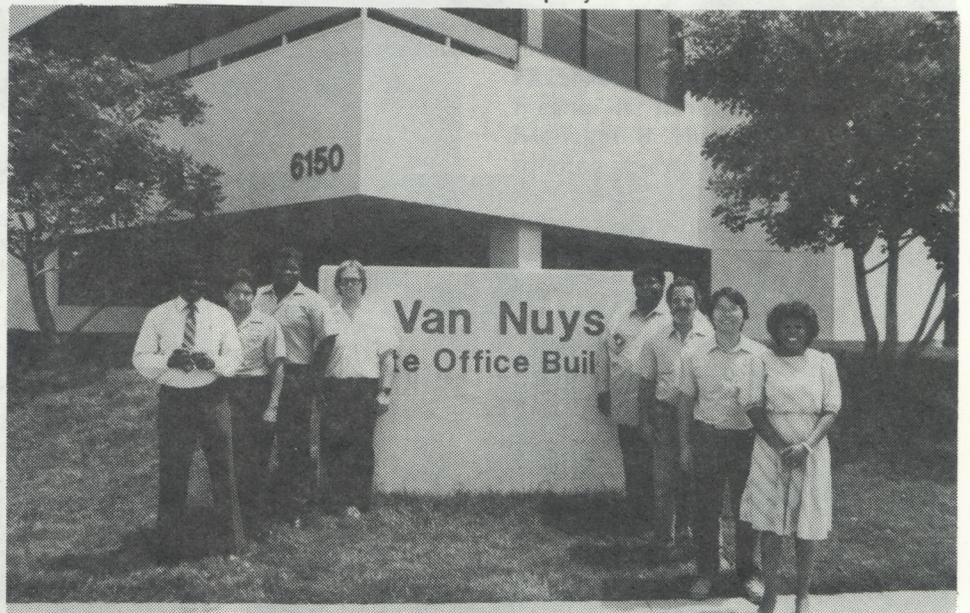
efficiency by utilizing state-of-the-art Automation Systems and Controls. The Veterans Memorial Office Building is an excellent example of the Department's commitment to providing modern and energy efficient facilities in which to conduct State business.

**SAN BERNARDINO:** The San Bernardino State Office Building is located in the city of San Bernardino, 56 miles east of Los Angeles. Managed by Tilton R. Lands, Building Manager II, the building was opened in August 1966, housing 23 departments and agencies and employing 250 to 300 personnel. The six-story building contains 108,300 gross square feet of space. The building and grounds are maintained by thirty-one B&G em-

ployees.

**SANTA ANA:** Bobbio Sanchez, Building Manager II, manages the Santa Ana State Building located in the downtown civic center of Santa Ana. Bobbio and his staff of twenty-seven are responsible for the maintenance of the 8-story building that houses some 20 agencies and departments. The building contains over 130,000 square feet of space.

**SAN DIEGO:** The San Diego State Office Building is managed by Fred Young, Building Manager II. The 7-story building contains 174,000 square feet and was constructed in 1963. Some thirty different agencies and departments occupying the building are served by a staff of twenty employees.



Van Nuys State Office Building, left row front to back, Joe Greene, Building Manager, Ramon Gutierrez, Service Assistant, Darryl Martin, Service Assistant, Michael Green, Automotive Pool Attendant III, right row front to back, Marei Bogar, OA II, Davis Chang, Stationary Engineer, Ed Loera, Electrician, Kenneth Fowler, Building Maintenance Worker



Office of Procurement — Los Angeles, left to right, Robbie Caldwell, OA II, Christine Burke, Office Manager, Kay Tanaka, Secretary, Juliet Balao, OA II, Marj Barnes, Buyer, not pictured, Shelley King, Buyer, Mary Madrid, OA II.



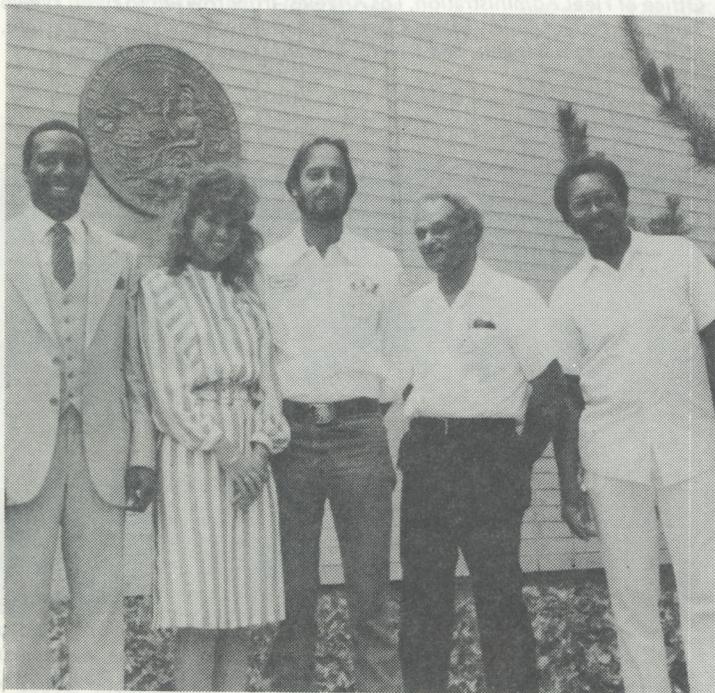
Buildings and Grounds — San Diego, front row left to right, John C. Bates, Stationary Engineer, Henderson Galimore, Building Maintenance Worker, second row left to right, John E. Smock, Chief Engineer, Rosamond Bolden, Chief, Everett Whiteside, Southern Region Manager, Donald Fraser, Stationary Engineer, back row left to right, Robert A. Powell, Electrician, John E. Lair, Stationary Engineer, James W. McClellan, Janitor Supervisor, Henry A. Carter, Window Washer



Buildings and Grounds, Los Angeles State Office Building, front center, Gerald Sundstrom, second row left to right, James Jordan, James Miller, Willie Daniel, Solomon Knight, back row Mel Gilliard, Building Manager.



