

The American Criminal
Justice Association
Lambda Alpha Epsilon
Phi Omega Alpha Chapter
California State University, Fresno



Prospective Member Manual

I. INTRODUCTION

The American Criminal Justice Association - Lambda Alpha Epsilon (ACJA-LAE) is an association devoted to the furtherance of professionalism in all areas of criminal justice. It strives to encourage greater cooperation among criminal justice agencies and to promote greater understanding between the community and the profession. Under the aegis of membership it fosters more responsive training and education to fulfill the needs of the profession through a unified national voice on key issues of the profession.

ACJA-LAE is structured on a regional basis nationwide. A Regional President coordinates each region. The Regional President oversees the chapters' activities, coordinates with the National Headquarters, and provides special attention, i.e., resolves problems, etc.

Membership is composed of persons who are formally committed to the field of criminal justice either through their education or their employment. Chapters are organized as professional, collegiate, or a combination of both depending on eligible members in the community.

Membership is drawn from the total criminal justice spectrum - law enforcement, prosecution, defense, courts, corrections and victimology.

ACJA-LAE builds friendships, which allow members to share common professional interests. Its foremost goals are to promote professional integrity and excellence and to encourage higher education in all fields of criminal justice.

II. NATIONAL AND REGIONAL ORGANIZATION

ACJA-LAE is a national association with approximately 3,000 members in over 100 chapters. These chapters fall into six regions throughout the country, stretching from Spokane, Washington to Florida and from Baltimore, Maryland to Hawaii. Most chapters are located at two and four year colleges and universities, although some are organized independently as professional chapters. Provision is also made for members-at-large who cannot affiliate within an organized chapter.

Six West Coast states and Hawaii form Region One of the association with 14 chapters. The state of California hosts the greatest number of chapters within Region One.

III. CLASSES OF CHAPTER MEMBERSHIP

Prospective Member - "Pledge":

A person who is applying for active membership in LAE, Phi Omega Alpha Chapter.

Probate Member:

A new member, who has been voted into the chapter, but has not yet been installed.

Active Member:

A full member of Phi Omega Alpha Chapter of ACJA-LAE who has paid all current chapter and national dues, attends at least 50% of the business meetings, unless exempt, and participates in chapter activities.

Associate Member:

A Phi Omega Alpha Chapter member who is no longer attending CSUF, but has paid all current dues and is otherwise in good standing. He/she may attend all functions and vote on all fraternity business but may not hold an elected chapter office.

Alumni Member:

Any former active member of the Phi Omega Alpha Chapter, regardless of affiliation with any other chapter. Alumni members are always welcome at fraternity activities, but may not vote, hold elected office, or use college funds.

Honorary Member:

An individual who has been voted into membership because of outstanding friendship and support given to Phi Omega Alpha Chapter. Honorary membership is similar to Alumni membership privileges.

IV. BASIC GUIDELINES OF THE INITIATION PROCESS

New members of the Phi Omega Alpha Chapter of the ACJA-LAE are selected by membership based on several factors:

1. Prospective Members must maintain a 2.0 G.P.A. on a scale of 4.0
2. Prospective Members must have a sincere interest in the field of criminal justice.
3. Prospective Members are required to attend at least 50% of the weekly business meetings and activities to maintain good prospective member status.
4. Prospective Members must present valid picture identification to the Executive Board prior to the first LAE social event. (Please see Bylaws)
5. Prospective Members go through an approximately 12- week pledge program consisting of social activities, work projects, knowledge of association information, and oral board interview with the Executive Board.
6. An excessive number of absences, if not excused, may cause the Prospective Member to reconsider whether or not he/she has sufficient time to devote to

- membership in the association. If an applicant fails to attend three consecutive meetings without notifying the Membership Officer, they will be dropped from the prospective member status.
7. Candidates will be given a written test on both the National and Chapter organization. Prospective Members who fail to pass the test with at least 70% will immediately be dismissed from the initiation process. Final acceptance will be judged on overall participation, commitment, and enthusiasm demonstrated throughout the initiation period.

