

**American Criminal Justice  
Association**

**Lambda Alpha Epsilon**

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**ACJA/LAE Advisor's  
Handbook**



**Founded 1937**

## ACKNOWLEDGEMENTS

The thoughts and ideas herein are a contribution from a number of dedicated ACJA/LAE Advisors.

Appropriately, I would like to acknowledge Ron Pincomb, New Mexico State University in Las Cruces, NM; Richard McGrath, Cerritos College, Norwalk, CA; Jim Pollard, Spokane Community College, Spokane, WA; Beth McConnell, Valdosta State College, Valdosta, GA; Tim Hart, College of the Sequoias, Visalia, CA; and Ed Grosskopf, Indiana State University, Terre Haute, IN. Without the efforts of this group of dedicated Advisors who constituted the Advisors Committee in 1984, this Handbook would not have been possible.

John Wilt, Chair  
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Maui Community College  
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## PREFACE

ACJA/LAE's already rich and notable history has just gotten even richer with Jim Hooker's "Three Decades of Change." Please take the time to do a careful reading of Chapter XI which includes Jim's outstanding follow-up to Eugene V. Luttrell's "History of Lambda Alpha Epsilon." Gene Luttrell's and Jim Hooker's excellent work on behalf of The American Criminal Justice Association – Lambda Alpha Epsilon can and should serve as very useful discussion tools within your respective ACJA/LAE chapter.

The American Criminal Justice Association also owes a debt of gratitude to our beloved Executive Secretary, Karen Campbell, for her dedication to the furtherance of the Advisor's Handbook. Karen has, in fact, made sure that the newly revised **Advisor's Handbook** that you are about to use is as current and accurate as it could be made to be! It is with the foregoing thoughts that I hope all of use will now utilize the ACJA/LAE Advisor's Handbook to its fullest extent! More importantly, good luck in helping your Chapter reach its fullest potential!

John B. Wilt, Chair  
ACJA/LAE Advisor's Committee  
Maui Community College  
Kahului, Maui, Hawaii  
February 10, 1995

### **Preface to Revised January 2005 Edition**

This revision of the ACJA/LAE Advisor's Handbook is dedicated to the many college and university faculty Advisors who go beyond the call of duty to not only produce outstanding ACJA/LAE chapters, but also make significant contributions to the maintenance of Grand Chapter. Albeit a small token of appreciation, I sincerely hope each faculty Advisor will consult with our very capable Executive Secretary, Karen Campbell, regarding the Advisor's Recognition Letter and incremental plaques provided by the National Office.

Primarily with Karen's assistance, this Handbook has been revised once again and should serve as an invaluable tool in helping the faculty advisor and his or her chapter members avoid some of the more significant pitfalls associated with organizing as well as maintaining an ACJA/LAE chapter.

John B. Wilt, Chair  
ACJA/LAE Advisor's Committee  
Danville Community College  
Danville, VA  
January 2005

### **Preface to Revised September 2007 Edition**

The ACJA/LAE Advisor's Handbook not only "lives on" as one of ACJA/LAE's vital sources of ideas for chapter advisors and officers, but also continues to be a "steering mechanism" that offers solid organizing principles for the operation of the college or university chapter. The 2007 Revision features several updates including a reprint in part with permission from the Personnel and Guidance Journal entitled "The Role of the Student Organization Advisor by Paul A. Bloland

(submitted by Star Member, Ron Pincomb); Duties of the Advisor Committee Chair; addition of the Jim Hooker Outstanding Advisor Award voted in by the membership at the 2007 National Conference; and new IRS Guidelines for ACJA/LAE chapters (chapters will be required to file Form 990-N, an electronic e-Postcard). The Jim Hooker Outstanding Advisor Award fully describes the criteria for nominating a deserving and hard-working ACJA/LAE advisor to receive this Award. The Award is granted upon the favorable vote of a majority of the voting membership and only one (1) Award may be granted each year.

Overall, you will find the Advisor's Handbook an "easy read," but none-the-less packed with pointers –and a few important admonitions—as to how to maintain a viable chapter as part of the American Criminal Justice Association – Lambda Alpha Epsilon. My most sincere "thanks" to Executive Secretary, Karen Campbell, who is the true and faithful "spark" which has kept the ACJA/LAE Advisor's Handbook "alive and well."

John B. Wilt, Chair  
ACJA/LAE Advisor's Committee  
Danville Community College  
Danville, VA  
August 2007

### **Preface to Revised May 2017 Edition**

It is gratifying to know that the **ACJA/LAE Advisor's Handbook** is still serving as a useful guide to dozens and dozens of ACJA/LAE chapters throughout our six regions! This friendly admonition from the previously revised edition is definitely worth repeating: **the Advisor's Handbook is an invaluable tool in helping the faculty advisor and his/her chapter officers avoid unanticipated pitfalls associated with organizing and maintaining a viable ACJA/LAE chapter.**

While the Revised Edition includes correction of a few minor errors, there are three significant additions to this latest revised Handbook that you find very interesting: First, the Handbook includes names of all ACJA/LAE members who have received the coveted Star and Tom Hunter Awards; Second, the Revised Handbook includes a list of all past ACJA/LAE National Presidents; and Third, Addendums #5, #6 and #7 which are short biographies of **James E. Hooker, Richard (Mac) McGrath, and Ronald A. Pincomb** for which 3 ACJA/LAE Awards are named. These three additions to the **Revised ACJA/LAE Advisor's Handbook** add greatly to the richness of the American Criminal Justice Association-Lambda Alpha Epsilon!

As Chairperson of the ACJA/LAE Chapter Advisor's Committee, I stand ready to receive your suggestions for improving the effectiveness of the **Chapter Advisor's Committee** as well as the practicality of the revised **ACJA/LAE Advisor's Handbook**.

John B. Wilt, Chairperson  
ACJA/LAE Advisor's Committee  
Danville Community College  
May 25, 2017

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## ACJA/LAE: Catalyst For Administration of Justice

The criminal justice system in the United States is faced with an urgent need of **subsystem cooperation** and action for change and this must occur as soon as possible. An East Coast agency must be able to draw on a West Coast agency's experience and a prosecutor must be able to draw on a police officer's or probation officer's experience. Many individuals and groups who possess special knowledge about one aspect or another of criminal justice are fragmented throughout the country today. Often no one else in the system is aware that individuals and groups across the country have at their disposal information which would be very beneficial to members of other systems. Many times these individuals and groups are not aware that they possess valuable technology because of the lack of contact with the remainder of the criminal justice system. The system must devote itself to acquiring and diffusing knowledge, with special emphasis on exploring ways to articulate methods of training and higher education. The principle of **subsystem cooperation** has been fostered by the exhortations of several authoritative commissions, numerous criminal justice agencies and professional bodies. This Handbook will introduce you to one of the outstanding professional bodies-the American Criminal Justice Association.

Originally known as Lambda Alpha Epsilon, ACJA began making significant input to the administration of criminal justice in the 1970's. The ACJA/LAE, an association of students and professional practitioners in over 165 locations throughout the country has been active in exposing educators, practitioners, students and the general public to new policies and procedures, improved technology, unique training, educational programs and general information for the benefit of the criminal justice system.

If you are an ambitious person, ACJA/LAE may be just the organization for you. This Handbook addresses numerous interesting details about the American Criminal Justice Association-Lambda Alpha Epsilon. I challenge you to read on!

### Job Description: ACJA/LAE Chapter Advisor

1. **Remember your role:** you're an advisor and counselor, not a dictator with supreme authority. But also, you are not just a passive onlooker. Allow the chapter members to make their own decisions after you input your advice and counsel, but remember that the decisions should be theirs.
2. **Be patient!** Remember that a good part of the learning value of ACJA/LAE is to allow student chapter officers to make mistakes. It is very difficult to control the urge to step in and take charge when things are going wrong, but remember, learning occurs when mistakes are made. Step in and veto disastrous decisions, but allow some errors to occur just for their learning value.
3. **Try not to take sides in personal disputes between members.** Do not support a particular candidate for chapter office. Give everyone a fair opportunity to run for office and then actively support, push, challenge and cajole the winner.
4. **Be a friend, companion and confidant to your chapter members, but still retain their respect as an Advisor and a member of the academic faculty.** Curb the desire to be "A Good Old Boy." This may dampen your fun at conferences and other social activities, but it pays

dividends in the long run. There is a narrow dividing line between being a friend and becoming part of the “gang” to the point of losing your ability to direct and advise the chapter membership.

