Hundreds of people gathered at City Hall February 24, 2005 for a memorial service for Rory M. Shaw, Civil Engineering Associate IV, who tragically died while working during a storm, supervising efforts to repair a massive sinkhole on Tujunga Blvd. in Sun Valley.

The lunchtime service was marked by a mix of tears, laughter and heartfelt testimony. The City Council Chambers were standing room only, and overflow crowds packed the Board of Public Works hearing room and a committee room on the tenth floor.

Against a backdrop of eight enlarged photos of Shaw wearing a bright orange shirt and yellow hard hat, Mayor James K. Hahn noted that Shaw had a reputation among his colleagues for “going beyond expectations.”

“Maybe when we’re tired, maybe when we think the job is too difficult, we can think of Rory, and maybe we can also go beyond the expectations,” the Mayor said.

Shaw’s sister, Leslie Botti, fought back tears as she described her brother’s love for his job.

She also thanked his co-workers, comparing them to “pieces of a puzzle.”

“You all came together to define his life,” she said. She urged those present not to wonder whether something could have been done differently to avoid the tragedy. “Do not play the what-if game,” she said. “It was an accident.”

Deputy City Engineer Tim Haug said “Looking at this wonderful turnout I know that 1) Rory would be really touched; 2) He would never admit that; and 3) He’d probably say ‘Don’t you people have work to do?’”

He talked about Shaw’s commitment to his work. “A lot of us thought that Rory might have been born with a hard hat and a yellow vest.” He recounted how in their first meeting he discovered that Rory could be “painfully honest.”

Haug shared a story about when he asked Rory to write a biography for a news article, the write-up he got back showed Rory’s unique sense of humor: “Mr. Shaw was brought to the City of Los Angeles and the Bureau of Engineering by the collective lapses in judgement of Frank Bonoff, Hugh Lee and Wayne Mohr. . . . His surreal life experiences, years of education in varied fields, classified military duties and lessons received from his Uncle Bob, the King of the Gypsies, combined with the contacts in the contracting community to become a crucible which transformed Mr. Shaw into a wild mustang of a force that the Bureau of Engineering found itself unable of totally controlling and yet forced to ride until either Mr. Shaw or the Bureau collapses from exhaustion.”

Haug closed with, “Rafael said something yesterday that I think speaks to the legacy that Rory left behind. He said, ‘Rory taught us to do it once and to do it right the first time,’ That is a wonderful legacy that Rory has left for us to follow.”

Public Works Commissioner Ellen Stein said, “I had the pleasure of speaking with Rory at least three or four times a week for the past several years, as I was asked to approve requests for emergency sewer repairs.”

“His honesty is an example we should all try to live by. I knew what he told me was the truth and the right decision. Knowing that and knowing Rory made my job easier. I will miss a really wonderful and trusted friend,” she said.

Rafael Solorzano, Ishmael Escobar, Ralph Herrera and Matthew Venable shared their memories of good times with their friend and coworker.

City Engineer Gary Lee Moore announced that a special employee recognition award would be established in Rory’s name and invited the Shaw family to attend the award ceremonies when they are held. He accompanied the family back to Michigan and represented the City and the Bureau at the funeral services that were held on February 26, 2005.

The Shaw family has set up a scholarship fund with his alma mater, Michigan State University. Those who wish to donate should make their checks out to the university, and include the designation, “In Memory of Rory Shaw.”

Checks should be mailed to Michigan State University, University Department, 4700 S. Hagadorn Road, Suite 220, East Lansing, MI 48823.

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Message from the Mayor

February 25, 2005

Department Workplace Violence
With the death of our two Street Services employees, I want to remind Department Heads to be ever vigilant in relation to protecting your workforce and to be fully aware of the destructive effect workplace violence has on the health and safety of your employees.

The City of Los Angeles has a comprehensive Workplace Violence Policy available at http://www.lacity.org/per/EEO/violence.htm. It is essential that each Department Head remind all supervisors of the existence of this policy and the requirement to implement all of the steps described therein to reduce the possibility of violence occurring in your workplaces.

The City also has an Employee Assistance Program (EAP), which is free of charge to all City Employees and their families. The Program assists with personal issues such as depression and anxiety, marital and family concerns, child and elder care, workplace concerns, legal and financial issues, substance abuse, and health issues, etc., all in a private and confidential manner. Counselors and advisors are available 24 hours a day, seven days a week. The EAP should be used as an early and immediate intervention when a supervisor learns of stressful situations for an employee.

I am directing all Department/Bureau Heads and Commissions of City government to take the following action:

• Ensure that all employees under your responsibility receive information and training that will reinforce the utilization of the employee assistance Program when needed.
• Ensure that all City employees for whom you are responsible receive information and training regarding the provisions of the City’s Workplace Violence Policy.
• Submit a report to the General Manager of the Personnel Department, no later than May 6, 2005, detailing what steps were taken within your organization to:
  1. Establish and/or update internal workplace violence procedures.
  2. Distribute EAP information to every employee within your organization;
  3. Provide applicable reinforcement and training regarding EAP and workplace violence identification and prevention.