V. INDIVIDUAL PROSPECTIVE MEMBER REQUIREMENTS

1. The wearing of ACJA-LAE emblem or letter clothing is reserved for active members only. Upon initiation you will also have this privilege.
2. So that you may be kept up to date on any activities or changes in activities, meetings, etc., make certain that you check the ACJA-LAE bulletin board regularly. It is located in the McKee Fisk building by the Criminology office (Room 244).
3. As a Prospective Member it is your responsibility to get to know all of your fellow Prospective Members. They want to get to know you better too!

VI. PROSPECTIVE MEMBER CLASS GROUP ACTIVITIES

1. The Executive Board will plan a group activity with the Prospective Member class and active members.
2. The Prospective Member class will organize and supervise one fundraising activity before the close of the pledging period.
3. The Prospective Members will host a prospective member party for the active and alumni members. Prospective Member will also be in charge of organizing a function involving Criminology faculty members (i.e. softball).

VII. PROSPECTIVE MEMBER CLASS ORGANIZATION AND UNITY

1. Prior to the first Prospective Member activity, the Prospective Members will elect Prospective Member leaders. The Prospective Member leaders are responsible for directing and supervising all Prospective Member class activities and for reporting to the membership officer.
2. It is the responsibility of each Prospective Member to know the names of their fellow Prospective members and the active members.
3. As Prospective Members, you will be required to work together on a variety of different activities. It is crucial that you exercise patience and work cooperatively as a group.

VIII. PURPOSE OF THE INITIATION PROCESS

The purpose of the initiation process is to maintain the quality of membership within the Phi Omega Alpha Chapter, to develop a fraternal bond between members, and to impart our own sense of loyalty and unity to you.

During the approximately twelve weeks of initiation, you will undergo a period of testing which will enhance your knowledge of the working logistics of this organization. Only through total understanding of how LAE works can you fully appreciate its purpose.

The initiation process will give you the opportunity to utilize your creativity in the areas of social and fundamental activities with the chapter. As prospective member, your personal qualities of integrity, honesty, loyalty, judgment, and dedication will also have the opportunity to be utilized as you proceed to fulfill your commitment to the chapter.

Initiation is intended to accomplish the following:

1. To promote a sense of unity among the members of the prospective members class so that they learn to trust and support one another. A major objective of pledging is to give the prospective members the opportunity to organize and work together to accomplish common goals.
2. To help you develop pride within your own prospective member class, in this chapter, this university, and the field/profession of criminal justice.
3. To promote a strong bond of fraternal loyalty between you and your fellow fraternity members.
4. To determine your willingness to accept responsibilities and to accomplish activities with enthusiasm.
5. To allow you to learn the ideas, goals, and traditions of the Phi Omega Alpha Chapter.

IX. GENERAL RULES OF INITIATION

1. Prospective members will be referred to as "Prospective Members" or "Pledges" during the entire initiation period.
2. Prospective Members as well as active members must be respectful to all of the fellow ACJA-LAE members as well as Regional and National Officers, Chapter Advisors, and Honorary Members.
3. Prospective Members as well as active members are to refrain from publicly criticizing, downgrading, or ridiculing ACJA-LAE, the Phi Omega Alpha Chapter, its members, CSUF, or any other campus organization.
4. Prospective Members are expected to attend all scheduled Prospective Members activities.
5. Certain priority activities can excuse attendance at chapter functions. These include work, other school activities, religious observances, important family activities, medical appointments, etc. but must be approved by the Executive Board.

X. SPECIAL CONCERNS OF INITIATION

The following are of special concern and it is extremely important that violations are immediately reported to the Membership Officer or any member of the Executive Board.

1. ACJA-LAE Phi Omega Alpha Chapter adheres to the Hazing Code of CSUF and the State of California. A Prospective Member will never be required to participate in any activity which is likely to cause physical or normal injury or which is intended to degrade, humiliate or disgrace.
2. Prospective Members and active members will do nothing, which may cause property damage. There will be no tampering with vehicles or residences (this includes papering).
3. Parents, relatives, teachers, employees, etc. of Prospective Members or active members will not be disturbed by pledging activities.
4. ACJA-LAE Bylaws prohibits discrimination of any type. Any embarrassment, ridicule, or insults directed toward a Prospective Member based on his or her race, religious beliefs, sexual orientation, or national origin will not be tolerated.