Office of Administrative Hearings, Los Angeles, left to right, Dorothy Montague, Supervising Steno, JoAnn McLaughlin, Office Assistant, Brenda Manalo, Legal Typist, Toby Sansone, Transcript Clerk, Shirley Spaulding, Calendar Clerk.



San Bernardino State Office Building, left to right, Tilton R. Lands, Building Manager, Julie Popp, Office Assistant, John Oliver, Chief Engineer, Theodous Amuso, Janitor Supervisor, Henry Pullens, Janitor Supervisor



Office of Fleet Administration, Los Angeles State Office Building, from left to right, John Adams, Brenda Jones, Troy Smith, Clint Davis, Lonnie Pickins.



Office of Fleet Administration, Los Angeles Shop, front row left to right, Carlos A. Chavez, Gilbert Armenta, Jose Bertucci, Jr., Herbert Kakizoe, second row left to right, Herman Showers, Younghoon Kim, Wm. Saltmarsh, Carlos Lorenzo.



California State Police, Los Angeles, from left to right, Sergeant James Smiley, Quintina Carreon, OA II, Lieutenant James Hill.



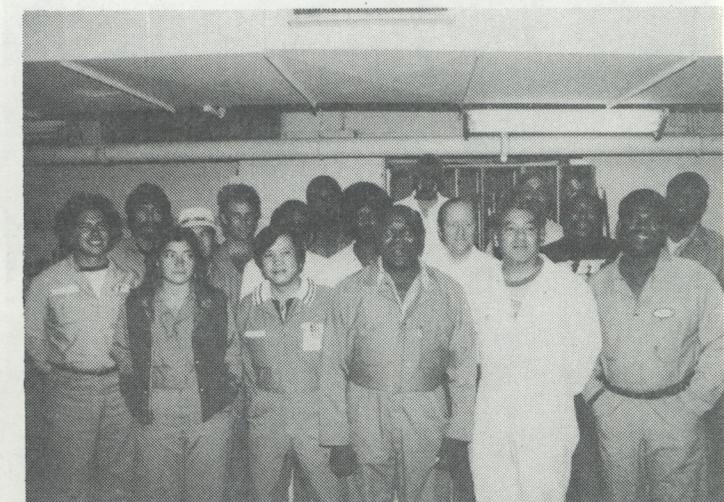
Office of Administrative Hearings, Los Angeles, left to right, Administrative Law Judges, Robert A. Neher, Milford A. Maron, Paul M. Hogan.



Office of Fleet Administration, Los Angeles, front row left to right, Evelyn Tabbada, Letty Aguilar, Marie Clark, Pat Barlahan, back row left to right, Jack Pines, Sam Baggett, Ted Givens, Edward Ingram, John Mason.



California State Police, Los Angeles, front row left to right, Det. Michael Cervantes, Officers Michael Haynes, Gregory Bibbs, Willie Lawrence, Daniel Meister, Benjamine Marquez, Edward Gingras, back row left to right, Sergeants Ron Smith, Dean Trujillo, Officers Louis Mora, George Griffith, Calvin Beard, William Pattison and Sergeant Michael Morgan.



Buildings and Grounds, San Francisco, Trades and Crafts, front row left to right, William Blea, Jr., Sandra Soto, Gil Landas, Ed O'Geese, Alejandro Dimas, Noyal Echols, second row left to right, Chris Armada, Floyd Jones, Frank Manual, John Kelly, Claud Loudermill, third row left to right, Armando Guerra, Tim Brake, Kenneth Robinson, Frenchie Carter, Dave Cavander, John L. White.



## NEED TO KNOW?

Are you a supervisor or manager responsible for your affirmative action program? Are you an employee wanting to utilize an affirmative action program? Would you like to be a supervisor and need to increase your awareness of affirmative action? Are you preparing for that supervisory exam? Do you need to know your rights? Are you a woman interested in non-traditional work? If you answered yes to any of these questions, you may want to request one or more of the following handouts from the EEO Office:

- Department of General Services' Affirmative Action Policy Statements
- What is Affirmative Action?
- Disabled, Reasonable Accommodation
- Upward Mobility Handbook
- EEO Counseling and Processing of Discrimination Complaints
- Definition of "Goal" and "Timetables"
- What is Sexual Orientation?
- Sexual Harassment - Problem Solving and Prevention
- Women: "non-traditional" blue collar jobs

To request your copy, please write to:  
 Department of General Services  
 EEO Office  
 915 Capitol Mall, Room 235  
 Sacramento, CA 95814

## On the Cover

This photo was taken of the new San Francisco State Office Building from the corner of Van Ness and McAllister. The new five-story building contains 293,340 square feet of space. The first floor will provide space for a day care center, cafeteria, retail space, auditorium and hearing rooms. Upper floors will contain office space, mail rooms, computer rooms, files, storage and conference rooms. The entire building is scheduled for completion and occupancy in the early spring of 1986.

## THE DISABLED ADVISORY COMMITTEE

The Disabled Advisory Committee (DAC) meets the first Wednesday of each month from 10:00 a.m. to 12 noon in Room 587, 915 Capitol Mall. The DAC serves both management and employees of this Department by recommending various courses of action necessary to insure the employment of both the visibly and non-visibly disabled, and functions as a sounding board when policies change and new programs begin, and enables management to make adjustments during implementation of these programs. DAC members discuss these policies and programs, and return to their offices with information that can be shared by all.

The DAC is open to all who are interested in furthering the employment opportunities of the disabled. All employees of this Department, whether disabled or non-disabled, are encouraged to participate on this committee. By volunteering our time to promote the fair employment of this segment of the work force, we are ensuring the fair employment of all.

If you have any questions regarding the DAC, or are interested in volunteering your services on this committee, please contact your supervisor, and/or Barbara Rochlin, Chairperson, 324-8868, ATSS 454-8868, or TDD 324-0940.

