

Protect Yourself – Being a Victim of Crime is No Fun!

Contributed by Sgt. W. H. Fink of the Division of Protective Services.

Most people feel comfortable in their office areas. It's almost like a second home. Often, we have pictures of our loved ones, knickknacks, and other things of value to ease the pain of work or to make our day at the office as pleasant as possible. It

is human nature to personalize one's area – and second nature to trust others. Unfortunately, to some people, stealing is their second nature. Once or twice a week, Protective Services is called to take a report for a theft from someone's desk. Generally, it is only change or a dollar or two; sometimes, it is more serious: a wallet, purse, or as much as \$100. Checks and credit cards also pose a great risk. Nothing can ruin your credit rating quicker than a credit card thief on a spending spree with YOUR stolen credit card. It's like a shark on a feeding frenzy – there is "blood" everywhere – the blood being your credit card number used for purchases locally, statewide, nationwide, and worldwide through the internet.












Changes Implemented for Social Work Licensure

The West Virginia Board of Social Work Examiners received Legislative approval during the 1998 session to place limits on who can apply for temporary social work licenses. The change states that anyone who graduates from college after July 1, 2000 must have a Social Work Degree from a program accredited by the Council on Social Work Education in order to apply for a social work license or temporary license.

Anyone who graduated from college with a social work-related degree prior to July 1, 2000 can continue to file an application for a temporary license, as long as the provision to allow this action remains in effect. Related degrees are:

- | | |
|-----------------------|----------------|
| Education | Sociology |
| Elementary Education | Psychology |
| Secondary Education | Human Services |
| Special Education | Counseling |
| Interpersonal Commun. | |

During the holiday season, incidents of theft often increase. To help you avoid becoming a victim, the following guidelines are offered:

-  If you carry a purse to work, have a secure place to put it. A locked drawer is best. Put it there, not once, not twice, but every time.
-  Almost everyone puts change in his or her desk drawer, especially change for the pop machine or those collecting the new State quarters. Keep your change in your pocket or locked away in a purse.
-  Know or have a secure list of all your credit cards and their numbers, and who to call if you discover them missing. Do not leave the list in your purse or wallet.
-  If you go out of your office, lock the door or leave someone in charge.
-  Most State office buildings are open to the public. Be aware of who enters and leaves your office. Keep count one day and you'll be amazed at the number of strangers who come in and out of your work area.
-  Think security! Look around. If you were a thief, what would you steal from your office? Identify these things and make it harder on the bad guy. Sometimes, just changing the location of an item could discourage a would-be thief.
-  Take your valuables home. If you don't need them at work, then take them home.
-  Remember, it is the little, easy-to-conceal things that are in the most danger. Keep items such as cell phones, pagers, money, billfolds, car keys, and CDs put away and out of sight.
-  Finally, if you're unlucky enough to discover something stolen, call the Division of Protective Services IMMEDIATELY at 558-9911 or 558-5715.

DNR Lists Opportunities for Disabled Hunters

With the peak hunting season nearly upon us, many outdoorsmen (and women), including those who are disabled, are looking forward to spending time in the great outdoors.

Hunting opportunities for disabled hunters can be found in West Virginia on both national forest lands and State wildlife management areas. These areas have common regulations regarding their use. Vehicular access is available to holders of the resident Class Q license. This license is available for hunters with permanent and total disabilities in the lower extremities.

The Class Q license allows the holder to shoot from a vehicle when using one of these designated areas and to have one companion along to provide assistance during the hunt.

However, the companion may not be in the vehicle while the Class Q holder is hunting. Regulations also allow the companion to participate in the hunt although he or she cannot shoot from the vehicle.

The designated areas on both federal and State land are usually accessed by a gated road. Keys must be obtained from the regulating agency prior to the hunting trip. These localities have been selected due to ease of access, adequate pull-off sites, and suitable vistas for shooting opportunities. They are also located in areas where hunters are likely to see game animals.

Disabled hunters who possess a Class Q hunting permit can hunt on designated roads throughout the Monongahela National Forest. This is a cooperative program between the Monongahela National Forest and the West Virginia Division of Natural Resources, providing access to suitable hunting areas for sportsmen who hold Class Q permits.

Class Q Roads are in Tucker, Randolph, Pendleton, Pocahontas, Webster, and Greenbrier Counties.