XI. PROSPECTIVE MEMBERS FINANCES

When the candidate is accepted into membership, but prior to installation, they pay initial national dues of \$30, local chapter dues of \$25 per semester, \$15 fund fee, and \$15 Spring Banquet Fee. This totals \$100 initiation fees.

Once initiated, to remain as a member in good standing, members pay \$2fsemester dues to the Phi Omega Alpha Chapter and \$24 annual national dues. Members will be responsible for finances involving functions such as trips to the gun range.

Several varieties of association attire are available, including polo shirts, sweat shirts, jackets, tee shirts, caps and other items. Association headquarters has rings, mugs, charms, necklaces, and other items available for purchase by members.

XIII. PROSPECTIVE MEMBER SOURCES OF INFORMATION

1. The Prospective Member Manual
2. National, Regional, and Chapter Bylaws
3. The ACJA-LAE Phi Omega Alpha Chapter Bulletin Board (McF244)
4. The Membership Officer
5. Executive Officers
6. Chapter Advisors

If you receive conflicting information from different sources, you should contact the

Executive Board. They will take the necessary steps to determine which information is correct.

XIII. PROSPECTIVE MEMBER ACCEPTANCE PROCEDURE

1. Prospective Members will write a brief self-evaluation describing the meaning of fraternal loyalty, what they have learned and accomplished during the initiation period, what Phi Omega Alpha Chapter membership means to them, and why they should be accepted into membership.
2. All Prospective Member Books and self-evaluations will be read and evaluated by the Executive Board. The Board will also consider the Prospective Member's attendance record at activities and their enthusiasm, maturity, unity, and friendliness.
3. Prospective Members will be subject to an oral board interview. The Executive Board conducts this final interview. Prospective Member Manuals, self-evaluations, a personal resume and all other Prospective Member materials must be turned in prior to the interview.
4. Prospective Member shall participate in a personal interview **with** each the President, Vice President, and Membership Officer/Prospective Member Coordinator before the oral panel interview.
5. Prospective Members will take a written test of their knowledge of ACJA-LAE. This will include questions about symbolism, history, officers, Bylaws, and all other information contained in the Prospective Member Manual and all other sources of Prospective Member information.
6. A vote will be conducted by the oral panel after the interviews are completed.
7. Prospective Members fulfilling all requirements will be extended an invitation of membership.
8. During the period between voting and installation, the new members are in a probationary status. They are no longer required to adhere to all the rules of initiation; however, they are still under the direction of the Membership Officer. They are now Probate Members.
9. Installation of new members takes place at an installation ceremony/dinner as a traditional, symbolic part of final acceptance into the chapter. All initiation fees and dues must be paid prior to the installation dinner. The dress code for the dinner is semi-formal attire (slacks, dress shirt, dresses).

XIV. HISTORY OF THE AMERICAN CRIMINAL JUSTICE ASSOCIATION - LAMBDA ALPHA EPSILON

The formative idea for an organization such as Lambda Alpha Epsilon originated at San Jose State College, San Jose, California, during the summer of 1937. That summer, the first California Technical Institute for Peace Officer Training was held at San Jose State. This program was sponsored by the Bureaus of Trade and Industrial Education for the State Department of Education and supported by the California Peace Officers Training, of which Earl Warren (then District Attorney of Alameda County) was Chairman. As each class concluded, the men attending the institute, sharing a common interest in law enforcement training and eager to upgrade their profession, realized that their mutual interest in law enforcement education and the friendships they had built were incentive to continue their association with one another. This idea, once formed, was immediately set into motion. Plans were laid and a constitution for a fraternal organization of Institute graduates to be known as Lambda Alpha Epsilon. Earl Warren drafted the plan. This

constitution was adopted at a meeting of students and instructors from the Institute held at the City Hall in Hayward, California on December 18, 1937. The first chapter, Alpha came into being.