## OMTP OPENS INFORMATION CENTER

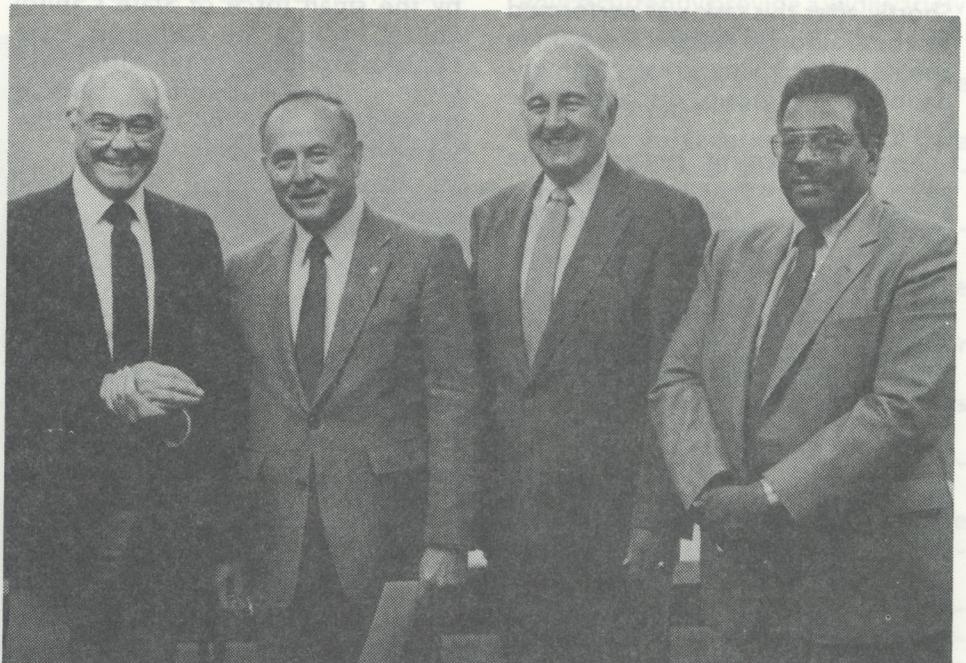
DGS's long awaited Information Center is now open for your use! It is located at 400 Capitol Mall, Room 340 and is open daily from 7:30 a.m. to 4:15 p.m. DGS employees are encouraged to try out the IBM micros and various software packages available in the Center.

Staff assistance is available for answering questions and reservations are not required unless you need the equipment longer than four hours.

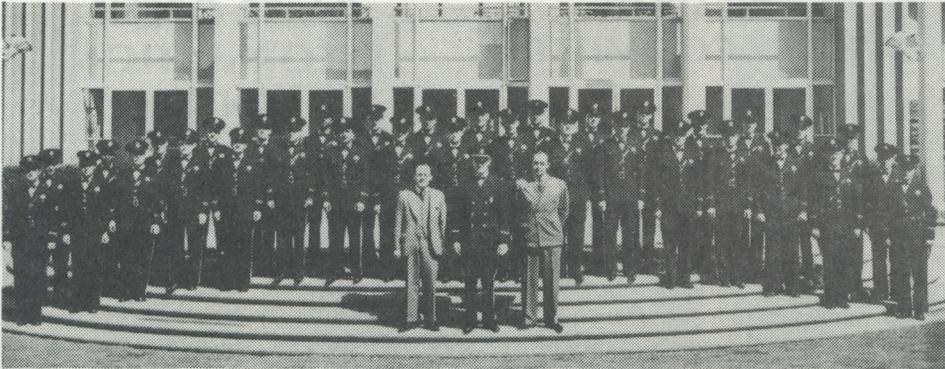
The Information Center is equipped with 4 IBM PC's and 2 IBM PC AT's running the following software: Lotus 1-2-3, Multiplan, Supercalc 3, Dataease, RBase 4000, RBase 5000, Informa, dBase III, Microsoft Word, Volkswriter Deluxe, Wordstar 3.3, Energraphics, and Crosstalk and/or AZPC2 communications.

A number of topics are planned to be included in future issues of the *OUTLOOK*, including reviews of software packages, discussions of policy issues, and articles on new or unusual micro systems in the department.

For general information regarding the services provided by the Information Center, please call the center at 323-2110.



25 year award recipient Gil Vegas (second from left) with (left to right), Whit Cox, W.J. Anthony and Bob Wright.



California State Police provide Police Services for the 1939-1940 Golden Gate International Exhibition and World Fair held on Treasure Island.

## THE CALIFORNIA STATE POLICE

Several attempts have been made at providing an accurate report on the history of the State Police. One attempt to set a starting point for the State Police reaches back to May of 1853. This was the State's first effort to utilize peace officers for a specific mission on a statewide basis. The California State Senate was faced with providing protection to ranchers and other civilians from the attacks of a bandit called Joaquin Murietta. Murietta, the leader of an outlaw gang, had been attacking settlements in California at an alarming rate. Under the command of Captain R. Love, ex-military men and others were commissioned by the State Senate and designated as California State Rangers. Within one year the Rangers had apprehended the gang and taken Murietta into custody. Shortly after this task was performed by the California Rangers, the State Senate, after giving great commendation to the group, disbanded the Rangers.

Another account regarding the

origins of the California State Police starts in 1887. In 1887 a site was chosen on which to construct a capitol building. A need for protection of the building and officials using it prompted the Board of Capitol Commissioners to institute a force of men to fill that need. That building is still in use today as the California State Capitol in Sacramento.

In 1911 the Government Code of California defined the job of the men protecting the State Capitol Building by giving these men the official title of "California State Capitol Police."

In the same year, history records an incident in which members of the International Workers of the World attempted to take over the State Capitol Building by siege. Their attempt was not successful and they were driven off the Capitol grounds by the small force of State Capitol Police. In 1921 the California State Legislature body gave the State Capitol Police peace officer status, as defined in Section 14613 of the California Government Code.