5. **Avoid situations which would cause anyone to question your integrity, morals or judgment.** Assume that everything you do or say at conferences, parties and other activities will eventually get reported back to your students’ parents and your college administration. If you don’t want to explain an activity to your governing board, then don’t condone or take part in the activity!
6. **Be particularly careful of money matters.** Be able to account for every dollar of income and expenditure.
7. **Keep confidences!** You will quickly lose your members’ respect if you openly discuss matters that have been confided to you in private.
8. **A group will sometimes grow stronger in adversity.** If a serious incident occurs it may draw the members closer together. Bonds of fellowship are formed with both tears and laughter. Don’t be afraid to tackle difficult problems and work out solutions.
9. **Be an active participant in chapter activities.** Attend business meetings, debate issues, voice your opinion and cast your vote along with everyone else. But then, be willing to accept the group’s decision and support it once the vote is cast. If you have to veto a particular activity because it is a violation of school regulations or state law, you should veto it before a vote is taken, not after the vote has gone against your wishes.
10. **Above all, relax and have fun. Things will improve tomorrow!**

### General Responsibilities For Advisors of College Campus Organizations

1. Attend **ALL** meetings of the organizations.
2. Be responsible for adequate supervision and attend all social events sponsored by the Organization **ON OR OFF CAMPUS**.
3. Be responsible for the dissemination of club literature.
4. The use of alcohol and/or controlled substances at social events or meetings by students is strictly forbidden and should be monitored (**check local policy, rules or laws**).
5. Know the National Bylaws of the organization.
6. Sign all calendar, facility and financial requests.
7. Follow all designated procedures for securing services necessary in carrying out an event, including custodial service.
8. Supervise the finances of the organization.
9. Know and follow all administrative policies governing student activities.



10. Be resourceful and guide students along the following lines:
  - (a) Setting up plans for the year's activities.
  - (b) Helping members know, use and understand established policies and procedures.
  - (c) Helping members develop habits of responsibility, leadership and service.
  - (d) Keeping accurate records.
  - (e) Properly executing various tasks..."social know how".
11. Be the students' friend, but never take sides with them against the faculty personnel.
12. Advisors are responsible to the Dean/Coordinator of Student Activities and will work closely with the Dean/Coordinator of Student Activities who supervises and coordinates campus clubs and organizations. Feel free to ask for assistance at any time on any problems or questions which may arise.\*
13. Advisors shall attend chapter advisors' meetings when scheduled by the Office of Student Activities.\*
14. Monitor requisitions for conferences for travel when A.S.C.C. funds or District funds (for advisors) are used.

**\*"Student Activities" may not apply or may go by a different name.**

### **Responsibilities Of Students To The Advisor And Organization**

1. Students should realize that the Advisor is an essential part of the organization and should be treated with the proper respect and FRIENDLINESS.
2. Students should keep the Advisor informed of activities, etc.
3. Students should plan their events with the Advisor.
4. Students should be aware of their Advisor's position and maintain the proper attitude toward him/her realizing that they, too, have obligations and duties to fulfill.
5. Chapter officers should attend training sessions when scheduled (by Student Activities).
6. New Advisors are difficult to acquire. Compliance with the above suggestions is a good way to insure your organization's FUTURE standing on the campus.
- 7.

**REMEMBER:  
NO CHAPTER ADVISOR, NO CHAPTER!!!**

## **Responsibilities of Faculty Members Supervising a Student Activity or Serving as a Patron of an Event**

**Responsibility to the College:** Reflect the Philosophy of the school by attitude and act.

### **Responsibility to Other Faculty Members in Charge of an Event:**

1. Show up at the exact time specified.
2. Stay until the event is over and the students have cleared the facilities.
3. Before the event takes place, find out the nature of your responsibilities. If there is some other area of assistance you would prefer, request it.
4. Having accepted an assignment, take responsibility of finding a replacement in case you become ill or extenuating circumstances prevent your attendance. Notify the person in charge of any change.
5. Offer your talents for assistance when you think they can be used. Many times, others hesitate to ask you to do more than be present at a student body social event.

### **Responsibility to the Student:**

1. Fulfill the responsibility which you have accepted.
2. Make yourself available. Students often wish to express their appreciation to you for coming. Also, they are usually concerned that you enjoy yourself. Give them an opportunity to tell you, if they wish.

## **Role of the Student Organization Advisor**

*By Paul A. Bloland (reprinted from the Personnel and Guidance Journal)*

In discussing the function of the advisor as a group leader, it would be well to keep in mind the distinction between the adult leader and the student leader. The advisor is not the elected leader of the group. His authority comes from the college, while the student leader's authority comes from the group, which has selected him for leadership. The advisor is most often related to the group because the college requires that each organization have an advisor helping the group reach its goals, while the advisor must be concerned as well with the goals of the college, profession responsibilities and the educational relevance of the activity.

What is the advisor expected to accomplish in this assignment? One school of thought would say, "Nothing. The advisor should be seen but not heard. He should be available if the students turn to him for advice but should keep out of their programs otherwise." Adherents of this laissez-faire position feel that it is undemocratic and manipulative for the advisor to exert influence upon the group that the student participants are being denied their democratic rights if all activity does not grow out of the group itself. Working toward advisor-held goals is felt to be inconsistent with

democratic leadership. Also involved in this position, is the often-heard philosophy, "Give the poor student a chance: Let him call his soul his own. Do not put him under medieval patriarchalism."

While there is a certain popular appeal to this *laissez-faire* position, I feel that it has little educational or logical merit if one conceives of the extra curriculum as having education potential and if one sees the teacher's classroom role as an active one. It then follows that this educational potentiality can be exploited for the benefit of the participants and that exploitation connotes conscious and deliberate activity on the advisor's part. The teacher who feels an obligation to teach in the classroom and then adopts the *laissez-faire* philosophy when working with student organizations, has in effect, abandoned his educational responsibilities in that situation.

Williamson phrases the problem as a question, "To Advise or Supervise?" he argues that "advising and supervising relationships may be integrated in some form in the same staff, even at the risk of confusing the two roles in many instances and of triggering resistance." Authorities in the field of social group work have come to grips with and rejected the theory that all decisions must come solely from the group with no influence or help from the advisor. Klein, for example, speaks of the group worker as being "engaged to direct the group process consciously toward specific destinations" and goes on to say that group workers should see themselves as "social workers and educators who use democratic methods to achieve defined ends, rather than as democratic leaders who fear that they may be guilty of superimposition when they seek to help groups to reach specific goals." The goals themselves, however, may be defined internally by the organization, externally by the advisor, or by mutual agreement of the group and the advisor. Instead of contrasting the passive or *laissez-faire* role and the active or teaching role of the student group advisor as opposite polarities or characterizing them in political or civil rights terms as "democratic" vs. "authoritarian," it may be more profitable to look analytically and positively at the advisor's functions and duties.

### **Three Sets of Functions**

It may be helpful to think of the advisor's role in a student organization in terms of three major areas: (1) maintenance or custodial functions; (2) group growth functions; and (3) program content functions. Within each of these broad areas, the group advisor may perform certain functions, which call for considerable activity on his part in some specific situations and instances, or none at all.

### **Maintenance Functions**

Advisor activities which merely maintain the student organization in existence and out of difficulty such are providing a link with the history and tradition of the past, heading off situations which might give rise to bad public relations for the institution, preventing the group from breaking the college's rules, serving as an exemplar of intellectual virtue and arbitrating intra-group disputes.

Note that these are responsibilities that require little initiative on the part of the advisor until or unless the situation calls for him to act in some way. These maintenance or custodial functions may be regarded as minimal requirements of the of the staff advisor. Even if he subscribes wholeheartedly to the *laissez-faire* philosophy, he may find it necessary to respond to a group situation with one or more of these advisory activities, such as, when a student organization votes to violate a university regulation or when members turn to him for technical advice in his field of professional competency.

In addition to these general maintenance and custodial responsibilities, there are a number of areas in which the group advisor assumes a more active leadership role, whatever techniques he employs. Given a set of objectives, whether those of the group, the college, the academic discipline or his own, the advisor assumes some responsibility for the achievement of these objectives and actively seeks a way of using his relationship with the group to promote them. These functions might be classified as growth functions and content functions.

### **Group Growth Functions**

By group functions, we refer to those advisor activities which improve the operation and effectiveness of the group and help it progress toward its goal, whatever that may be. They are facilitating functions that can be utilized with little reference to the program content. Related advisory activities might include teaching the techniques and responsibilities of leadership and followership, providing the officers with the elements of good organizational and administrative practice, developing self-discipline and responsibility in the group, teaching the principles of effective group operation, developing procedures and plans for action, keeping the group focused on its goals, stimulating and even initiating activity.