Also newly-available to Class Q hunters is the Dry River Hollow Road, located in the George Wash-

ington National Forest near Brandywine, WV. This permanently-closed road is 2½ miles long and is located just east of Brandywine off the Westside Road. Hunters can obtain authorization to use this road by calling the Dry River Ranger District at 540/828-2591 or Wildlife Manager Reed Hammer at 304/249-5548.

Other Wildlife Management Areas (WMA) maintained by the Division of Natural Resources offering access for hunters with Class Q permits are Hughes River WMA, Lewis Wetzel WMA, Wallback WMA, Burnsville WMA, and McClintic WMA.

For more information about any of these areas, contact the DNR's Charleston Office at 304/558-2784, or the Elkins Office at 304/637-0245. More information can also be found on Natural Resource's website (www.dnr.state.wv.us).

Nov. 13 is America Recycles Day in WV



The West Virginia celebration of America Recycles Day will be observed on November 13, 2000 from 10 A.M. until 2 P.M. in the Lower Rotunda of the Main Capitol Building. This year's theme, *For Our Children's Future ... Buy Recycled Today*, emphasizes the importance of buying recycled products to benefit future generations.

Exhibitors from both State agencies and private businesses will be on hand to answer questions about recycling. West Virginians can pledge their support of America Recycles Day and register to win State and national prizes by signing cards proclaiming that they will increase their own efforts to recycle and buy recycled products. State prizes include the grand prize of \$1500 and 7 second-place prizes of \$250, both good toward the purchase of recycled products.

Contests are being held statewide for all school age children. Winners in the essay contest for high school students, the logo design contest for students in grades 5-8, and the coloring contest for children in grades K-4 will receive prizes through the America Recycles Day Steering Committee and the Environmental Resources Section of the West Virginia Division of Natural Resources (DNR).

For more information about America Recycles Day, please call the Environmental Resource Section of the Division of Natural Resources at 304/558-3370.

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Prepaid College Plan**

IS&C Holds Data Center Open House

The Information Services and Communications Section (IS&C) held an Open House on October 17 to allow State employees a chance to see its Data Center and the mainframe most of us use.

The IS&C Data Center provides centralized information technology support to State agencies and other entities. It is a 365/24/7 system - a true "we never close" operation with the minor exception of a narrow maintenance window on Sunday mornings. There are 3 sections: Hardware and Network Management, Operations, and MVS Systems Software and Planning, all located in Building 6 at the Capitol Complex. The site is secured at all times, utilizing the first sizable electronic passkey system at the Capitol. Access is controlled by person, data, time, and room.

Once, there were 100+ employees - that number is now 35. Advances in automation have allowed IS&C to shrink employee-wise and yet improve services. The computer room use to be full to capacity with equipment to run the State's information services. Now that equipment has been replaced with smaller-sized, more efficient pieces. Essentially, IS&C is doing much more with equipment that takes up much less space - a 1000% increase in capacity is contained in an enterprise server that is about the size of a refrigerator.



The small enterprise servers above now process a whopping 544 million instructions per second!

What does that mean? It means that in 1990, IS&C's room-sized mainframe processed 50,000,000 (50 million) instructions **per second** (50 MIPS). Today, the enterprise server processes about 544 MIPS (544,000,000 or 544 million)!

The former roomful of disk storage held 100 gigabytes (100 billion bytes); today it holds 3 terabytes. What's a terabyte? It's - are you ready? - one trillion bytes! Today's equipment holds 3 trillion bytes of information in something the size of an average car.

Most users aren't concerned with the numbers for speed or storage; only that the information is available and is quickly processed when needed. IS&C provides that service, and in the process has significantly reduced downtime and greatly reduced the costs for agencies.



TOP: Data storage units that once took up nearly an entire room now provide more storage in less space.

BOTTOM: Your State e-mail is processed through the equipment shown below.



From the Director of Personnel...

Remembering Veterans

A day to honor veterans, called Armistice Day, came into being on November 11, 1918, at the close of World War I. Although recognized and celebrated as a holiday in several states, it wasn't until June 1926 that it became an official nationwide holiday. Then in 1954, the word "Armistice" was replaced with the word "Veterans."