California State Police Class of August, 1954.

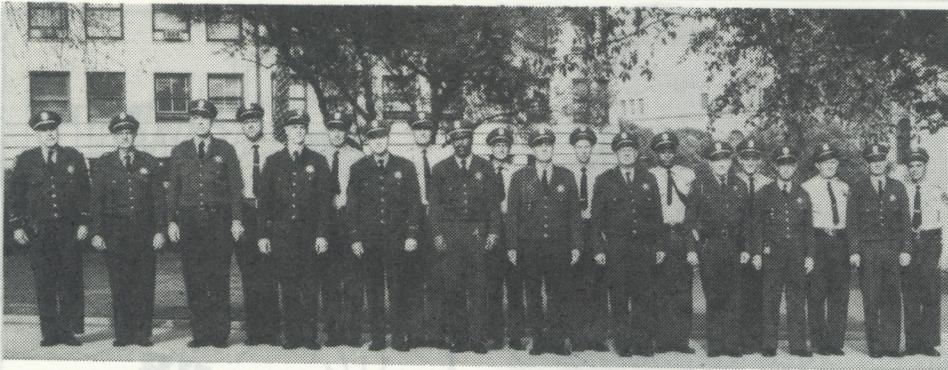
Historically the California State Police have been charged with the responsibility of providing police service and protection to State property. Until 1963, the State Police existed under a variety of State departments and agencies. When the State Department of General Services was created in 1963, the State Police was transferred to that Department from the Department of Finance. From 1963 until August 1967, the State Police were an integral part of the Division of Building Maintenance and Protection—presently known as the Office of Buildings and Grounds.

The State Police provided protection to State properties under the Building Maintenance and Protection Division until the minimal level being provided was brought sharply into focus following the Watts Riot. Beginning in late 1966, the State experienced a sharp increase in the amount of criminal behavior and criminal incidents on State property. Demonstrations in, upon, or near State property became commonplace. Most of these were volatile and some were violent.

In April, 1967, a Division of State Police was created. The Division remained within the Department of General Services but was removed from the Division of Building Maintenance and Protection. The position of Chief of State Police was created.

In 1968 the California State Police Division was reorganized in response to Assembly Concurrent Resolution No. 121 (June 28, 1967), which resulted from an armed invasion of the Legislative Chambers by members of the Black Panther Party. In essence, the resolution directed the Department of General Services to provide more complete police and security protection for the Governor, Legislature, state office and employees. To comply with this directive, the State Police Division abolished the existing "State Policeman Class" and replaced it with two new classes — State Police Officer and State Security Officer.

The principal idea in forming the two new classes was the separation of duties traditionally performed by the State Policeman class which involved some regular law enforcement duties coupled with some custodial or security duties. The new State Police Officer class was assigned to perform the law enforcement duties



— the maintenance of law and order and active protection of people and property as differentiated from the custodial or security duties to be assigned primarily to the State Security Officer class.

In July of 1968, the State Police Division formed its first specialized unit known as the Protective Services Section. The Protective Services Section is charged with the protection of the Governor, other Constitutional Officers, and the Legislators of the State of California. The Protection Services Section also conducts investigations relating to specialized and technical police functions; develops complex security plans and maintains ongoing liaison with other federal and local police agencies in the State of California, other states, and foreign countries.

Another special unit was formed by the State Police Division in January, 1971, the Explosive Ordnance Demolition Team (E.O.D.). This team is located in the Sacramento Area and

works regularly with the Sacramento Police Department and Sacramento County Sheriff's Department E.O.D. personnel. The principal duty of the E.O.D. team is to locate, disarm or detonate explosive devices found on state property and, at the request of the above law enforcement agencies, off state property. The men who serve on the E.O.D. team have been provided with special training both in Clark County, Nevada and at the U.S. Military Redstone Arsenal at Huntsville, Alabama.

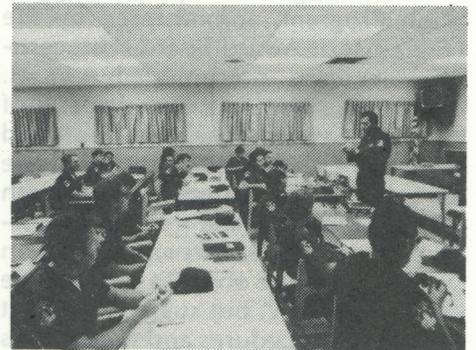
In September, 1971, the Division was given the responsibility to develop an employee protection program designed to protect State employees and facilities from bomb threats, fires, earthquakes and other emergencies. This program was a direct result of hundreds of bomb threats to State facilities and, in particular, to the militant bombing of State Office Building No. 8 during August 1971.

In February, 1972, the State Police Air Patrol was created at the request

of the Department of Water Resources.

In August, 1975, the California State Police Crime Prevention Program was established to address the need to lower the likelihood of state employees and facilities being the targets of criminal activity. This program encourages employee and management involvement in the effort to combat crime.

Since 1967, the California State Police Division has grown from a small "security" force into a medium sized law enforcement agency employing approximately 380 personnel. Expansion of areas patrolled and the addition of the California Aqueduct and Oroville Dam areas have increased the total geographical area patrolled by the State Police several times over. The Division now operates out of twenty-three statewide offices extending from Redding to San Diego.



Officers receive classroom training.

In summary, the California State Police currently provide a wide variety of services, including:

- general police and security to state properties
- protective security service for state constitutional and legislative officers
- air surveillance service to the California Water Aqueduct System
- security survey service to state facilities
- Employee Protection Programs for all state facilities
- Crime Prevention Program efforts for all state facilities
- coordination of security and emergency plans for state facilities
- explosive ordnance disposal service
- bailiff service to California Supreme and Appellate Courts
- P.O.S.T. accredited, law enforcement training for state law enforcement peace officers and training in the protection of public officials.