In addition to providing a report detailing each department’s compliance with the above stated directives, I am directing the General Manager of the Personnel Department to facilitate specific training in these areas to all Department Personnel Directors and Department Workplace Violence Coordinators to explore the issues of workplace violence in more detail and to provide additional direction and guidance that can be referenced in handling these issues.

While we cannot always predict the occurrence of workplace violence there are certain actions, statements, behavior, or conduct that may be a precursor to violence, and is observable by supervisor and other employees. Because we cannot be certain when such actions may occur, we have to act in a protective fashion when we see these. This includes a zero tolerance for actual acts of violence, the taking of disciplinary action when the conduct of an employee violates City policy, and acting to make certain that even horseplay or other supposedly harmless conduct is not condoned.

Join me in my commitment to maintaining a workplace that is safe and secure for City employees, customers and visitors by ensuring that all threats, threatening behavior and acts of violence are taken seriously and dealt with promptly and thoroughly.

From the City Engineer
I know we are all still feeling the shock of the events of last week. The well being and safety of employees are of utmost importance to me. I want to make sure that everyone is aware of the resources that are available. Please take the time to read about the Employee Assistance Program and also the City’s Workplace Violence Policy reprinted in today’s Newsletter.

Statement by the Board of Public Works
The following statement was issued February 25, 2005 by the members of the City of Los Angeles Board of Public Works:

We at the board of Public Works are stunned by the tragic incident that resulted in the death of two of our employees at the Bureau of Street Services East Los Angeles Maintenance Yard, on Thursday, February 24. The two casualties are Rene Flores, Street Services Supervisor II, and Ricardo Garris, a Maintenance and Construction Helper.

This latest tragedy follows on the heels of the death of Rory Shaw, the Department of Public Works engineer who died earlier this week after falling into a widening sinkhole in Sun Valley.

“We mourn the loss of Mr. Flores and Mr. Garris and our sympathy and condolences go out to their families, friends and co-workers. A psychologist will be at the site today to offer help to co-workers in dealing with the loss of their comrades.”

“Our employees, however, are resilient, as evidenced by their superior performance during the recent rainstorms. We are confident that they will be able to continue to function in the same admirable way as the have in the past.”

EAP is There for You
The Employee Assistance Program (EAP) is a professional, confidential and free program to help you deal with personal issues and problems that could affect your health, relationships with others or job performance. EAP is available 24 hours a day, seven days a week.

It can happen to anyone. Circumstances at home spill over into your work life. Job issues affect relationships at home. Left alone, minor issues can become major. And the fall-out can impact both your home and work life. When you’re unsure of where to turn for help, turn to your EAP. This program is an employee benefit available to you at no cost. An EAP counselor can be a resource for such issues as:

• depression and anxiety
• marital and family concerns
• child and elder care issues
• workplace concerns
• legal and financial issues
• substance abuse
• health issues

Participation in the program is confidential in accordance with all state and federal laws. No one will know you’ve accessed the program services unless you specifically grant permission or present a concern that presents the EAP with a legal obligation to release information.

Online EAP Resource
Achieve Solutions allows you to tackle the challenges you’re facing and develop ways to address them - all from the privacy of your own computer. Log on to Achieve solutions 24 hours a day at www.achievesolutions.net/cityofla with User Name: cityofla, Password: solutions to:

• Access a comprehensive library of educational materials, including information on child care, elder care, stress and relationship issues.
• Complete self-assessment tools and interactive training.
• Read news briefs and feature stories, which are updated weekly.

As Close as Your Phone
To access your EAP, just pick up the telephone and call the toll-free number (877) 277-5384. An experienced professional will answer your questions or direct you to an EAP counselor. EAP counselors are licensed clinical professionals - people who will listen, help sort things out, and develop, with you, a workable plan for a solution.

Your EAP counselor may continue to work with you directly, or may refer you to another professional in your community for counseling, resources or specialized treatment. If you and your counselor determine such options may be helpful, your counselor will research the most appropriate and affordable options and whether extended services are covered under your plan.
WORKPLACE VIOLENCE POLICY

Nothing is more important to the City of Los Angeles than the safety and security of its employees, customers, and visitors. The City is committed to maintaining a workplace that is free from violence or threats of violence. Threats, threatening behavior, or acts of violence against an employee, a customer, a visitor, or any other individual cannot and will not be tolerated. All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. For the purpose of this policy, the workplace is considered to be anywhere an employee is engaged in City-related business.