Oscar Jensen, of the California Department of Corrections, was elected President of Alpha Chapter. Regular meetings were held in the Bay Area and the first annual convention was held in Lodi, California on June 13-15, 1938.

Lambda Alpha Epsilon Recognition Keys were awarded to Earl Warren, founding member, J. Edgar Hoover, Director of the FBI, and August Volmer. Professor of Police Administration at the University of California, Berkeley.

By 1941 interest in the organization began to grow. The first chapter of Lambda Alpha Epsilon was Alpha. But with the transfer of the Institute from San Jose to both the University of California campuses of Los Angeles and Berkeley, another chapter needed to be created. Thus, Beta Chapter in Los Angeles was installed on April 25, 1941, with 43 members. Robert C. Knight, Assistant Chief of Police of Bakersfield, was elected president of Beta Chapter. When the Institute established classes at the Berkeley campus of the University, a chapter was founded there for the graduates of that Institute. Therefore, with the establishment of the Los Angeles Chapter, the fraternity had become a two-chapter organization, Alpha in the north and Beta in the south. This brought procedural difficulties.

The original plan had been for a one-chapter organization that would function as the first chapter, Alpha, and the Grand Chapter. While there had been only Alpha, this worked just fine, but with the installation of Beta it meant that each member of Alpha was entitled to a vote but Beta was limited to only certain members voting at annual meetings. Another difficulty encountered by Alpha was that the original constitution limited membership to graduates of the Institute and the members felt that this was too restrictive as there were graduates of other schools, equally as good as the institute, whose applications had been turned down.

Due to these difficulties and recognizing a need for an organization adjustment, a special committee was appointed in 1945 to study the existing constitution to recommend changes to make it more functional for a multi-chapter organization. As a result of this committee's report a revised constitution was adopted at the annual meeting held in July 1946, that with certain exceptions opened membership to law enforcement people in general. Any sworn police officer with a college education was now eligible for membership.

The aims and purposes of Lambda Alpha Epsilon were as follows:

1. To promote a greater fraternal relationship among graduates of technical and professional police schools.
2. To promote higher standards of educational attainments among peace officers.

3. To promote the institution of courses of police science by recognized colleges and universities.
4. To promote research projects in the field of police science.
5. To promote a better understanding by the public of the aims and ideals of peace officer organizations.
6. To promote the selection of properly trained personnel for law enforcement positions.
7. To promote the standard modern methods in the field of law enforcement.
8. To promote unity of action among law enforcement agencies.

One of the most dedicated members during this time period was Tom Hunter of the California Department of Justice. He served as National President and for many years devoted himself to the development of Lambda Alpha Epsilon. He is recognized today through the Tom Hunter Founders Award, the highest award granted by the association.

Thus, after the drafting of the new constitution in 1946, any sworn peace officer with a college education or a graduate of the Institute could apply for membership in the fraternity. This changed in 1950 when a petition was received from a group of pre-service students of the School of Criminology at the University of California at Berkeley. Prior to this, Lambda Alpha Epsilon had been strictly a professional organization, with only in-service law enforcement personnel as members. However, the possibility of collegiate chapters of non-service persons was looked into and was found to have merit. Epsilon was granted its charter and became the first collegiate chapter.

The petition from Epsilon raised another question. One of the petitioners was a woman, Barbara Feister. After some controversy "Brother Barbara" was admitted as a charter member of Epsilon. After "Brother Barbara" had opened the door, more women were quick to follow. The first all-woman chapter, Theta, in Sacramento California was granted its charter on February 19, 1954. The fraternity was incorporated as a non-profit corporation under California law on August 19, 1954.

In 1964, Lambda Alpha Epsilon introduced the first of its annual police competitions including, Criminal Law and Procedure, Criminal Investigation, Accident Investigation, Physical Agility, Camp Perry Pistol course, Combat Pistol Course, and Postal Pistol Match. There were three levels of competition in each of these areas: collegiate lower level, collegiate upper level, and professional divisions.