March 1959, Officer Leonard Love and Sergeant John Dennis, demonstrating emergency equipment.



Merit Award Recipients and Director of General Services, from left to right, Gene Albert, W.J. Anthony, Director, Susan De La Torre, Officer John Wiedinger, not pictured, Gilbert Dominguez, Peter Sardelich.

## EMPLOYEE SUGGESTION AWARDS

A ceremony was recently held to recognize five DGS employees for the constructive suggestions they made through the Employee Suggestion Program, administered by the State Merit Award Board. The certificates were presented by W. J. Anthony, Director, Department of General Services. The Director shared some of his feelings about the Employee Suggestion Program with those attending the ceremony. According to the Director, a suggestion need not just be one that saves a large sum of money, but suggestions that improve procedures and suggestions that make the work place a safer environment are very valuable as well. He told the recipients of the awards that their suggestions showed a personal interest in their particular work places and this was probably one of the most important aspects of the program. In his closing remarks, Mr. Anthony reiterated that the objective of the Department of General Services is to provide State Government with an efficient method of conducting the business of the State. The recipients and their suggestions were:

Gene Albert, Office Assistant II, Office of Fleet Administration. Mr. Albert recommended salvaging carbons from G8 forms (trip dispatch ticket) for use in the FAD 41 forms (instructions to a vendor for sublet mechanical repairs). The suggestion results in a savings of 52 sheets of carbon per year. AMOUNT OF AWARD: \$30

John Weidinger, State Police Officer, Office of State Police. Officer Weidinger recommended that all

State of California- owned firearms be registered in the California State Department of Justice's automated firearms unit, a part of the California Law Enforcement Telecommunications System (CLETS). This suggestion helps safeguard \$100,000 in equipment at a very minimal cost. AMOUNT OF AWARD: \$75

Peter Sardelich, Warehouse Worker, Office of State Printing. Mr. Sardelich recommended combining Forms OSP-69 and OSP-164 (shipping labels) into one form to be used on all types of parcels, packages and carton shipments. AMOUNT OF AWARD: \$65

Susan De La Torre, Office Assistant II, Office of the State Architect. Ms. De La Torre recommended that the Office of the State Architect charge outside agencies for the pulling of plans. Approximately two requests are received each month from outside agencies. The cost recovery per month is \$63.30. The yearly cost savings is \$759.60. AMOUNT OF AWARD: \$100

Gilbert Dominguez, Press Operator, Office of State Printing. Mr. Dominguez noted that on the business forms presses when running jobs for the roll collator, a marker is placed in the roll to signify when the printed material is of saleable quality. When the printed rolls are placed on the collator the operator must keep his eye on the marker in order to stop the machine. He suggested the purchase of an automatic scanner for the roll collator which would be tripped (stopped) when special markers pass over the scanner. AMOUNT OF AWARD: \$100



## Preventing Machine Accidents Is Up To You

Do not use machines which you do not know how to operate.

Machines should be turned off when leaving them, even for a short time. Pull the plug before changing power tool accessories, cleaning, repairing, adjusting or otherwise servicing tools. Equipment should never be oiled or cleaned while in operation.

Mechanical guards should be kept in place. If you temporarily remove a guard, be sure to replace it before turning the machine on.

If a machine smokes, overheats or sparks, a service man should be called. Leave repairs to authorized personnel.

Loose sleeves, ties, dangling jewelry, scarves, etc. are dangerous around machines with moving parts.

It's just common sense to wear safety goggles when operating power tools. Make sure they are always clean and fit properly.

Don't place hands in, on or between equipment at dangerous points of operation.

Protect your hands with the right kind of gloves for the work involved and be sure they fit you.

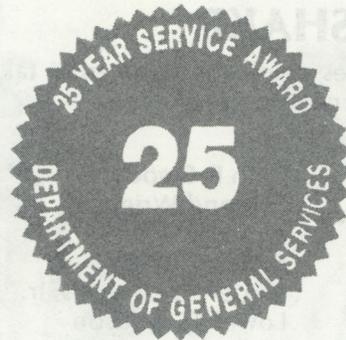
Keep electrical cords out of reach of passerby.

Wear a respirator if the job involves dust or fumes.

Use proper methods when climbing or getting off machinery or jumping down.

Be careful with compressed air equipment. Never use it to blow dust or dirt from clothes or hair, ear and eye injuries can result.

# Service Awards



Congratulations are in order for the following employees of the Department of General Services who have completed 25 years of service with the State. Best wishes to you and thank you for your contribution to our Department and to the State of California.

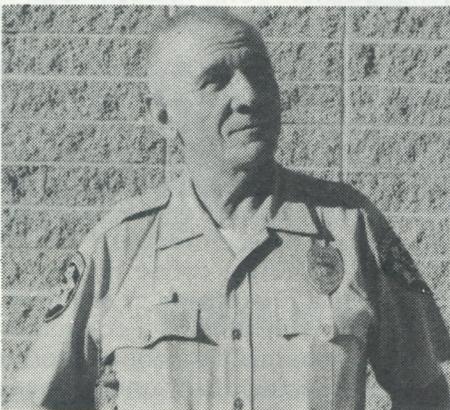
### JULY

- Fred D. Williams ..... Office of Buildings and Grounds
- John G. Scordakis ..... Office of Management Technology and Planning
- Aubrey G. Halstead ..... Office of Support Services
- Linda K. Verreux ..... Office of Fiscal Services

### AUGUST

- Dale Garrett ..... Office of State Architect
- Takeo Fujitani ..... Office of Fleet Administration
- Igor K. Prohoda ..... Office of Telecommunications
- Emmett R. Hill ..... Office of State Printing
- Osamu Shimada ..... Office of State Printing

## WLADIMIR "TONY" KOUDELKA



Wladimir "Tony" Koudelka

Wladimir "Tony" Koudelka retired at the end of June after serving with the State Police since 1970. To quote a Hollywood newspaper which has written articles about Tony, "his life would read like a movie script."