Any form of violence or threat of violence - whether actual or reasonably perceived - involving a City employee or occurring in the workplace must be reported to a supervisor, manager, or the department’s personnel office. Such behavior must be reported whether it is committed by another City employee, a contractor, a customer, or member of the public. If management determines that an employee has engaged in workplace violence, appropriate action must be taken, which may include discipline up to and including discharge. Any violent behavior committed by an employee outside of the workplace which arises out of a contact made at the workplace may also result in disciplinary action up to and including discharge.

Where the violent behavior occurs at the workplace, whether it is committed by a City employee or by an individual who is not a City employee, the City will contact the appropriate law enforcement agency, if necessary. Additionally, in all cases where violent behavior or a credible threat of violent behavior is directed at a City employee, the City will take appropriate legal action and/or other steps necessary to help protect the employee and/or the employee’s family members.

An employee should also report the existence of any restraining order that covers the employee at the workplace or any potentially violent nonwork-related situation that could likely result in violence in the workplace. Under such circumstances, management will take appropriate precautions to help protect its employees in the workplace.

The types of behavior covered by this policy include, but are not limited to:

- Violent physical actions
- Direct or implied threats to do harm to another or to property (including intimidating use of one’s body or physical objects)
- Verbally abusive or intimidating language or gestures
- Threatening, abusive, or harassing communication (e.g., phone calls, letters, memoranda, faxes, e-mail)
- Unauthorized possession of a weapon at the workplace (including on City parking lots)
- Destructive or sabotaging actions against City or personal property
- Engaging in a pattern of unwanted or intrusive behavior against another (e.g., stalking, spying, following)
- Violation of a restraining order

This policy will accomplish its objectives only with the open and full support of management at all levels throughout the City. Accordingly, each department is directed to develop and implement a plan and provide training programs to prevent and appropriately respond to incidents of violence. Additionally, each department shall communicate workplace violence-prevention and violence-management techniques to staff on a regular basis and ensure that appropriate security measures are implemented to minimize the likelihood of violence occurring.

Full cooperation by all employees is necessary if the City is to maximize the safety and security of its employees, customers, and visitors. The City will not tolerate retaliation against any employee who reports workplace violence or a threat of violence.

WORKPLACE VIOLENCE PREVENTION GUIDELINES

In accordance with sound employment practice and State law, the City of Los Angeles has adopted its Workplace Violence Policy. This policy commits the City to taking reasonable actions to develop and maintain a workplace that is free from violence or the threat of violence. The best strategy to achieve a violence-free workplace is to prevent violence or the threat of violence before it occurs in the work environment. The effective prevention of violence requires the consistent commitment of all employees, supervisors and managers.

Employees should be encouraged to immediately communicate to supervision any work-related or non-work-related situation that has the potential to create violence in the workplace. Supervisors and managers must take all reports of potential violence seriously, investigate promptly and take appropriate actions to minimize and eliminate the potential for violence in the workplace. The City can effectively reduce the potential for violence in the workplace only through the ongoing development and maintenance of the highest levels of communication between employees and managers. City departments should implement the concepts in the following guidelines to achieve an effective workplace violence prevention program.

Coordination of Workplace Violence Prevention

Each City department should identify a Workplace Violence Prevention Coordinator. The position will be responsible for the development, implementation, evaluation and modification of the department’s workplace violence prevention program. The Workplace Violence Prevention Coordinator should be the department’s personnel officer or a senior manager with the authority to implement policies on a department-wide basis.

The Workplace Violence Prevention Coordinator, as a member of the Department’s Threat Assessment Team, (refer to attachment III) will be responsible for reviewing all reports of threats or acts of violence to identify areas for improvement in the department’s security, training, and communication programs. The Coordinator may seek technical assistance from members of the City’s Threat Assessment Team, Department of General Services Security Services and employee organizations to identify and implement the elements of an effective prevention program.

Workplace Violence Prevention Training

Each City department should conduct general and work environment-specific training on methods and techniques to prevent violence or the threat of violence in the workplace.

General workplace violence prevention training may include, but not be limited to: awareness of the City’s Workplace Violence Policy, methods for defusing hostile or potentially threatening situations, awareness of basic behavioral indicators that could lead to violent acts, communications procedures for reporting potentially violent situations or individuals, methods for assessing security in the workplace and awareness of Employee Assistance Programs.

Work environment-specific training may include: awareness of crime areas, awareness of specific higher risk work activities, personal safety, location and operation of alarm systems, communication procedures for securing assistance from security services, protective services, and medical services and emergency escape routes.

Security Assessment

Each City department should periodically review all work environments to assess the potential for violence or threat of violence, to identify existing security measures and to recommend additional reasonable measures that could be implemented to increase workplace security. The necessity for workplace security measures varies significantly, depending on the potential for violence or threat of violence.
Workplace Violence - continued from page 3

depending on the type of work environment. The following are some of the general issues that should be addressed in a workplace security assessment: procedures for securing emergency assistance; access and freedom of movement within the work environment; existing locks, security systems, physical barriers; employees' knowledge of emergency procedures; routine work procedures; escape routes; access to protective and security personnel; cash handling procedures and signage.