Skilled advisory activities in this area should result in an improved student organization more capable of progressing towards its goals with a minimum of lost motion and a maximum of efficiency and effectiveness. In such instances, the advisor has not introduced new objectives or goals to the organization but has suggested ways in which the group can better attain its own established goals.

### **Program Content Functions**

Obviously, the student organization exists for other purposes than to maintain itself. It is thus in the area of program content that the faculty advisor assumes a genuine educational function and one which can parallel, complement or supplement the formal curricular offerings of the college. Here the advisor answers the question, "For What?" It is here that the advisor can stimulate the intelligence and ability of the student participants and help them plan activities which will contribute to their own educational development and welfare, while enriching campus life. Advisor activities related to program content might include the following: suggesting new program ideas with some intellectual flavor; providing opportunities for the practice of classroom-acquired skill; helping the group to apply principles learned in the classroom, pointing out new perspectives and directions to the group; and supplying expert knowledge. It is when the advisor consciously influences the content of the organization's programs so that it complements the college's purposes that he helps to bring about what has been called in "reintegration of curriculum and extra curriculum".

It is my feeling that these three major classifications of advisory activities and functions—maintenance, growth and content functions—are not in conflict with one another. They do not represent the democratic vs. authoritarian anti-thesis nor are they incompatible roles. They are, instead, stages of advisor activity which may be adopted in succession or in their totality by an advisor depending upon his own interests, the quality of group leadership and ideation, the specificity of his institutional responsibilities and the interests and abilities of group members.

For example, the faculty advisor to the History Club in one particular year may be working with an organization with imaginative and aggressive leadership and an active and interested membership. For much of the year, the advisor may need to furnish only maintenance functions, serving as the

club's principal resource in the field of history, acting as a chaperon at club social functions, as well as providing continuity within the group. The officers and members of the History Club will themselves provide the growth and content functions solely on their own initiative with little guidance from the advisor. In another year, the same advisor may find that the History Club has elected a group of inexperienced officers and that, thereafter, membership, interest and morale decreases. In this context, the advisor may discover that he must not only provide maintenance support to the club, but must also coach officers in their duties and responsibilities, help them to evaluate their performance until they have developed ideas and content which will stimulate member interest, help plan procedures for accomplishing their objectives and even suggest new objectives. If he/she is successful in these active roles, the History Club may well grow and assume more of these responsibilities. If the advisor is unsuccessful, the organization may become inactive or die.

These examples suggest that the advisor may be engaged in a process of eliminating the need for his presence. In some respects, this may be true. If college is designed to fit the intellectually and socially immature student to take his place in society of man as a mature, responsible, productive and reasoning individual, then as the student progresses towards this idealized state, the college must permit him sufficient scope and elbow-room to grow. As the organization and its officers assumes the growth and content functions the advisor may withdraw his direct participation or influence. The group will, in a sense, begin to internalize these functions and assume them for its own, become self-directing or self-starting to a greater degree and hence more democratic as a result of the leadership and guidance of the advisor. He must never be reluctant to participate and to contribute his ideas and he will never be free of the maintenance and custodial functions, but he must be alert for signs of responsibility and then encourage them.

In practice, the skilled and experienced advisor in all probability will be performing maintenance, growth and content functions as they seem appropriate to specific situations and not necessarily in the sequence described above. It is at this point that advising student groups becomes an art, or perhaps an applied science, since everything the advisor has learned about individual and group psychology must be brought into play in his efforts to make membership in the organization an educationally meaningful experience. If good advising is good education, then the student organization advisor must go beyond the role of the passive bystander and be prepared to provide active and on-going educational leadership to each student group.

### **A Novice's Guide to Organization Development Or... Growing Your Own**

As a group leader, you are responsible for the overall planning of your organization's activities. You must concentrate your energies on making the best use of the skills, talents and interests of your members. By doing this, you will promote both organizational and individual growth and organizations must grow in order to survive.

Growth isn't measured in numbers alone. An organization must experience developmental growth as well as physical growth if it is to thrive. Healthy organizations recognize that this year's leaders must move on, making way for new leaders and new activities. That is the nature of the evolutionary process of organizational development. Each new cycle brings leaders and members who are enriched by what has gone before, but who must build on that enriched foundation by making their own unique contributions.

A primary function of an organization leader is to facilitate growth within the organization. To do that, you must first understand something about how organizations develop and how to recognize

the stages of organizational development. In the beginning, it is important to know that: Each organization develops in two dimensions – (1) personal relations and (2) task functions.

Personal relations refers to the development of the human side of the group's activities. People progress in development from individuals to group members, to people who feel some attachment to each other and, finally, to people who are able to link up in creative kinds of ways. Within the task function, a group comes together, learns what the task is, mobilizes to accomplish the task and does the work. Four stages of group development are commonly experienced in groups that are organized for a specific activity.

In the initial stage, person relations are characterized by dependency and the major task functions concern orientation. Individual members tend to depend on the leader to provide all structure; the group members lean on the chairperson or advisor to set ground rules, establish the agenda and do all the "leading". The parallel stage in the task function to be accomplished is the orientation of group members to the work they are being asked to do. Issues have to be specified. The nature of the work itself has to be explored so there is a common understanding of what the group has been organized to do. Common behavior at this point includes asking questions such as: Why are we here? What are we supposed to do? How are we going to get it done? What are our goals?

Stage two is characterized by conflict in the personal relations dimension and organization in the task-functions dimension. Interpersonal conflict inevitable ensues as a part of a small group interaction, particularly, with regard to authority, dependency, rules and agenda. (The conflict may remain hidden but it will be there.) We experience interpersonal conflict as we organize to get work done. Who will be responsible for what? What are the work rules? What are the limits? What is the reward system? What are the criteria? The organization concerns that emerge reflect interpersonal and intrapersonal conflict over leadership and leadership structure, power and authority.

In stage three, the personal relations area is marked by cohesion and the major task function is date-flow. It is during the third stage of development, assuming the group gets this far, that people begin to experience a sense of group, a feeling of catharsis at having resolved interpersonal conflict and "gotten together". They begin sharing ideas, feelings and information related to the task. Sometimes during stage three, there is a brief abandonment of the task and the introduction of a period of play that is an enjoyment of the cohesion being experienced.

Stage four, which is not achieved by many groups, is marked by interdependence in the personal relations dimension and problem-solving in the task-functions dimension. Interdependence means that members can work independently, in any sub-grouping, or as a total unit. They are both highly task-oriented and highly person oriented. The group's tasks are well defined, there is high commitment to common activity and there is support for experimentation with solving problems

NOTE: This article was written for students. Its purpose is to give leaders a basic understanding of group development. Just as a leader's role changes as the group develops, so does the advisor's. As the leader of the group as well as the group stabilizes, finds direction and matures, the advisor moves from being directive to coaching to participating to a more passive role.

## **Guidelines for Effective Advising**

### **A. General Functions**

1. Assist the group in negotiating all group members' roles.
2. A group advisor must express sincere enthusiasm and interest in the group and its activities. Advisors must be open to criticisms by the group. Work with them to re-evaluate your role. Be willing to be wrong.
3. At times it is wise to allow the group to be on its own. You can demonstrate your trust in them by stepping back for a short time; however, do not pull back too far because they may feel you have lost interest. If you never step back, they may feel you are a "parent".
4. Act as a positive critic to the group. Give them feedback on how they are doing.
5. Serve as a resource for alternative ideas or solutions.
6. Be aware of any and all procedures and regulations affecting the group. Assist them in adhering to them.
7. Encourage the group to keep records and evaluations in files.
8. Try to encourage the assignment of tasks to all members. If a member merely comes to meetings and listens, he/she will readily lose interest.
9. Use the tools you have to assist the group – discussion methods, goal setting, role negotiating, small sub-groups, group representatives, role playing, etc.

#### B. Group Building

1. It is important for group members to know each other well enough to be able to share thoughts freely and join in the group.
2. Get to know members and help them identify the contributions they can make to the group.
3. Work with group leaders to develop and implement procedures for building group feeling and purpose.

#### C. Group Goal Setting

1. Early in the year, raise questions about the group goals. What is their purpose? What do they want to accomplish? Try the consensus method for group goal formation.
2. Keep a record of goals and encourage the group to periodically evaluate its progress in relation to those goals.

#### D. Group Meetings

1. Meet with the officers at least one day prior to the meeting to develop an agenda. This allows time to gather any materials and information needed. In planning an agenda for a meeting, help the officer consider what has to be done and what should be done in light of their goals.
2. Discuss ideas with the officers on possible methods of running the meeting.
3. Following the meeting, discuss with the officers any problems encountered during the meeting and offer suggestions for improvement.
4. In a supportive manner, try to hold the officers accountable for the follow-up on any assignments made at the meeting.