Tony was born and raised in Prague, Czechoslovakia. During World War II, he was a student and worked in a factory. After the war he was drafted into the Czechoslovakian army, but became very disturbed by the actions of the Soviets who were taking over his country. He deserted and fled to Germany where he worked

with an underground organization helping people flee from Communist East Europe. From 1947 through 1952 Tony worked for the French Foreign Legion serving in Germany, Algeria and for several years in Indo-China (Vietnam). After that he served in the U.S. Army in Germany, being discharged in 1955 as a Master Sergeant.

Tony then went to Ethiopia, where he worked for Haile Selassie and became the Vice Manager of the Haile Selassie Hotel Company.

In 1958 Tony began to work for Conrad Hilton at the Beverly Hilton where he was a captain and chief wine steward. Here Tony met many famous people such as John Wayne, Bob Hope, Sam Goldwyn, Jayne Mansfield, Eleanor Roosevelt, John Glenn, Allan Sheppard, and Governors Pat Brown and Earl Warren, and several presidents.

In 1965 Tony began to work for USC Campus Police, and in 1968 he was hired by the Los Angeles Police Department as a reserve officer. They were most interested in Tony because he speaks many European as well as several African and Asian



Deputy Director Allan G. Tolman presents 25 Year Award to Bill Scroggins, Telecommunications Division.

## Seep Offers Microcomputer Training

- Selecting a Micro ..... 9/5
- Using PC DOS ..... 9/6
- Intro to Micros for:
  - Clericals ..... 9/3-4
  - Managers & Supervisors ..... 9/10-11
  - Non-EDP Professionals ..... 9/12-13
  - EDP Professionals ..... 9/23-24
  - Using Lotus 1-2-3 ..... 9/20
  - Advanced Lotus 1-2-3 ..... 9/26
  - Using dBase II & III ..... 9/4-5
  - Intermediate dBase II & III ..... 9/19
  - Advanced dBase II & III ..... 9/27
  - Basic ..... 9/17-19
  - Wordstar ..... 9/25

SEEP's schedule for October 1985 through June 1986 will be available mid-August.

For further information regarding courses or registration, please contact your departmental training coordinator to register. For more information call 445-0397.

languages (he taught himself English).

In 1970 Tony entered State service as a State Police Security Officer and in 1977 became a State Police Officer in Southern California. Tony has worked a great variety of assignments with the State Police, and most recently has been assigned to the Protection of the California State Water Project in Castaic.

Upon retirement Tony said, "I dedicated myself many years ago to this line of business. It was my goal to help people, as 98% are good people, also to repay this country a small token for accepting me."

## GOLDEN HANDSHAKE

The following Department of General Services employees elected to take advantage of the Golden Handshake early retirement opportunity.

### Office of Buildings and Grounds

Robert B. Rogers	George W. Lessane	John E. Smock
Theodore A. Louis	Vernis York	Edmond Wright
Jovita T. Enriquez	Victor Green	Avon M. Neely
Jimmie Thomas	Luther L. Claiborne	Marvin Flowers
Lee C. Doran	Elliott Houston	Frederick J. Hayles, Jr.
Ernest Woodfy	Carnell J. Williams	Lowell R. Hudson
William G. Stiles	Marjorie L. Nelson	Leo Metoyer
Earl L. Exe	Jean MacElroy	Arthur J. Kreiensieck
Searcy Arnold	Thomas S. Senter	Melvin J. Frye
Masao R. Hayashi	John W. Smith	Clarence A. Scher
Betty J. Hoffman		

### Office of Support Services

Maurice E. Wescott	S. E. "Ed" Clark
--------------------	------------------

### Office of Legal Services

Emil Relat

### Office of the State Architect

Karl Stricker	Art Dewitt	Tom Chinn
---------------	------------	-----------

### Office of Administrative Hearings

Carl A. Pierson	Philomena G. O'Reilly	Kenneth Cameron
Henry A. Paolucci		

### Office of Fleet Administration

Cecil F. Sampson	Ronald F. Chidesteh	Wayne L. Rilliet
Dan S. Green	Ralph A. Thomas	

### Office of Procurement

Kae S. Tsuji	Paul A. Sampson
--------------	-----------------

### Office of State Printing

Ralph M. Galloway	Albert J. Korabeck	Robert W. Johnson
Lowry T. Underhill	Nick Luna	James G. Neagle
Delbert M. Bangs	Ruth D. Smith	Robert V. Feuillard
Fred O. Botz	Jerome J. Nash	M. R. Helton
Robert H. Dane	Howard S. Morrow	Sarah J. Fisher
Kiernan W. Beck	Clarence C. Chambers	Billy G. Holtzclaw
Norman L. Pierce	John J. Ryan	Ronald R. Rader
James K. Campbell	Glynn E. Biles	Vincent J. Toolan
Clement J. McKenna	Richard M. Buford	Lily L. Chapman
Eunice W. Fitz-Gibbon	Gene R. Tennant	Harry H. Lusk

### Office of Administrative Services

Regina F. Vogel

### Office of Local Assistance

Patricia Hansen

Virginia M. Sumpter

## HOW MANY TIMES MAY I DROP MY PENCIL?

### A Case History

Years ago, before the disabled had equal opportunity in the work place and before their contribution could impact the work force, jobs were hard to get and even harder to keep. What is accepted now was unheard of then. Take my case, for example.