In conducting the periodic security assessment, City departments are encouraged to use joint labor management teams to ensure that the security issues of line staff are identified.

Communication
Fundamental to the success of the City's efforts to prevent workplace violence is completely open communication between employees, supervisors and managers. Employees are the best source of information on potentially violent situations or individuals in the workplace. Employees should be encouraged to immediately bring to the attention of supervisors and/or managers any issue that has the potential to create violence in the workplace. Management must educate and update employees on workplace violence issues through relevant articles in newsletters, safety bulletins, and safety meetings.

Investigation of Potential Workplace Violence
Management must take any report of a potentially violent situation or potentially violent individual seriously, and conduct an immediate investigation to assess the potential for violence. If the information is verified, management should take action in accordance with the concepts identified in the Workplace Violence Intervention and Reporting Guidelines.

Workplace Violence Intervention and Reporting Guidelines
This document provides intervention and reporting procedures to implement the City’s Workplace Violence Policy. The procedures apply to situations and behaviors involving the threat of violence, the potential for violence or actual violence in the workplace. The procedures cover steps to take when dealing with employees and former employees who present early warning signals of danger, potential danger or immediate danger as well as to non-employees who may pose similar threats to City employees.

Threat Assessment Teams
Two types of Threat Assessment Teams are hereby established:

1. City's Threat Assessment Team: The City has created a City-wide Threat Assessment Team consisting of representatives of the Personnel Department, Los Angeles Police Department’s Threat Management Unit, the City Attorney’s Labor Relations Division, the Personnel Department’s Medical Services Psychology Section and the Los Angeles Police Department’s Behavioral Science Services. The team or any of its members is available to City departments to assist in handling situations involving potential or actual violence in the workplace.

2. Department Threat Assessment Team: Each City department should create a Department Threat Assessment Team for the evaluation and management of all reported threats or acts of workplace violence. The team should be chaired by the department’s personnel officer and should include a representative from the department’s senior management. Additional members may be added to the team on an incident-by-incident basis, including a member from the affected employee's line supervision and a representative from the employee's employee organization, if the employee is represented.

The Threat Assessment Team will evaluate each reported threat or act of violence and, where appropriate, provide recommendations for intervention and management of the individual and work site. The chair of the team must maintain a record of all reported threats or acts of violence and document the team's findings and recommendations.

Response to “Danger Signals” by Threat Assessment Teams

1. Early Warning Danger Signals: An individual may display early warning signs of behavior or language which, if not addressed, could result in acting out and/or creating significant emotional distress for others in the workplace. These warning signs include changes in an individual’s regular behavior patterns, especially a deterioration of general behavior and/or work performance, withdrawal from others at work, increased irritability or expressed feelings of victimization (for example, blaming others for the employee’s work problems). These behaviors should be evaluated. If the behaviors of an employee are verified, the employee should be counseled, and, if appropriate, encouraged to seek treatment through the employee’s Employee Assistance Program or his/her health care provider.

While it may be more difficult to observe early warning signs developing over time in an individual who is not a City employee, if similar types of behavior on the part of such individual do occur in the workplace, it is important to notify a supervisor and document any such incident or behavior.

2. Potential Danger: An individual may display a pattern of behavior or language which is a warning sign of potential violence and/or which may cause significant emotional distress for others in the workplace. Such indicators include belligerent or defiant behavior; harassing, abusive or threatening language; indirect threats; paranoid language or actions; fascination with weapons or with acts of violence; or preoccupation with a particular City employee. Any such behavior should be evaluated, verified and documented.

In instances where an employee’s behavior is verified and is creating disruption in the workplace, but attempts to defuse the situation fail, the supervisor, in consultation with a personnel officer if feasible, may place an employee on paid leave. However, in instances where the supervisor reasonably suspects that substance abuse is a contributing cause of the behavior of concern, the supervisor should arrange for an immediate substance abuse assessment in accordance with existing department policies and procedures.

Where the potential danger is caused by an individual who is not a City employee, it may be possible to defuse the situation verbally. If efforts to do so fail, all affected employees should attempt to remove themselves from the situation. If necessary and possible, security should be notified and the individual removed from the workplace.

As soon as it is practical after an incident creating potential danger, a meeting of the department’s Threat Assessment Team should be held to develop an intervention plan for the individual creating such a danger and for the employees in the workplace. Such plan may include removing an employee from the workplace (if that has not yet been done) proposing discipline, and/or referring the employee for a work fitness evaluation by a City Psychologist. If the incident was caused by an individual who is not an employee, such plan may include taking additional security or precautionary measures.