#### **Suggestions for Faculty Advisors**

- Determine whether or not the organization is achieving the goals set forth by the executive board at the beginning of each semester.
- Represent the group to the administration and help create a better understanding of the system and its operations.

- Contribute to your organization newsletter or bulleting or to the INN Newsletter sponsored by the Campus Activities/Student Involvement Office.
- Attend as many meetings as possible.
- Advise and evaluate the officers on the performance of their duties.
- Help the group institute and maintain a well organized recruitment plan.
- Help new members feel welcome – encourage the group to integrate new people by providing orientation and training programs.
- Advise the organization’s financial and legal matters.
- Provide continuity for the group. Guide the action of the organization to prevent harmful decisions or acts.
- Be aware of university standards and regulations as they apply to the organization.
- Work closely with the people in the Campus Activities/Student Involvement Office. Professional advisors can help, especially if you keep them informed about your organization’s activities, plans and problems.
- Know as many students as you possibly can and know them well.
- Treat each student with the dignity and respect that you want for yourself.
- Deal with the important and relevant aspects of your position. Avoid getting burned out in dealing with petty differences.
- Be honest with yourself and others. It does no good to tell students what you think they want to hear.
- Never underestimate the power of your influence on a student. Your conduct and conversations are what you are—a model for others.

### **How to Have an Effective Executive Committee**

#### **A. Function of an Executive Committee**

1. It is the clearinghouse for all organizational problems. This includes problem identification as well as the clearance of responsibilities.
2. It coordinates all organizational activities both within the organization and with other organizations.
3. It takes official actions required by the Bylaws.

#### **B. Executive Committee Membership and Meetings**

1. Membership usually includes the officers, the standing committee chairperson and the advisor.
2. Executive committees are most necessary in larger organizations.
3. The frequency of Executive Committee meetings will depend upon the effectiveness of the club business and the efficiency of the officers. Most groups find it helpful to have an Executive Committee meeting to prepare for each regular meeting of the group.
4. It is at Executive Committee meetings that the faculty advisor can be most helpful. In this small group, he/she can speak more openly about organizational problems. Faculty advisors generally prefer to remain in the background during general meetings of organizations.
5. The Executive Committee should be allowed the authority it deserves. The tendency is to make a play for “democracy” by restricting the activities of this important group.
6. Important business should be discussed among the Executive Committee before it is brought up at the general meeting.
7. Business requiring general membership support should always be fully considered by the general membership to the point of obtaining “felt commitments”, but the Executive



Committee should give a great deal of thought to the problems in advance. It should develop various alternatives and prepare checklists, panel discussions, role playing, etc., to stimulate general membership involvement in the ultimate decision.

## MOTIVATION

### Motivating The Advisor

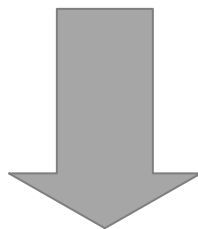
Identifying what motivates an ACJA/LAE advisor is a lot like identifying what motivates a teacher. Not only is it difficult, but it is much the same. However, the role of an Advisor goes beyond the discipline of the classroom. Perhaps it is the personal **bond** between the Advisor and the student which motivates Advisors. Perhaps it is the **interface** with others who see ACJA/LAE as a vehicle which can help move the Justice System in a positive direction. One thing is for sure, an ACJA/LAE Advisor must be a self-motivated individual who gains satisfaction from association with others who are willing to apply their talents, interest and skills toward a common goal.

The Gestalt of an active ACJA/LAE Advisor is difficult to define, but easy to feel. There is something **special** about the feeling of time well spent, whether one is returning from a National or Regional Conference or a campus activity.

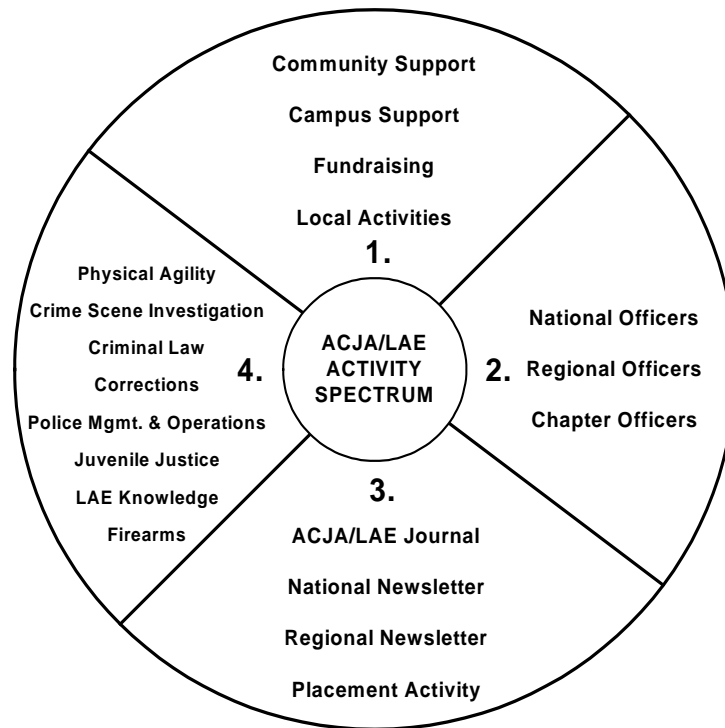
### Motivating Student Members of ACJA/LAE

There are few things to match the exciting challenge of motivating student members of ACJA/LAE. It is much like riding in a hot air balloon. The analogy lies in the hot air balloon being the ACJA/LAE chapter and the wind being the energy of student members. As in ballooning, there are some **rules**, **procedures** and **guidelines** which must be followed if your flight is to be successful.

One of the hardest questions that a ACJA/LAE chapter must face is: which direction to go. Like a balloonist who relies on the direction of the wind, an Advisor must rely on the interest of the students to determine the **direction** of the chapter's activities. It is necessary then, that the Advisor present a full picture of the ACJA/LAE **Activity Spectrum**.



*An Advisor, like a balloonist,  
must work hard.  
But a balloonist with no wind,  
is like an Advisor with no students.*



**ACJA/LAE Activity Spectrum**

1. Social Service Activity
2. Leadership Opportunity
3. Research
4. Skill Development - Competition

**Suggestions For Advisors**

**DO NOT FLY IN THUNDER STORMS:** Work hard to promote harmony within your chapter. You must be the buffer between personality conflicts. Show your students, by example, how to live in harmony. Learning to get along with others is a skill which, when learned, will bring lifelong returns.

**DO NOT FLY IF THE WIND IS BLOWING OUT TO SEA:** Choose carefully which activity to support. Do not let students learn the hard way. Let the road to success be paved with success. When you see that students are going in the wrong direction, do not hesitate to share your experiences as a form of positive role modeling for students.

**DO NOT FLY TOO HIGH:** Assist students to make reasonable goals. Most trips to success are taken one step at a time. Know well the potential (and limits) of your students. Counsel with them, assist in guiding their goals to reasonable levels. Those who learn to have reasonable expectations are not only more successful, but are happier individuals as well.

**KNOW HOW TO LAND:** Like a balloon ride, ACJA/LAE activities must come to an end. Learning how and when to say “a job well done”, is just as important as knowing how and when to start.

**FLY WITH A GOOD SUPPORT TEAM:** There are a number of individuals and organizations who are willing to assist in supporting local ACJA/LAE Chapters. Support from your local school is important but not essential. The support from institutions varies from a great deal to none. In any case, there are a number of other agencies that provide financial and other support ... law enforcement agencies, Foot Printers, civic clubs, Kiwanis, Rotary, police equipment stores, restaurants, etc. Recognition from leading law enforcement personalities such as the local Chief of Police and County Sheriff is also important. The attendance at local chapter meetings of criminal justice personalities is important to students. Don't do it all yourself.

**ENJOY THE FLIGHT:** Enjoying ACJA/LAE activities is contagious. The more you enjoy what you are doing, the more students will enjoy what they are doing. Riding a hot air balloon is no fun if you can't relax and enjoy the view!