With the advent of new chapters outside the State of California, decentralization became necessary. In May of 1969, the nation was divided into five regions, with a vice-president in charge of each. The vice-presidents administered the activities of the regions in accordance with the goals of the association as a whole. Reorganization brought about reconstructing our thinking and new Bylaws were adopted in September 1970. Since the organization covers all facets of the field of criminal justice from law enforcement to the judiciary to corrections, the name was changed to Lambda Alpha Epsilon - The American Criminal Justice Association. In 1976, The name was reversed to read The American Criminal Justice Association - Lambda Alpha Epsilon. In March 1987, we celebrated our

Golden Anniversary Conference with a gala celebration at our birthplace in San Jose, California.

Lambda Alpha Epsilon has continued to grow to the point where we now have six regions and instead of vice-presidents, we now have Regional Presidents. We have active chapters in almost 75% of our states including Hawaii and members-at-large throughout the world. We hold a National Conference every year with excellent workshops and speakers, written tests covering corrections, criminal and juvenile law, along with physical agility, crime scene investigation, and a National Pistol Match. Scholarships are awarded each year to our members who apply for them. The Association will continue to grow in size and stature in the years to come and members will be increasingly aware of the impact their membership in the Association in achieving their academic and professional goals.

XV. SIGNIFICANCE OF THE EMBLEM

The emblem of the American Criminal Justice Association - Lambda Alpha Epsilon Consists of a hexagon upon which is inscribed three Greek letters, Lambda, Alpha, and Epsilon, a web, a star, and pair of scales. The words "American Criminal Justice Association" appear on the outer edge of the insignia. Each of these figures has a particular significance for us in the field of criminal justice.

The Greek letter "Lambda" is the first letter of the Greek work "Lambano" that means "to detect and apprehend." "Alpha" is the first letter of the Greek word "Anakrinen" meaning "to adjudicate." "Epsilon" is the first letter of the Greek word "Exorthoun" which translated means "to rehabilitate." The three letters taken together are representative of the primary functions of criminal justice systems everywhere: **to detect, to adjudicate, and to rehabilitate.**

The **star** is representative of the light of knowledge. The truth of the adage "Knowledge is power" becomes more apparent each day. Now, more than ever, those of us who are committed to the criminal justice system appreciate that only by acquisition and dissemination of knowledge can we hope to perform an adequate service to our communities. In our oath we have obligated ourselves to be both a teacher and a student of the art and science of criminal justice. Let this constantly remind us of our dedication to the pursuit of knowledge.

Traditionally, **scales** are emblematic of justice. As criminal justice agents, we are committed to deal with our respective tasks honestly, truthfully, and without prejudice. The evidence of our skills is the ability to consummate our tasks with the highest degree of professional integrity possible.

The **web** symbolizes that great complexity of criminal activity. The web has a second significance for criminal justice agents. It accentuates the multitude of agencies dedicated to cope with this massive dilemma. Each part of agency cooperation helps eliminate a

strand in the web of crime making it progressively easier to deal with this enormous social problem.

XVI. AMERICAN CRIMINAL JUSTICE ASSOCIATION- LAMBDA AIPHA EPSILON MEMBERSHIP ENTITLEMENTS

As a member of the American Criminal Justice Association - Lambda Alpha Epsilon, you are entitled to several benefits. The entitlements the association offers are granted to each individual member or earned through competitive activities. These entitlements include:

GENERAL MEMBERSHIP

Upon acceptance into ACJA-LAE, members receive:

Membership Certificate - that can be printed on parchment paper and framed. It contains the member's name, the association logo and seal, the date of acceptance, and the approval of acceptance by the signature of the National President and Executive Secretary.

Membership Card - that identifies them as a member of ACJA-LAE. After initial acceptance,

the card is issued annually upon renewal of Association membership.

Membership Pin - a gold organizational identification pin that is a facsimile of the ACJA-LAE

logo. To be worn with pride.

ACJA-LAE Sticker - to be placed on books, cars, etc.

National Journals and Newsletters - distributed to each active member. The publication contains information about recent developments and synopses of released publications on the criminal justice field, association activities to the National, Regional, and Chapter levels, and accomplishments and news of individual members.