At any time during the assessment of the individual’s behavior and the work environment or later, during the planning sessions of the department’s Threat Assessment Team, the department’s personnel officer or other team member may find it useful to consult with the City’s Threat Assessment Team by calling the City Psychologist at (213) 485-4629 or the Los Angeles Police Department’s Threat Management Unit at (213) 473-7488.

3. Immediate Danger: Circumstances may arise in which an individual poses a clear and present threat of danger causing harm to him/herself or to others. Examples of posing an immediate danger
include brandishing or using a weapon or otherwise causing harm or risk of harm to another or making credible direct threats to cause such harm.

Where an individual poses an immediate danger, the following steps should be taken:
A. Call 911 when a weapon is involved or when there is an immediate and direct threat to someone’s life.
B. In all other cases, call department security, if available, and/or place a non-emergency call to the local police department for assistance in controlling the situation.
C. Notify other persons in the area of immediate danger.
D. Get medical and/or mental health assistance, if necessary.
E. Contact the Police Department’s Threat Management Unit for an assessment of possible criminal activity and/or need for mental health intervention.
F. If violence occurs, take immediate action to care for the needs of affected employees. See the “Aftermath Response” section of the Post-Critical Incident Guidelines for specific recommendations for action.

In addition to the above, if an employee poses the immediate danger, the following steps should be taken by supervisory or management personnel of the department:
G. Place the employee who poses an immediate danger off duty with pay. The department’s personnel officer should then determine, by consulting with the appropriate mental health professional, whether a work fitness evaluation will be required prior to the employee’s return to duty.
H. Where appropriate, impose discipline in accordance with Civil Service or other applicable disciplinary guidelines.
I. In instances in which the employee has been cleared to return to duty, hold a meeting of the department’s Threat Assessment Team and appropriate members of the City’s Threat Assessment Team to develop an immediate and long-range plan for the employee and the work site.

Workplace Violence Post Critical Incident Guidelines
Workplace violence is one of a range of critical incidents outside the normal scope of human experiences that has the potential to cause psychological trauma. Critical incidents include naturally occurring disasters; industrial or traffic accidents resulting in death, serious injury, or the perception of a “close call”; unusual occurrences which bring intense and/or prolonged negative public scrutiny; and physical violence or credible threats of violence that result in or could result in death or serious injury to employees or their customers.

The impact of a critical incident may be limited or widespread within a department depending upon whether it affects a few or many people within the department. Regardless of the extent to which it impacts the department, it is important to initiate a series of steps to assist the affected employees with their emotional recovery. These guidelines are designed to establish a timely and appropriate City response to the aftermath of traumatic events involving City employees so that the impact upon employees is mitigated and their coping and recovery may be accelerated.

Each department shall designate an individual, usually the department’s personnel officer, who shall serve as the Post Critical Incident Coordinator in conjunction with the City’s Lead Occupational Psychologist in cases involving non-LAPD employees, and the LAPD’s Chief Police Psychologist of Behavioral Sciences Services in cases involving LAPD employees. The department’s Post Critical Incident Coordinator will be responsible for the preparation and implementation of a Post Critical Incident Plan.

Plan preparation shall include but not be limited to:
1. Identifying and establishing a list of available City mental health practitioners, including available EAP resources, who have expertise in trauma, crisis intervention, and critical incident stress debriefing and who can be deployed in the aftermath of a critical incident.* These resources shall be on-call and immediately available.
2. Establishing a list of management personnel who can make appropriate decisions regarding an employee’s work status.
3. Establishing a system for communicating with highly affected employees and victims’ families for ongoing psychological and human resource needs.
4. Establishing within each organizational unit/facility a location for the incident command center to serve as the point of telephonic/physical contact for incidents.

*Some departments, such as Fire and Water and Power, may have their own mental health/EAP resources with appropriate critical incident services. In such instances, the department should utilize its own mental health resources.
5. Identifying rooms within each organizational unit/facility for individual counseling, group counseling, and a meeting place for the mental health team.
6. Creating an Injury and Death Notification Team by identifying and training appropriate departmental representatives to provide death and injury notifications.*
7. Establishing media relations procedures, including identifying the department’s media spokesperson.

Aftermath Response
The department’s Post Critical Incident Coordinator will be responsible for implementing the following aftermath response guidelines to critical incidents. For all incidents, whether limited or widespread, the following steps should be considered:

Immediate
1. In coordination with the department’s media spokesperson, gather information as to what happened, who was involved, who may be affected (most to least) and begin a process of determining what information may be shared immediately with involved and the affected employee(s) to reduce anxiety and misinformation.
2. Ensure that all media contact is through the department’s media spokesperson.
3. Consult with the City’s Lead Occupational Psychologist or the LAPD Chief Police Psychologist of Behavioral Sciences, or other mental health/EAP resources as appropriate, regarding necessary notifications and the need for onsite mental health intervention. Consideration should be given to critical incident defusing and/or debriefing as indicated for the affected employee(s).
4. Address the issue of temporary reassignment, time off, or other appropriate accommodations with the more highly affected work group members as recommended by mental health resources and as requested by the employee(s).