### Role of the Chapter Advisor's Committee

#### *Added to National Bylaws 2007*

Article VI: Composition of the Association, D. Committees of Grand Chapter, 4. Chapter Advisor's Committee:

- a. The President shall appoint a Chapter Advisor's Chairperson with the advice and consent of the Executive Board.
- b. Duties of the Chapter Advisor Chairperson shall include making sure information in the ACJA/LAE Advisor's Handbook is current.
- c. With assistance from the Executive Secretary, make sure every ACJA chapter advisor has a copy of the ACJA/LAE Advisor's Handbook.
- d. Publish a letter to all chapter advisors prior to the Annual Conference.
- e. With assistance from the Executive Secretary, coordinate the ACJA/LAE Advisor Recognition Form for awarding of an Advisor Certificate, Recognition Plaque and Letter of Recognition to be sent to the college/university Dean, Provost, etc.
- f. Chair the Chapter Advisor's Breakfast and meeting at the Annual Conference.
- g. With assistance from the Executive Secretary, send the Chapter Advisor's Breakfast and meeting minutes to all chapter advisors in attendance at the Breakfast meeting.

### To Obtain a Charter For a New Subordinate Chapter of the American Criminal Justice Association--Lambda Alpha Epsilon OR To Reactivate an Inactive Chapter

1. Hold a preliminary organizational meeting with members of your group to determine if there is sufficient interest to start a local chapter of the American Criminal Justice Association--Lambda Alpha Epsilon. Grand Chapter (National) requires applications from at least five (5) prospective members prior to issuing a Charter. **APPLICANTS MUST BE AT LEAST 18 YEARS OLD TO JOIN.** (See *National Bylaws Article III., A., 1.*)
2. Determine whether the objectives of your group coincide with the objectives of the Association as outlined in the National Bylaws.
3. If there is sufficient interest and objectives coincide, take the following steps to form a new local chapter or reactivate an inactive chapter:

- a. Elect a slate of officers to carry out the work of the group. Officers should be a President, Vice-President, Secretary-Treasurer or a Secretary and a Treasurer, and Sergeant-At-Arms.
  - b. Select a Membership Committee to review the qualifications of potential members and to insure statements on the applications are true.
  - c. **New Chapters**: Complete the Application for a Charter in duplicate. Professional Chapters should disregard school location on the Application for a Charter.
  - d. **Chapters Reactivating**: You may keep your old Charter with the same Greek name and Charter members if it is still available or apply for a new Charter.
4. **New Chapters**: Requests for specific combinations of Greek letters, not to exceed four, should be made at the time the Application for a Charter is submitted to National. When no specific request is received, one will be assigned to your chapter.
  5. Submit the applications to National along with **\$40.00 initiation fee** for each prospective member. **Fees MUST be accompanied by Controller Sheets in duplicate.** One copy of the Controller Sheet will be returned to the subordinate chapter for their records. Fees should be submitted by a money order, cashier's check, chapter check, or personal check. The Association does not accept debit or credit cards. A **\$25 fee** will be charged for all returned checks. Applications **MUST** be signed by the Chapter President and Secretary of the subordinate chapter.
  6. The initiation fee will entitle each new member to a membership certificate, card, pin, ACJA/LAE logo sticker, and subscription to the ACJA/LAE National Journal and Newsletter.
  7. Local chapters should obtain sufficient money, in addition to the National fee, to carry out local chapter functions for the coming year. For example, if the total initiation fee to National is \$40.00 per member, prospective members could pay the local Treasurer \$50.00, leaving the local chapter \$10.00 for operating expenses. **The entries on the Controller Sheet should show only the money sent to National.**
  8. Be sure that each applicant for membership meets the minimum standards for membership in the Association as set forth in the National Bylaws. (*Article III, 1-3*) **All applicants MUST be at least 18 years of age to apply.** Standards set forth in the Association's Bylaws are considered minimum, and a subordinate chapter may require higher standards than set forth in the Bylaws.
  9. As soon as possible, draw up Bylaws for governing the local chapter that is in conformity with the National Bylaws. Sample chapter Bylaws are available from the National Office. When completed, please send a copy to National for inclusion in your chapter file.
  10. After the Charter has been received from National, your Regional President should be notified and a tentative date set for your installation ceremonies. This is usually done in a banquet setting with the Regional President attending, if possible. **NOTE: The Regional President Is Not Always Available For Installation Ceremonies But He/She Should Be Made Aware Of The Chapter Function.**
  11. Review all material **BEFORE** it is sent to National. Material should include:

- Completed and signed applications, (**one copy per member**)
- Controllor Sheets recapping applications and money sent to the National, (**in duplicate**)
- \$40.00 for each prospective new member
- Completed Application for Charter, (**in duplicate**)\*
- Completed Officer's Roster, (**in duplicate**)
- Organization Exempt From Income Tax Authorization Form, (**one signed copy**)

12. It generally takes **at least two weeks** to process a Charter.

**\*NOTE:**

***All elected officers of the chapter MUST join the Chapter at the time the Application for a Charter is sent in. Failure to do so will DELAY the chartering of the chapter.***

**Subsequent Chapter Officer Duties**

**Duties of the Chapter President:** The **Chapter President** should have a workable knowledge of parliamentary procedure, and be familiar with the objectives, bylaws, and other rules of your chapter and the national association. The Chapter President should set the example in impartiality, courtesy, and obedience to these rules. Check the bylaws and other rules of your own chapter for the specific duties of your office.

In general, a Chapter President is expected to:

- Be the official representative of the chapter.
- Preside at all meetings of the chapter and of the Board (if any).
- Refer to him/herself as “The Chair” (“I” is not used).
- Call meetings to order on time.
- Determine if a quorum is present.
- Announce, in proper order, the business to come before the meeting.
- Install new chapter members by having them take the Membership Oath, then present them with their membership certificates, cards, and pins.
- Recognize members entitled to the floor.
- State and put to vote all questions that legitimately come before the assembly.
- Announce the result of each vote and the effect of the action.
- Expedite business in every way possible without denying the members their rights.
- Enforce rules of debate, order, and decorum.
- Decide all points of order (subject to appeal).
- Respond to relevant questions of members
- Refrain from voting except when vote is by ballot, or when the vote would change the result.
- At the proper time, declare the meeting adjourned (by general consent or by majority vote of the assembly.)

- Stand while calling a meeting to order, while declaring it adjourned and while putting a question to vote.
- Carry out administrative and executive duties outlined in the bylaws of the chapter or as directed by the membership of the chapter.
- Prepare a report to be given at chapter meetings.

The President may be (should be) ex-officio a member of all committees except the nominating committee. This is not a duty of the office, but is a privilege granted by the bylaws. Without such a provision the President has no more right to attend the meetings of a committee than any other member of the organization who is not a member of the committee.

Ex-officio means “by virtue of office” and if given this privilege, the President has all of the rights which are extended to other members of the committee – to make motions, debate, vote, etc. The President is not obligated to attend committee meetings and is not counted in the quorum, but it is the duty of the chairman of the committee to notify the President of each committee meeting.

#### **MEMBERSHIP OATH**

*I, (state your name and repeat after me), humbly recognizing the responsibilities entrusted to me, do vow that I shall always consider the high calling of 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 The American Criminal Justice Association - Lambda Alpha Epsilon and do my best to carry out the aims and purposes of the Association.*

**Duties of the Chapter Vice-President:** The **Chapter Vice-President** should have a workable knowledge of parliamentary procedure, and be familiar with the objectives, bylaws, and other rules of your chapter and the national association in case you have to take over for the President. Check the bylaws and other rules of your own chapter for the specific duties of your office.

In general, the Chapter Vice-President is expected to:

- Assist the President in the performance of his / her duties and perform such duties as directed by the President.
- In the absence of the President, the Vice-President serves in his / her stead.
- In case of resignation of the President, the Vice-President automatically becomes President for the unexpired term of office.

**Duties of the Chapter Secretary:** The **Chapter Secretary** is the custodian of all official Chapter documents and is responsible for the impartial recording of all activities and projects of the Chapter. The Chapter Secretary’s duties require familiarity with the history of the Chapter, its problems and limitations, its past activities and programs, and its successes. Through the Chapter Secretary’s letters, bulletins, and notices, the Chapter becomes well-known to many individuals and organizations. The general duties are as follows:

- Keep accurate minutes of all business meetings of the association and the board. Record what was **done** by the chapter, not what was **said** by the members. **(Refer to the ACJA/LAE Chapter Guide for content of Chapter Minutes)**
- Maintain an accurate membership list and **notify the National Office of any changes in Chapter officers.**
- Handle correspondence, and send out notices, if there no one else assigned to this duty (such as a Corresponding Secretary).
- Work in close harmony with the President.
- Prepare the agenda for meetings unless the President prefers to prepare it.
- Keep the records of the chapter, including committee reports.
- Take to each meeting: the minutes book, bylaws, rules, a list of members and a list of committees and the membership of each, agenda, records, ballots and any supplies that may be needed.
- Call the meeting to order if the President and the Vice- President are absent, and preside until a temporary chairman is elected (this should be done immediately after calling the meeting to order).
- Send the President a copy of the minutes as soon as possible after each meeting.
- Make minutes available for examination by the members upon request (at a reasonable hour).
- Be responsible for all activities associated with Chapter elections.
- Notify officers, committee members, and delegates of their election or appointment.
- Transfer, upon expiration of his/her term of office, all material pertaining to the office to the newly elected Secretary.