I have been employed in the private sector — one way or another

— since I turned sixteen. Because I have cerebral palsy and have been in a wheelchair most of my life, I have worked much of that time from my home. That I have only the use of my left arm has not kept me from performing well at my assignments. When my ability to produce has been noted, I have often been asked to

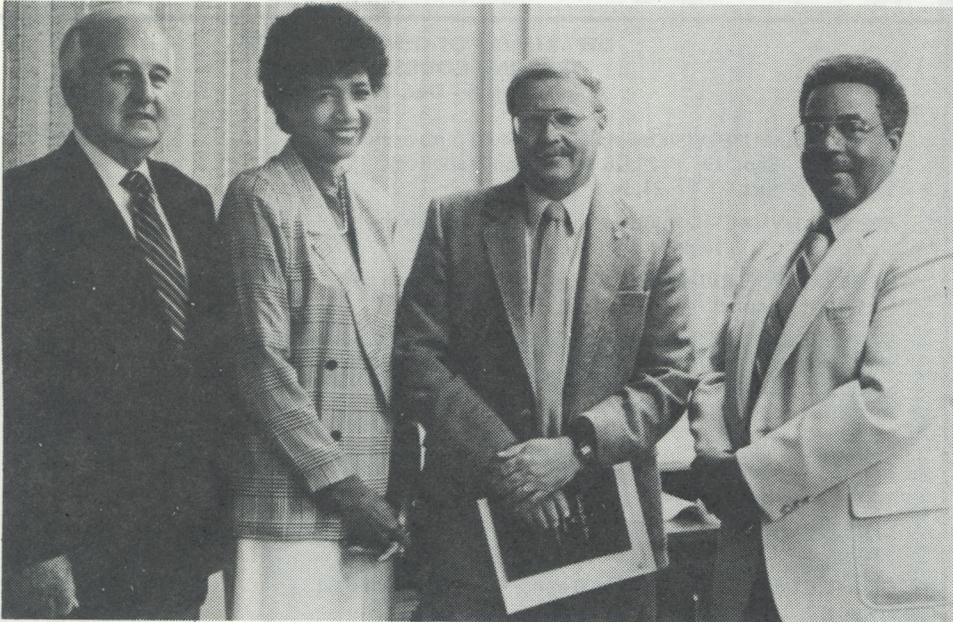
come into an office to supervise others and to teach them my methods. All would go well for a short time . . . Then those from the main office would survey our branch, see me, and the next week I would be working at home or not at all . . . or . . . If I asked a seemingly friendly co-worker to help me in some way, I would later find that that person had complained to management and had my job within a matter of days.

So when I came into State service, I was a little "gun shy". I found myself staying as unobtrusive as possible. Maybe no one would notice I was here. Those first few weeks I lived in fear of dropping a report, some paper, or a pencil. Since I could not reach the floor, how would I pick it up? When friendly co-workers offered help, I backed away. I did not want to be replaced.

Because it is my nature to bubble over with whatever is bothering me, I could not keep still for long — and I could not keep from dropping that pencil. I shared my fears with my supervisor, who laughed and did his best to reassure me that if I did drop something, I would still keep my job. What a relief! Yes, . . . but what if I dropped that pencil again and again?

How many times could I ask for help and still retain my position? Where was that fine line between asking enough and asking too much? Were there those employees I could ask freely and those who would feel threatened by each request? Just as making the office coffee is not the duty of just one person or segment, so occasionally helping a co-worker who has physical limitations should not be expected of any one segment either.

During a staff meeting I shared these fears with my fellow workers and requested their input. They learned my needs and I learned theirs. When I occasionally require help, I do not ask someone who is rushing down the hall. Recognizing that others' needs are just as important as mine, I search for someone who is not in such an obvious hurry to get from Point A to Point B. Now all the staff is open to lending a hand. The responsibility for enhancing office production is shared by everyone. I too, lend a hand whenever possible.



Dan L. Johnson (holding award) reached the 25 year mark on June 1, 1985. Also pictured are W.J. Anthony, Rosamond Bolden and Robert L. Wright.

### Emil J. Relat. . .

*Cont'd from page 3*

Administrative Adviser where he quickly became the second in command. He participated in the development of the statutory framework for the creation of the Department of General Services in a meaningful way and achieved the mantle of the Chief Counsel of the Department. He served continuously in that capacity, except for the first year of its existence.

His activities related to the State demonstrate his interest and his devotion to matters receiving little acclaim but wide spread importance. He was always willing to be involved and counted as a contributing force.

In addition, he was for many years an active force in the California State Employees' Association and was President of the State Men's Club.

While his career with the State of California was distinguished, his influence and activities were not confined to State service but involvement with the community as a whole as demonstrated outside his work with his affiliation with Sierra-Arden United Church of Christ, the Boy Scouts of America, and the Parent Teacher's Association. He is also an avid sportsman, an active skier, and has been a skilled tennis player of some renown. He is a grandfather with six grandchildren, among which is a set of triplets.

Perhaps most remarkable concerning Emil Relat was his ability to respond spontaneously and cogently to the most difficult questions or situations and invariably suggest a course of action or answer which was apt, responsive and practical.

His retirement from State service leaves a void which will never be adequately filled. A rare fellow comes along in this life all too infrequently. We wish him the best during his retirement.



Participants in the OSA Gross Tie Contest.

## OSA's GROSS TIE DAY

On June 26, 1985 the Specifications Section of the Office of the State Architect sponsored the First Annual "Cliff Roberts Gross Tie Day". Named in honor of longtime OSA'er, Cliff often sports neckties of questionable color and pattern, not to mention taste. The gala event generated considerable enthusiasm and interest from the various sections at OSA. Entrants were judged informally during the day on the basis of "Grossest" color, pattern, and material. Presentation of the coveted awards was held in the afternoon. Results were as follows:

- BEST OF SHOW ..... CLIFF ROBERTS, ARCHITECT
- 1ST RUNNER UP ..... DEAN HUNT, ELECTRICAL
- 2ND RUNNER UP ..... FRANK REYES, SPECIFICATIONS
- 3RD RUNNER UP ..... GENE MONDRO, MECHANICAL
- GROSSEST COLOR ..... JOHN KASCHAK, MECHANICAL
- GROSSEST PATTERN ..... WHIT COX, STATE ARCHITECT
- GROSSEST MATERIAL ..... DEAN HUNT, ELECTRICAL
- SPONSOR AWARD..... CLIFF ROBERTS, ARCHITECT
- FOUNDER AWARD ..... JOE CRESCIONE, ARCHITECT

(ACE REPORTER — MICHAEL D. CHAMBERS. SPECIFICATIONS)

### THE SEVENTH ANNUAL HELP SOMEONE SPECIAL BENEFIT RUN

Mrs. Gloria Deukmejian will officially start this year's event, Saturday, September 21 at 8:00 a.m., at the California State University, Sacramento. Over 500 participants are expected to walk, run, wheelchair or jog the scenic three-mile loop course along the American River Parkway. Funds raised by this event will go to local public and private organizations that provide recreation opportunities to the disabled in the Sacramento Area. Registration forms may be obtained from Casey Randall, Departmental Coordinator, at 915 Capitol Mall, Room 470 or Casey may be contacted at 322-5990. GET INVOLVED AND HELP SOMEONE SPECIAL.