*Staff of the LAPD’s Behavioral Science Services Section will be available to provide training for the members of the Injury and Death Notification Teams. Interested departments should contact the Chief Police Psychologist of Behavioral Science Services who will be coordinating delivery of this training at a specific date and time in a centralized training session.

5. Ensure that prior to leaving work each potentially affected employee will have had access to on-scene mental health support and/or, for those employees desirous of, or in obvious need of counseling, that an appointment has been scheduled with a mental health counselor. Use, as needed, the appropriate EAP to facilitate scheduling such an appointment.

6. Provide each affected or potentially affected employee with the phone numbers to the appropriate EAP and to the counseling service from the employee’s medical provider.

7. If necessary, convene the Injury and Death Notification Team. For death noti-
Workplace Violence - continued from page 5

Rory M. Shaw Biography

Rory M. Shaw was born on September 4, 1957 in Aurora, Colorado.

After attending local schools in Traverse City, Michigan he pursued studies at Michigan State University, where he was awarded a Bachelor of Science degree in mathematics in June, 1979.

Following graduation, Rory joined the US Navy, as a Lieutenant. He attended Nuclear Power School and became a part of the Navy’s Nuclear Power Training Unit. Subsequently, he attended the Surface Warfare Officer’s School, after which, he served aboard the USS Truxtun, a nuclear powered cruiser. His duties included nuclear power and classified assignments. He was honorably discharged from the Navy in March of 1984.

In 1985, Rory returned to Michigan State University where he earned a Bachelor of Science Degree in civil engineering in 1990. Following graduation, Rory was recruited by the City of Los Angeles Department of Public Works in 1991 as a civil engineering assistant in the Wastewater Systems Engineering Division, Bureau of Engineering.

In an interview last year, Rory stated that, “I have been tutored, supervised, advised and mentored by legions of near mythical past and current members of the Bureau of Engineering who have tried to knock the rough edges off of me.”

They must have been successful, because Rory received many awards and commendations during his tenure with the Department of Public Works, including a Meritorious Achievement Award and a Going Beyond Expectations Citation, two of the highest awards presented by the Board of Public Works. He received his Professional Engineering registration from the State of California as a Civil Engineer in 1999.

In recent years, the City has found itself in need of more and more emergency sewer repair work done under the direction of the Bureau of Engineering. Rory’s technical expertise and commitment to public service led him to the position of Chief Emergency Construction Engineer for the City’s 6,500 mile long sewer system. Rory was the heart and soul of this highly successful program.

Rory passed away on Sunday, February 20, 2005. In addition to his mother, Shirley, he is survived by his sister, Leslie Botti; brother-in-law, James Botti; niece Jenna Botti; nephew James Botti; uncle, Peter G. Rozich; aunt, Lois Mackinder; and many cousins, friends and loved ones.

This policy is also available on the Personnel Department website at http://www.lacity.org/Per/EEO/violence.htm
BOE March of Dimes Drive
The March of Dimes has a 65-year history of saving America’s children. The March of Dimes has fought birth defects and other infant health problems through lifesaving research, innovative programs, and dedicated volunteers and have saved millions of babies. The March of Dimes is now taking on the problem of prematurity. The City of Los Angeles and the Bureau of Engineering are again participating in raising funds for this worthy organization. You can help just by buying a ticket to a chance drawing or getting breakfast, lunch, or a snack at one of the many bake sales.

March of Dimes Bake Sale
The Real Estate Group invites you to their “March of Dimes Bake Sale”. Today, March 2, 2005 starting at 8:00 am at 600 S. Spring St. 7th Floor. So, if you’re reading this, go there now before it’s too late!

You CAN make friends with Salad!
The Architectural Division invites you to their Salad Sale featuring all types of vegetables and fruits. Today, March 2, 2005 from 11:30am -1:00pm at 650 S. Spring St. 7th Floor. Prices are $3.00/small box or $5.00/big box.

Tamale/Rummage Sale
Land Development is holding a tamale sale at 201 N. Figueroa St., Suite 200, on Wednesday, March 16, 2005 from 9:00 am until sold out, $2 each. For tamales, preordering by March 14, 2005 is strongly recommended. Choose chicken, pork, beef or cheese tamales. To order contact Marie (213) 977-7096, Claudia (213) 977-6407 or Michelle (213) 977-8944.

Don’t fear taxes anymore!
The Mapping Division is hosting The H&R Block Tax Preparation Certificate March of Dimes Fundraiser. Win 1 of 5 H&R Block Tax Preparation Certificates in a blind, auction-style drawing. Submit a sealed, written bid with your name and phone number ($150 minimum) to Arvin Lopez, Mapping Division, 201 N. Figueroa St. Suite 1150, mailstop 230. The five highest bids will win. Deadline: Thursday, March 3, 2005, 12:00 noon. A second drawing for another 5 certificates will be held on Thursday, March 17, 2005. For more information, contact Arvin Lopez (213) 482-7155 or by e-mail.