**Duties of the Chapter Treasurer:** The **Chapter Treasurer** is custodian of the money of the chapter. This officer collects, deposits, and disburses the funds of the organization. The Chapter Treasurer must be vigilant of unusual or excessive expenditures. The Chapter Treasurer is expected to:

- Receive the Chapter's income.
- Pay Chapter bills after they have been approved for payment.
- Keep a complete record of all financial transactions.
- Report on the solvency of the Chapter with a quarterly financial statement to the Chapter Board and membership.
- Prepare a balanced budget, first seeking the assistance of the Executive Board.

All transactions by the Treasurer should be authorized by the Chapter either in the bylaws or by an adopted motion. Bylaws should specify the procedure for dues payment, including the delinquent date. Upon payment of dues, the Treasurer shall issue a receipt or a membership card to each member.

A bank account (or college account) should be maintained in the name of the Chapter. Under no circumstances should the funds of a Chapter be kept in a personal account or in an account identified by the name of the Treasurer or other officer. The Treasurer is responsible for the signature cards, properly signed and filed with the bank or college, prior to writing checks. The Treasurer's books should be audited annually by an Auditing Committee of two or more members of the Chapter who are proficient in bookkeeping skills. A new Treasurer should not accept books unless they have been audited. **(refer to ACJA/LAE Chapter Guide for Contents of the Treasurer's Report)**

The Treasurer should be a member, or chairman, of the Budget Committee (if any) and should be involved in the preparation of the annual budget of the Chapter.

**NOTE: The "fiscal year" is the accounting period of January through December of each year.**

**Duties of the Chapter Sgt-at-Arms:** The Chapter Sergeant-at-Arms shall carry out the orders of the presiding officer in keeping order, disseminating ballot(s), and take care of any other business the presiding officer deems necessary.

He/she shall be well versed in parliamentary procedure and have knowledge of both chapter and National bylaws. The Sergeant-at-Arms shall work under the presiding officer and perform such duties as directed by him/her.

### Required By the ACJA/LAE National Office

The following is required of all ACJA/LAE subordinate chapters:

1. Changes of addresses are to be sent to the National Executive Secretary. A copy of the Chapter Bylaws and all corrections/amendments are to be sent to the National Executive Secretary.
2. Applications for new members are to be sent with the initiation fee to the National Executive Secretary. Be sure application forms are readable and complete with the necessary signatures and new members are listed on the Controller Sheets. **(Applications and Controller Sheets can be downloaded from our website) Be sure each member is at least 18 years of age.**
3. Send the names and address of newly elected officer to the National Executive Secretary. Submit the changes on the Officer's Roster Form provided by the National Office. The Form can be sent regular mail or faxed. New Officers can also be submitted via email. **The Officer's Roster Form can be downloaded from our website.**
4. It is suggested that news of the Chapter (in article form) be submitted to the Journal Editor for possible inclusion in the ACJA/LAE Newsletter. Pictures are also accepted and encouraged.

### Required By the Internal Revenue Service (IRS)

#### Employer Identification Number (EIN)

In order to maintain tax exempt status as a non-profit organization, the Internal Revenue Service (IRS) requires the National Office to acquire authorization from each subordinate chapter for their inclusion in our Group Tax Exemption. The IRS also requires each chapter to have an Employment Identification Number (EIN). The chapter President and Secretary must sign the Group Exemption Authorization and Employer Identification (EIN Information Form included in the chapter starter packet.

**The National Office will apply for the EIN number for the chapter by filling out an SS-4 Form and submitting the Form to the IRS.** Chapters will need this number if they intend to open a checking account, have fundraisers, etc. All chapters need an EIN number even if they are not going to open a bank account, etc. **Your chapter WILL NOT be included under our Group Exemption**



**Number until the EIN number is obtained. This process can take up to 5-10 days after the chapter is chartered, or in most cases, the EIN is obtained and sent with the membership material. When the National Office receives the chapter's EIN, the number will be sent to the chapter for their records if the EIN is not included with the membership material.**

### **e-Postcard**

Beginning in 2008, small tax-exempt organizations (**including all ACJA-LAE chapters**) that previously were not required to file returns **will be required** to submit an annual electronic notice, Form 990-N, *Electronic Notice (e-Postcard)* for Tax-Exempt Organization NOT Required to File Form 990 or 990-EZ. Small tax-exempt organizations, whose gross receipts are normally \$50,000 or less, were not required to file Form 990, *Return of Organization Exempt from Income Tax*, or Form 990-EZ, *Short Form Return of Organization Exempt from Income Tax*. With the enactment of the Pension Protection Act (PPA) of 2006, these small tax-exempt organizations, including ACJA-LAE chapters, will now be required to **electronically submit Form 990-N, also known as the e-Postcard, with the IRS annually. There will be no paper form. Chapters will need their EIN number to file the e-Postcard.**

### **Consequences of NOT Filing the e-Postcard**

The PPA requires the IRS to “revoke” the tax-exempt status of any organization that fails to meet its annual filing requirement for three consecutive years. Therefore, any organization that does not file the e-Postcard will have their tax-exempt status revoked as of the filing due date of the third year.

## **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, each member receives:

**Membership Certificate** – that is frameable and printed on parchment paper. It contains the member's name; the Association's logo and seal; the date of acceptance; and the approval of acceptance by the signatures of the National President and the 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-plate organizational identification pin that is a facsimile of the ACJA/LAE logo. To be worn with pride.

**ACJA/LAE Logo Decal** – to be placed on books, cars, etc.

**Membership Oath and Symbolism Booklet** – includes the Membership Oath and explains the each part of the Association's emblem.

**National Journals and Newsletters** – distributed to each active member. The publications contain information about: recent developments and synopses of released publications in the criminal justice field; Association activities including the announcement of upcoming Conferences (National and Regional) along with the winners of each of the competitions at National Conferences, articles and manuscripts related to all areas of the criminal justice system, individual chapter activities, and members who have received awards.

**Employment Information** – The Association has found the best source of employment information to be on the Internet. Please check our website under “**Links to Other Sites.**” The page lists criminal justice education and job opportunities. A Job Fair is also held at each National Conference for those members looking for employment.

### **SCHOLASTIC HONOR AWARDS**

In recognition of outstanding scholastic attainment in the field of the administration of criminal justice, a Certificate of Recognition and Keys (a distinctive charm/pin with the ACJA/LAE logo) are awarded to members who exemplify themselves academically. To obtain the Key Award, members need to fill out the **Scholastic Honor Awards Form** available on our website. Send the completed Form with a **Certified Copy of your GPA transcript** with the degree awarded to the Executive Secretary of Grand Chapter. Candidates also must be members of the Association when they apply for the Key Awards. Upon verification that the member meets the requirements for the Award, the Certificate of Recognition and Key Emblem will be mailed to the recipient. Key Award recipients are also printed in the Association’s National Newsletter.

- **Graduate Keys** – are awarded to those members who meet the requirements with a Graduate/Masters Degree. In order to qualify for a Graduate Key, a member’s grade point average must be at least 3.5 on a scale of 4.0.
- **Gold Keys** – are awarded to those members who meet the requirements with a Bachelors Degree. In order to qualify for a Gold Key, a member’s grade point average 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 grade point average must be at least 3.5 on a scale of 4.0.

### **COMPETITIVE AWARDS**

Members may compete nationally for monetary awards including:

- **Scholarship** – A program which makes annual monetary scholarship 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 winners of the Scholarship competition are selected by the Scholarship Committee. Annual awards are announced at the National Conference of the Association held each year. The deadline for Scholarship applications is December 31<sup>st</sup> of each year. Interested members may contact the Executive Secretary to obtain applications and information or applications can be downloaded from the Association’s website.

- **Student Paper Competition** – Any student member is eligible to compete who is enrolled in an academic program. Three categories of awards have been established to include a Graduate Division, an Upper Division, and a Lower Division. All entries must be original papers dealing with issues and problems in the areas of criminology, law enforcement, juvenile justice, courts, corrections, prevention, planning and evaluation, and career development and education in the field of criminal justice. The deadline for Student Paper Competition applications and papers is December 31<sup>st</sup> of each year. Awards are announced at the National Conference held each year. Interested members may contact the Executive Secretary for an application and information or applications can be downloaded from the Association’s website.
  