Publisher's Discounts - special discount for ACJA-LAE members to the NELS Bulletin (National Employment Listing Service) published out of Sam Houston State University. A monthly publication listing jobs currently available nationwide in areas of law enforcement, security, institutional corrections, community services, academics, and research. This is one of the largest job banks in the country.

XVIII. SCHOLASTIC HONOR AWARDS

In recognition of outstanding scholastic attainment in the field of the Administration of Criminal Justice. Keys (a distinctive charm/pin with the ACJA-LAE logo) and a

certificate are awarded to members who exemplify themselves academically. To obtain keys, candidates must submit a certified copy of their G.P.A. Transcript and the degree received, to the Executive Secretary of the Grand Chapter. Upon verification that the candidate meets the requirement for the award, the Certificate and Key Emblem will be mailed to the recipient.

GRADUATE KEYS - are awarded to those members who meet the requirements with a Graduate/Master Degree.

GOLD KEYS - are awarded to those members who meet the requirements with a Bachelor's Degree. In order to qualify for a Gold Key, a member's G.P.A. must be at least 3.5 on a scale of 4.0.

SILVER KEYS - are awarded to those members who meet the requirements with an Associate Degree. In order to qualify for a Silver Key, a member's G.P.A. must be at least 3.5 on a scale of 4.0.

XVIII. COMPETITIVE AWARDS

Members may compete nationally for monetary awards. They are:

SCHOLARSHIPS - A program which makes annual monetary awards to undergraduate or graduate students enrolled in a course of study in the criminal justice field. Three categories of awards have been established to include a Graduate Division, an Upper Division, and a Lower Division. The Scholarship Committee selects the winners of the scholarship competition. Annual awards are announced at the National Conference of the Association held each year. The deadline for scholarship applications and papers is December 31st of each year. A paper must be written on the theme of the upcoming National Conference, which changes each year. Interested members may contact the Executive Secretary to obtain applications and information.

STUDENT PAPER COMPETITION - Any student member is eligible to compete who is currently enrolled on a full time basis in an academic program at either the Undergraduate or Graduate level. All entries must be original papers dealing with issues and problems in the area of criminology, law enforcement, juvenile justice, courts, corrections, prevention, planning, evaluation, career development and education in the field of criminal justice. The deadline for Student Paper Competition applications and papers is January 31st of each year. Awards are announced at the National Conference held each year. Interested members may contact the Executive Secretary for application information.

XIX. SERVICE AWARDS

TOM HUNTERS FOUNDERS AWARD - For the highest level of service to ACJA-LAE. Requires the unanimous vote of the membership at the annual meeting. Two have been awarded in the association's history.

STAR MEMBERSHIP - Election to life membership for outstanding service to the association. Requires $\frac{3}{4}$ vote of members at National meetings. Approximately 25 have been awarded in the association's history.

XX. PHI OMEGA ALPHA AWARDS

RECOGNITION AWARDS - Given to members who have contributed dedication or performed outstanding achievements in the chapter.

BEST PROSPECTIVE MEMBER AWARD - Given to the Prospective Member who performed a high level of enthusiasm and achievements in the chapter.

XXI. OATH OF MEMBERSHIP

I, _____, humbly recognizing the responsibilities entrusted to me, do vow that I shall always consider the calling of the Criminal Justice to be an honorable profession, the duties of which are recognized by me as both an art and a science.

In my daily life I shall strive to be both a student and a teacher in the art and science of Criminal Justice. I shall acquire due knowledge of the ethics of the profession of the criminal justice system in my domain and constantly seek to contribute to it in the best of my ability.

I will support and uphold the Bylaws of Lambda Alpha Epsilon and do my best to carry out the

aims and purposes of the association.

XXH. PHI OMEGA ALPHA'S MISSION STATEMENT

The mission of Phi Omega Alpha is to promote academic excellence, advanced and professional training, and professional interaction. Our goals are to achieve this mission by bringing people together to create emotional support and a sense of belonging in an atmosphere of respect. Our goals shall be accomplished with due consideration to our member's monetary obligation.