What can you buy with $100?
Show the Structural Engineering Division how much you care for the March of Dimes. Enter their chance drawing for a $100 gift certificate to Best Buy. Tickets are $5 for one or $10 for three. Contact Guen Davis (847-8779) or Debra Martin (847-8780) or stop by their office: 650 S. Spring St., 4th Floor. The drawing will be March 16, 2005 at 2 pm.

Be cool... win an iPod Mini
The Environmental Management Group is hosting a March of Dimes Chance Drawing for an Apple iPod mini (4GB hard drive, holds up to 1,000 songs or 70 hours of music, and is compatible with both Mac or PC computers). Tickets are $5 for one or $10 for three. Contact Carter Atkins (847-8697), 650 S. Spring St. 5th Floor, Suite 574 EMG. The drawing will be held on May 2, 2005.

Watch some NBA action and support MOD
Watch Elton Brand and the Los Angeles Clippers battle Steve Francis and the Orlando Magic on Wednesday, March 16, 2005, 7:30 pm at the Staples Center. A portion of each ticket sale will benefit the March of Dimes. Ticket options: $22, 300 level; $32, 300 level; $65, 100 level. Contact your MOD coordinator or Carter Atkins (847-8697) for more information. Deadline to order: Friday, March 11, 2005.

Attention In-n-Out Lovers
The Date: Tuesday, April 12, 2005
Location: Parking lot between 634 and 650 S. Spring St.
The Menu: Double-double, cheeseburger, hamburger, grilled cheese, Wish Meal (chips and sodas with every meal). Contact your March of Dimes coordinator for pre-sale tickets.

Library Bond + Public Safety = Baked Goodies!
The Library Bond Program and Public Safety Bond Program are sponsoring a “Give to the March of Dimes” Bake Sale. Stop by 221 N. Figueroa St. 16th Floor for some delicious home baked goodies on Tuesday, March 29th, 2005.

March of Dimes T-Shirts are here!
The official City of Los Angeles March of Dimes t-shirts have arrived. The T-shirt features an inspired design by the Bureau’s own, Jenny Tsang, of the Architectural Division. Please see your March of Dimes coordinator for more details.

MOD Coordinators
If you want to buy a Beanie Baby or find out the latest happenings with the March of Dimes campaign, contact your division coordinator.

Executive Division
Karen Cundiff

Administrative Services Division
Karen Cundiff
Tia Davis

Animal Facilities Program
Jenny Tsang

Architectural Division
Marina Quinonez

Accelerated Sewer Repair Group
Karla Shahin

Central District
Carter Atkins

Construction Management Division
Dennis Wong

Environmental Engineering Division
Karen Cundiff

Environmental Group
Marina Quinonez

Fire Facilities Bond Program
Jenny Tsang

Geotechnical Engineering Group
Karen Cundiff

Harbor District
Ivan Gerson

Land Development Group
Dennis Wong

Library Facilities & Prop Q
Karla Shahin

Major Sewers Construction Group
Maryong

Mechanical/Electrical Group
Ivan Gerson

Project Award and Control Division
Debra Martin

Real Estate Group
Jerry Lagunzad

Recreational & Cultural Facilities
Karen Cundiff

Seismic Group
Laura Silvas

Streets & Stormwater Program
Karen Cundiff

Structural Engineering Division
Ivan Gerson

Survey Division
Marina Quinonez

Valley District
Jenny Tsang

Wastewater Conveyance Construction
Ivan Gerson

Wastewater Conveyance Engineering
Ivan Gerson

West Los Angeles District
Karen Cundiff

Zoo Facilities Group
Jenny Tsang

of the Architectural Division, Please see your March of Dimes coordinator for more details.
Transfer Opportunities
The following transfer opportunities are available. If you are interested, contact the office below by Tuesday, March 8, 2005.

Note: Due to the hiring freeze, only selected positions are being advertised at this time.

Civil Engineering Associate III
EED - Linda Rose, (310) 648-6123

Management Analyst II
WCED - Dequita Mfume 6+847-8722

Senior Clerk Typist
Central - Pam Teneza (213) 482-7047

Arrivals
Joyce Mar, Structural Engineering Associate II, Zoo; Joshua Pang, CE Associate III, WCED; Angela Ung, CE Associate II, WCED.

Promotions
Can Chow, Engineering Designer II, WCED; Rosemarie Smith, Senior Clerk Typist, Valley; Lloyd Markle, CE Associate III, Structural; Shahram Farzan, Mechanical Engineering Associate IV, Arch.