- **Richard McGrath Memorial Fund Award** - The Richard McGrath Memorial Fund may be given to one deserving student from each region each year. The purpose of the Award is to pay the Conference Registration Fee for the upcoming National Conference. The minimum criteria for all recipients of this Award shall include: (1) be an ACJA/LAE member in good standing; (2) be currently enrolled in a degree-seeking program consistent with the criminal justice field; (3) have been active in chapter and regional activities; (4) have attended at least one regional meeting; and (5) sign and submit a completed Richard McGrath Memorial Fund Nomination Form. Completed forms shall be submitted to each Regional President by December 1<sup>st</sup> of each year. The Regional Presidents shall select and submit the recipient and one alternate. The Regional Presidents are responsible for submitting their award winners to the Executive Secretary by December 31<sup>st</sup> of each year. Interested members may contact the Executive Secretary for an application and information applications can be downloaded from the Association’s website. *(See Richard (Mac) McGrath Memorial on page 58)*
  
- **Ron Pincomb Memorial Fund Award** – The Ron Pincomb Memorial Fund may be given may be given to one deserving professional from each region each year. Each recipient shall be notified that his or her registration fee for the National Conference, immediately following the acceptance of this Award, will be paid. Upon receiving confirmation that the Award has been accepted, the Executive Secretary shall transfer the registration fee for each recipient from the Ron Pincomb Memorial Fund to the National Conference fund. Minimum criteria for all recipients of this Award shall include: (1) be an ACJA- LAE member in good standing; (2) have been active within his or her region; (3) have attended at least two (2) Regional meetings; and completes and submits the Ron Pincomb Memorial Fund Nomination Form. Completed forms shall be submitted to the appropriate Regional President by December 1<sup>st</sup>. The Regional Presidents shall select and submit the recipient and one alternate. The Regional Presidents are responsible for submitted their award winners to the Executive Secretary by December 31<sup>st</sup>. Interested members may contact the Executive Secretary for an application and information applications can be downloaded from the Association’s website. *(See Ronald A. Pincomb Memorial on page 58)*

### Jim Hooker Outstanding Advisor Award

At the 2007 National Conference, the Jim Hooker Outstanding Advisor Award was added to the National Bylaws (III. J. 5.). The criteria for granting the yearly Award is explained below.

- a. The Jim Hooker Outstanding Advisor Award is an earned award granted to advisors of ACJA/LAE in recognition of outstanding service to a chapter and/or region of ACJA/LAE.

- b. The Award is granted upon the favorable vote of a majority of the voting membership of ACJA/LAE present at the National Conference. Voting shall be by secret ballot.
- c. Minimum criteria for nomination for the Jim Hooker Outstanding Advisor Award shall be membership in the Association; at least five (5) years continuous service to at least one ACJA/LAE chapter; and attendance with said chapter(s) at the National Conference during that period.
- d. One Jim Hooker Outstanding Advisor Award may be granted each year.
  - 1. In the event the Executive Secretary receives more than one nomination from a single region, the nomination will be forwarded to the Executive Committee of that region for the purpose of moving forward one nomination from that region. Regional Executive Committees must act upon the nominations and return their findings to the Executive Secretary within a period of ten days upon receipt of the nominations. Failure to do so will result in forfeiture of that region's nominations.
- e. It will be the responsibility of the Executive Secretary to verify the nominee's membership status and length of service as an Advisor "prior to notification" as defined by *Article III, Section K*.
- f. A distinctive plaque of recognition will be presented to the awardee inscribed with his/her name, date of issuance, chapter, and school affiliation and the ACJA/LAE logo at the Annual Conference. It will be the responsibility of the President of Grand Chapter to notify the awardee's supervisor(s) of the award in a timely manner. The award shall be published in the Journal. The award is not a separate class of membership and does not grant Life Membership privileges.

*(See James E. Hooker Memorial on page 57)*

## Chapter, Regional, and National Responsibilities

Here, in brief synopsis form, is one Advisor's outlook on an Advisor's Chapter, Regional and National responsibilities:

### Chapter Level:

1. Work closely with Chapter members, directing Chapter activities.
2. Serve as liaison between Chapter members and academic institution.
3. Support fund-raising activities to help meet Chapter needs.
4. Attend Chapter meetings.

### Regional Level:

1. Maintain contact with Regional officers to keep Chapter members apprised of important Regional activities.
2. Give assistance to Regional officers in conducting Regional business.
3. Support Regional activities through attending Regional Conferences and participation.

### National Level:

1. Maintain a working relationship with the Executive Secretary in order to keep apprised of business and policy matters.
2. Attend and participate in National Conferences.
3. Serve as a stabilizing force for Chapter members while attending a National Conference.

## Legal Responsibilities

### INTRODUCTION

It is realized that the Advisor's function will vary from college to college, relative to local and state policies and guidelines. These comments are to serve as suggestions in the area of potential legal liability. The success or failure of most club programs rests in the hands of the Advisor. In a two-year college program where the student body turnover is approximately 65% each year, the clubs and organizations are highly dependent on the Advisor to provide knowledge, guidance and direction as the new members try to carry on the activities, traditions and services of the group. It is with this premise that Advisors are asked to give their time and talents to this most important out-of-classroom program. The four year college has less turnover, but still faces the same **legal liabilities** as any two-year program.

### BASIC LEGAL LIABILITIES

Most Advisor culpability will be found under tort liability where there may be found some negligent act. Negligence requires a basic duty to exercise the "**reasonable and prudent man**" standard. A breach of this duty could result in liability. Violation of laws, or sometimes just a lack of common-sense, could make an Advisor liable.

Every Advisor should become aware of state, local and other laws related to the function of the club. Again, any violation of these laws, and/or policies would make the Advisor liable for some type of sanction. Many college / school districts will carry some liability insurance which could protect the Advisor from any liability pertinent to a college-sanctioned event (other than criminal violation, in most cases).

Further, under the "Respondeat Superior" concept, the college/university and possibly even ACJA/LAE, could be **vicariously liable** for the commission of a crime or negligent act by the Advisor and/or club member.

### Basic Responsibilities of the Advisor

1. Advisors are responsible for proper supervision of any meeting and/or activity staged by the group with which he/she is working.
2. Advisors should play an active role in helping the student set up a meaningful program that is consistent with the club's (and ACJA/LAE's) constitutional purposes and with the aims of higher education.
3. Advisors should encourage the development of student initiative, responsibility and leadership.

4. Advisors should supervise financial transactions, the handling of the club funds and the maintenance of financial records. Expenditures should not be processed without the approval of the Advisor.

### Some Important Considerations

There **are many** activities that involve what the law calls “abnormally dangerous activities.” Because of these activities, a high standard of care and skill is required.

**FIREARMS** – Minimally, competitors firing in the match must be active members of ACJA-LAE. All competitors are required to sign a Waiver of Liability / Indemnification Agreement and Statement of Competency before being allowed on the firing line. The Statement of Competency will attest that the competitor has completed a Basic Firearms Course and achieved a minimum score of 240 on the ACJA-LAE course of fire (a minimum score of 300 is strongly recommended). The Advisor should keep on record the completion of this course, and also, a signed “safety rules” handout to insure the student is aware of the hazardous nature of this activity. **(see Firearms Competition and Safety Rules)**

When traveling with students to participate in competition (such as, a National competition), common-sense should be exercised in the care and handling of the firearms. **One person should be appointed to insure maximum safety-security of these weapons!**

**DRIVING** – Care should be taken to insure that only students with driver’s licenses, car insurance and a proven driving record should be involved in any transportation. Although “waivers” are not generally recognized in cases of criminal violations, or gross negligence, they are helpful in putting individuals “on notice” regarding their responsibilities. **(Refer to Exhibits 1, 2 and 3)**

**PHYSICAL COMPETITION** – Most all the foregoing points would also apply regarding any required physical activity of a student member.

**DRINKING** – Many student members are underage and it is becoming even more important to insure that every student understands his/her moral and legal obligations in this area. The Advisor should also be aware that if he/she in any way condones/encourages drinking to excess, he/she could be criminally and/or civilly liable!

**HAZING** – Several colleges/universities maintain some type of initiation or hazing ritual connected with membership in their chapter. The Advisor should know that any unusual or unnecessary activity related to this tradition could make him/her liable if it goes beyond reason (for example, paddling, stripping or other activities that could be harmful or embarrassing to any individual).