Throughout our history, veterans have played a key role in the growth of our nation. They helped to explore the wilderness, and assisted with building the canals and railroads that tied the country together. Veterans guarded the frontier, and protected the country from foreign invasion. Across a thousand battlefields, on land, at sea, and in the air, they fought the great battles that decided our fate as a people and country. Through a long and bitter Cold War and in countless places stricken by war and famine, veterans brought help and hope, and a chance for peace.

On Friday, November 10, 2000, State employees and those of many other government agencies and private industry companies will observe a day off from work in honor of Veterans Day. It is, however, on the 11th hour of the 11th day of the 11th month (November 11 at 11:00 A.M.) that Americans observe a moment of silence as thanks, remembering those individuals, living and dead, who fought for peace. Their selfless service strengthens and inspires our great nation.

Joe E. Smith
Joe E. Smith
Division of Personnel

Gnet GAIN
Internet info ... a byte at a time








**State Govt.
Leave Donation
Policy**

Considering leave donation for your unused annual leave? You can find out information about the State's Leave Donation Program at www.state.wv.us/admin/personel/empcom/cover.htm.

Avoid a Holiday Financial Disaster

Most of us have, at some time or another, loaded a credit card for the perfect gifts, only to pay interest on it until July. The holiday season is an especially vulnerable time for that. Making it worse is the fact that many times, we leave shopping until the last minute when we have few choices left, making us spend more than we intended.

When you're out shopping, try to keep the following in mind:

-  Remember that money doesn't buy love. Getting and giving presents should be fun. Regardless of the cost, a well-thought-out, heartfelt, and appropriate gift has more impact than one that is merely expensive.
-  Homemade gifts are personal and welcomed. Use your special skills, whatever they are, to make gifts for close friends and family. Anyone can buy a gift; few can make one. Homemade baked goods make great presents for neighbors and co-workers, as do cheese and/or snack baskets.
-  If someone says he or she doesn't want a gift, consider that it may be the truth. If you must give something, think about a charitable contribution in that person's name. Many couples also practice this in lieu of giving presents to each other.
-  Shop with cash if at all possible (a checking account is best - **DO NOT** carry large amounts of cash with you at any time). Short on cash for gift buying? Plan now for next year by opening a Christmas Club or small savings account.
-  Consider savings bonds or shares of stock for children, especially those who may be overindulged with toys.
-  Teenagers often love gift certificates to music stores or malls. Movie passes are also a good thought.
-  For friends and relatives who live far away, think about long-distance gift certificates or prepaid long-distance calling cards.

Make this year's shopping effort easier. Start now by making a list of everyone for whom you intend to give a gift and jot down some possibilities beside their names. Begin shopping as early as you can and get the 'easy' ones out of the way. Make use of catalogue and online shopping – just be careful about what you buy because returns aren't nearly as easy. Can you make the same purchase for different people? Perhaps your gift for Aunt Jane in Texas would be just as appropriate for your child's babysitter here in town. And lastly, avoid shopping the day after Thanksgiving since it's the busiest shopping day of the year.

Now that you're prepared ... let's go shopping!

LICENSURE – Continued from Page 1

The West Virginia Department of Health and Human Resources (DHHR) is the State's largest employer of social workers. The Legislature granted DHHR a limited exemption to the rule change (Senate Bill 329), allowing persons who graduate with a social work-related degree after July 1, 2000 the possibility of obtaining a social work temporary license if they work in a position that requires a social work degree. This exemption applies only to those working for DHHR and is valid only for the time spent working for that Department.

Anyone with questions should contact the Board of Social Work Examiners at 558-8816.

Pencil In ...



The State Auditor's Office is once again assisting the U.S. Marine Corp. in its annual **Toys for Tots Program**. The program collects toys to distribute to needy children during the holidays. For more info or to set up a collection site in your office, call Charles Perdue at 558-2251.




It's a long Thanksgiving holiday weekend! Governor Underwood is allowing State employees to take **Friday, November 24 as an additional day off**. As always, this action does not create a legal holiday within the WV Code and does not affect the Legislature, private business, or local governments. These entities must make their own decisions.



*The
Mayflower*

As part of Recycle Day, **Goodwill Industries** will be at the Capitol Nov. 13, from 10-2 to collect donations. Tax receipts will be given.



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