Departures
Mary Tran, Management Assistant, resigned, Prop K; Dan Singer, GIS Chief, retired, Mapping; John Brunfield, Survey Party Chief II, retired, Survey; Cristina Chavez, CE Associate I, resigned, EED.

Correction
Our apologies. In the February 16, 2005 Newsletter congratulations should have gone to Christopher Regilski, CE Associate IV, Geotech, who passed the recent State Professional Engineer Examination for Geotechnical.

Fuan Receives MSCE
Congratulations go to Civil Engineering Associate I Elena Fuan on receiving her Master of Science Degree in Civil Engineering with an emphasis on Water Resources from the University of Southern California in December 2004. Elena joined the Bureau of Engineering as a competitive, world class, public service organization dedicated to delivering projects, programs, and services for Los Angeles in a timely and cost effective manner which establishes us as the provider of choice to our customers.

2005 Productivity Awards
The Quality & Productivity Commission (QPC) has announced the commencement of the 2005 Quality & Productivity Awards Program. Last year was a banner year, Engineering employees were involved in 6 awards out of 27 awarded Citywide. Detailed instructions on filling out the awards application are available on the QPC Commission website: http://www.lacity.org/quality/qpblog.htm

This program recognizes City employees/teams for their initiative, creativity, teamwork, and cost containment efforts to improve services to the public. Projects do not necessarily have to meet all the following criteria, but judges ratings will be based on these factors:

• Improved Customer/constituent service
• Efficient Resource Utilization
• Cost Savings/Revenue Generation
• Innovation and Creativity
• Employee Involvement
• Innovation and Creativity
• Transferability

The Awards Application Form (a City PureEdge form) must be downloaded from the Commission website as described in the instructions. (To view the Awards Application, please download the PureEdge Viewer as described in the instructions.) Applications must be submitted electronically using PureEdge and in hard copy to Winifred Harano, Administrative Services, by 4:00 pm Friday, March 25, 2005.

Toastsmasters Celebrates First Year Anniversary
On Wednesday, March 16, 2005, Public Works Pioneers Toastmasters Club will be celebrating the first anniversary. The club was chartered by Toastmasters International on March 12, 2004. The festivities will be held in the 12th Floor Conference Room at 650 S. Spring Building between 12 and 1pm. We appreciate your support. Light but free refreshments will be provided.

This Toastmasters Club began their first meeting on January 16, 2004, with only three members and has assembled faithfully every Wednesday since. Today the club has an active membership of 30 adults representing every Public Works Bureau. The members meet weekly to improve their presentation skills, to encourage each other to pursue public speaking opportunities, to polish leadership skills and to cultivate an appreciation for the English language.

For more information regarding the event, please contact Ben Gaeto (213) 485-0195.

In Memoriam
Our deepest condolences go to Ralph Lew, Recreational & Cultural Facilities Program, whose father passed away February 20, 2005.

Overstreet to Retire
Fred Overstreet, Assistant Division Head of the Survey Division, has announced that he is retiring. There will be a luncheon in his honor on Thursday, March 17, 2005 at Taix Restaurant, 1911 Sunset Blvd. Cost is $22 and indicate either Chicken Marsala or Pot Roast of Beef. Make checks payable to Survey Benefit Fund. Please RSVP to Eleanor Barrera at (213) 482-7101 or Eloise Sanchez-Rubner at (213) 482-7100 by March 10, 2005.

Remember to Vote
Tuesday, March 8, 2005 is election day in the City of Los Angeles.

Alumni Luncheon
The Bureau of Engineering’s Annual Distinguished Alumni Luncheon will be on Thursday March 24, 2005, at Monterey Hills Restaurant, 3700 W. Ramona Blvd, Monterey Park, 11:30 am - 2:00 pm. The luncheon will be a buffet menu consisting of Chicken Piccata, Sirloin Tips with Bourguinon, rice pilaf, various pastas, salads, fresh fruit, assorted desserts and coffee or tea. The total cost including tax and gratuity is $27. Please RSVP and submit your check payable to the Bureau of Engineering Association Fund by March 17, 2005. If you have any questions regarding the luncheon, please contact Anita Moore at (213) 847-8705 or Terril Winfield at (213) 847-8700. Please send payment to: Anita Moore, 650 S. Spring. St., Suite 200, L.A. 90014, Mail Stop 490.

Engineering Vision
We envision the Bureau of Engineering as a competitive, world class, public service organization dedicated to delivering projects, programs, and services for Los Angeles in a timely and cost effective manner which establishes us as the provider of choice to our customers.

We’d Like to Hear from You
If you have any articles for the Newsletter, please e-mail them to Winifred Harano (wharano@eng.lacity.org), and Terry Aguilar (taguilar@eng.lacity.org). The Administrative Services Division, Stop 311 or Fax to 6+847-8357 (x78357). The deadline for the next issue is Thursday, March 10, 2005.