### Breaking Out of the Deadlocks of Decision Making

You know what you need to decide. You've figured out what you want to achieve, preserve and avoid by your decision. You know what your priorities are. And you know what options are available to you. But you *still* can't come to a decision. What's a decision-maker to do?

Theodore Isaac Rubin, M.D., suggests these ways for breaking out of the deadlock:

- **Rest.** Take a break from thinking about the decision. Go for a walk or do some other exercise; sleep; see friends; do other work.

- **Accept imperfection.** Decisions are always imperfect. Don't expect yours to be different. If it reflects your own priorities and feelings, it will be O.K.

- **Boost your morale.** Go do something that is uplifting and makes you feel good.

- **Review your priorities again.** This can be particularly good if two options are pulling equal weight in your mind. You may suddenly realize that one of the two options better satisfies a certain priority, and your decision will be made.

### DEPARTMENT OF GENERAL SERVICES TRAINING COURSE SCHEDULE July - Dec. 1985

#### ADVANCED SUPERVISION (8:00 a.m. - 4:00 p.m. each day)

Section 1: Sept. 23, 24, 25, 26 & 27 (San Francisco)  
Section 2: Oct. 21, 22, 23, 24 & 25

#### AFFIRMATIVE ACTION (8:00 a.m. - 4:00 p.m. each day)

Section 1: Sept. 16 & 17

#### BASICS OF SUPERVISION (8:00 a.m. - 4:00 p.m. each day)

Section 1: Sept. 9, 10, 11, 12 & 13 (Los Angeles)

#### CAREER GOALS: A SKILLS ANALYSIS (8:00 a.m. - 4:00 p.m. each day)

Section 1: Aug. 15  
Section 2: Sept. 20  
Section 3: Oct. 11  
Section 4: Nov. 7

#### CAREER PLANNING WORKSHOP (8:00 a.m. - 12:00 noon each day)

Section 1: Nov. 15, Dec. 12, 1985 and Jan. 22, 1986

#### CIVIL SERVICE EXAMINATION WORKSHOP (12:15 p.m. - 4:15 p.m. each day)

Section 2: Oct. 28, 29, 30, 31 & Nov. 1

#### CONFLICT MANAGEMENT (8:00 a.m. - 4:00 p.m. each day)

Section 2: Nov. 13 & 14

#### DEVELOPING YOUR LEADERSHIP (8:00 a.m. - 4:00 day 1 & 2) (8:00 a.m. - 3:00 day 3)

Section 1: Nov. 5, 6 & 7

#### MANAGING COMMUNICATION THRU ASSERTION (8:00 a.m. - 4:00 p.m. each day)

Section 2: Sept. 23 & 24  
Section 3: Oct. 29 & 30

#### MANAGING & SURVIVING ORGANIZATIONAL STRESS (8:00 a.m. - 4:00 p.m. each day)

Section 2: Sept. 4 & 5  
Section 3: Oct. 16 & 17  
Section 4: Dec. 2 & 3 (Los Angeles)  
Section 5: Dec. 10 & 11  
Section 6: Dec. 17 & 18

#### MANAGEMENT BRIEFINGS (Day 1, 8:00 a.m. - 4:00 p.m., Day 2, 8:00 a.m. - 12:30 p.m.)

Section 1: August 6 & 7  
Section 2: Nov. 25 & 26

#### NEW EMPLOYEES ORIENTATION (SACRAMENTO) (8:00 a.m. - 11:00 a.m.) (Evening classes scheduled upon demand)

Section 1: August 8  
Section 2: Sept. 13  
Section 3: Oct. 31  
Section 4: Dec. 9

#### SUPERVISORY DEVELOPMENT PROGRAM (SDP) (8:00 a.m. - 4:00 p.m. each day)

Section 1 (Week B): Dec. 2, 3, 4, 5 & 6, 1985  
Section 2 (Week B): Jan. 22, 23, 24, 27 & 28, 1986 (San Francisco)  
Section 3 (Week A): Aug. 12, 13, 14, 15 & 16, 1985 (Los Angeles)  
(Week B): March 10, 11, 12, 13 & 14, 1986 (Los Angeles)  
Section 4 (Week A): Nov. 18, 19, 20, 21 & 22, 1985  
(Week B): May 5, 6, 7, 8 & 9, 1986

#### TRANSACTING WITH PEOPLE (8:00 a.m. - 4:00 p.m. each day)

Section 1: Oct. 8, 9 & 10, 1985

#### YOUR TELEPHONE PERSONALITY (8:00 a.m. - 4:00 p.m.)

Section 1: Nov. 19, 1985  
Section 2: Dec. 20, 1985

For further information contact your Office Training Coordinator  
All classes are in Sacramento unless otherwise noted.

- **Consider your pride.** Is pride keeping you from making the decision you know you should? Or maybe pride is moving you toward a decision you know isn't really right for you—you're hesitating.

Dr. Rubin says he once halfheart-

edly decided to teach a course because he was told he would be the youngest man in the school ever to teach it. The course didn't really interest him, and he was miserable the entire time. Pride had come between him and a good decision.