### National Firearms Competition

**The following National Firearms Safety Rules and Competition Standards were presented by the Firearms Committee and APPROVED and ADOPTED by the ACJA-LAE Executive Board of Grand Chapter at the National Conference in Kansas City, MO in 2008 for all National and Regional Association-sponsored Firearms Competitions.**

### ***Range Safety Rules***

- **Weapons and Security**: All competitors are liable and responsible for the care and handling of their own firearms in a safe and secure manner. Weapons will not be publicly worn or displayed at any time except on the firing line. No food or drinks will be allowed on the firing line. No alcoholic beverages will be allowed on the range. Anyone involved in the Firearms Competition shall not consume alcoholic beverages during the eight-hour period immediately preceding the beginning of the Firearms Competition. In the case when the Safety Meeting takes place on the same day as the Competition, the beginning of the meeting shall be considered as the beginning of the Competition.
  1. Eye protection, ear protection, and hat will be worn on the firing line during all firing; **there are no exceptions.**
  2. Only the shooter called to fire will be allowed on the firing line (i.e., no coaches).
  3. Pay strict attention to the Range Officers while on the firing line. Do not anticipate the range commands as called by the Range Safety Officer.
  4. No loaded weapons will be allowed on the range other than on the firing line; weapons will only be loaded on the firing line, and only after the proper commands have been given.
  5. All weapons will remain in holsters or carrying cases until the shooters are on the firing line and ready to fire. Weapons will be pointed down-range at all times when not in a holster or carrying case.
  6. No dry firing will be allowed without the consent of the Range Safety Officer.
  7. All firing will be conducted from the "Low Ready" position, with the weapon pointed at the ground at an angle of 45 degrees in front of the shooter, down-range with the finger off the trigger (indexed). Weapons will remain holstered until the command "load and make ready," is given by the Range Officer.
  8. Shooters should report to the firing line when called, with all equipment necessary to fire the course; shooters will not delay the start of a relay by tardiness. Tardy shooters will be required to wait until the next available open relay.
  9. There will be a safety inspection of all weapons prior to going on the firing line. Weapons determined to be unsafe will not be allowed on the range.
  10. Final decision regarding the safety of a weapon will be made by the Range Master or designee (Firearm Inspection Officer).
  11. Strict discipline must be maintained on the range. Carelessness cannot and will not be tolerated. Violation of any of the above rules, or the commission of any other act considered by the Range Officers to be unsafe, may result in immediate disqualification and removal from the range.
  12. All decisions of the Range Master are final and are not subject to appeal.

13. Each competitor must sign a copy of these rules indicating he / she has read and understands each of the above safety rules. No shooter will be allowed to compete until this signed statement is received by the Range Master. Each competitor must have their copy of said statement and their Release of Liability Form in their possession at the time of the competition, or they will not be allowed to compete.

- **Liability and Liability Waiver Forms:** Liability Waiver Forms that have been altered in any fashion by the competitor will not be accepted!!! Any competitor who fails or refuses to sign the Waiver Forms before the Firearms Competition, or does not have both forms in their possession at the time of the Competition, will not be allowed to compete.
  1. Competitors are responsible and liable for any misuse or mishandling of firearms. Competitors assume all responsibility and risks upon registering for the event.
  2. All competitors are required to sign a Waiver of Liability / Indemnification Agreement and Statement of Competency before being allowed on the firing line.
  3. The Statement of Competency will attest that the competitor has completed a Basic Firearms Course and achieved a minimum score of 240 on the ACJA-LAE course of fire (**a minimum score of 300 is strongly recommended**).
- **Accommodations for the Disabled / Handicapped:** With safety at the forefront, ACJA/LAE will make all reasonable accommodations for the disabled during the Firearms Competition. The shooter must demonstrate safe handling of the weapon. Each individual will be handled on a case-by-case basis, with safety as the utmost concern, and the shooter's score may or may not be included in the competition.
- **Notification:** Each chapter should provide their competitors with the following information:
  - **ACJA-LAE Firearms Range Safety Rules**
  - **ACJA-LAE Firearms Competition Course of Fire**
  - **ACJA-LAE Safety Briefing Power Point Presentation**

The Conference Host Chapter will notify each chapter at least three (3) months in advance if the range facilities to be used will dictate a change from any of these standards and rules. This notification will also include information on the range facility itself, to include:

- Whether an indoor or outdoor range will be used.
- Whether jacketed ammunition will be allowed.
- Any additional safety rules specific to the range.

This notification should also include a summary of local laws pertaining to the possession and transportation of firearms.

#### **Explanation of Terms:**

- **Range Master:** Ranking Range Official, responsible for overseeing all aspects of the Firearms Competition, interpretation of rules, and resolution of issues and conflicts.



- **Range Safety Officer:** Ranking Range Officer, responsible for announcing the course of fire and each stage, and overseeing the Range Officers on the firing line.
- **Range Officer:** Responsible for directly overseeing the actions and safety of the individual competitor on the firing line.
- **Scoring Coordinator:** Ranking Scorekeeper, responsible for overseeing the Scorekeepers and recording of scores.
- **Firearm Inspection Officer:** Responsible for inspecting a competitor's firearm to ensure it meets the specifications for use in the competition, as well as ensuring the competitor has all equipment necessary to compete.

### **Competitors Must Have the Following to Shoot in the Competition:**

- A. Hearing protection, eye protection, and hat.
- B. Authorized Firearm.
- C. Three (3) magazines or speedloaders for said Firearm.
- D. Authorized strong side holster for Firearm.
- E. Magazine or speedloader holders attached to belt.
- F. Picture ID and Conference badge.
- G. Yellow copies of Liability Release and Shooting Release.
- H. Shooter Scorecard.

### **National Competition Standards**

- **Weapons:** Weapons to be used in the match must meet the following specifications:
  - Semi-automatic or double-action revolver, 9mm to .45 caliber (semi-automatics will only load six rounds per magazine.
  - Three to six inch barrel length.
  - No electronic or dot-type (i.e., Aimpoint, etc.) sights.
  - Trigger-pull must not be less than two and one-half pounds.
  - Weapon must be usable as a standard police duty weapon.
  - No after market compensators, porting, or Bull Barrels are permitted.
- **Ammunition:** Only *commercially manufactured ammunition* is accepted and allowed; magnum, +P, or +P+ ammunition is not allowed. Ammunition must be duty or training style (Hollow point, FMJ, round nose, or semi-wadcutter), no competition ammunition will be allowed. All ammunition will be inspected and approved by the Firearm Inspection Officer at the time of the firearm inspection. ***All ammunition must be provided by the competitor unless otherwise noted by the Conference Director.***

Ammunition will be carried on the person of the competitor. Competitors will not be allowed to set any additional equipment on the ground on the firing line. Magazines and speed-loaders will not be loaded prior to the command to prepare magazines or speed-loaders. Revolver shooters will use speed-loaders to load their firearms at all times, even the initial six rounds for each stage. This practice will assure a uniformity of status across the firing line, and will increase safety.

- **Holsters:** Weapons will be carried to and from the firing line in a holster. The holster will be designed to properly fit the weapon carried in it. The holster will be of a type to be worn on the shooter's strong side, outside of the pants, with a retaining device, and attached to the belt. (This means that a cross-draw, ankle, competition, quick-draw and shoulder holsters are not permitted.)

#### **Inspection Protocol For Revolvers:**

- A competitor's revolver will be handed to the Firearm Inspection Officer with the cylinder in the open position. The Firearm Inspection Officer:
  - Completes Safety Clearance Check.
  - Inspects muzzle crown and barrel for obstructions and burrs.
  - Inspects for free movement of cylinder and depression of ejector rod.
  - Closes cylinder, checks that cylinder locks into frame, and locks into alignment with barrel.
  - Cocks hammer, checks cylinder turn, and that hammer locks back with no push-off.
  - Releases hammer.
  - Checks trigger pull with gauge.
  - Opens cylinder.
  - Completes Safety Clearance Check.
  - Inspects ammunition to insure that it follows regulations.
  - Returns Revolver and Ammunition separately.

#### **Inspection Protocol For Auto-Loaders:**

- A competitor's Auto-Loading pistol will be handed to the Firearm Inspection Officer locked in open position, with magazine and ammunition separately. The Firearm Inspection Officer:
  - Completes Safety Clearance Check.
  - Inspects muzzle crown and feed ramp for obstructions or burrs.
  - Inspects barrel for obstructions with rod.
  - Releases slide with slide stop, locks slide back with stop.
  - Releases slide, checks de-cocker, single action only safety, or double action only mechanism.
  - Inserts magazine to insure seating, pulls back slide to insure that it will lock on an empty magazine, releases magazine to insure freefall.
  - Checks trigger pull with gauge.
  - Completes Safety Clearance Check.
  - Inspects ammunition to insure that it follows regulations.
  - Returns Pistol, Ammunition, and Magazine separately.

| COURSE OF FIRE |          |                       |                             |            |
|----------------|----------|-----------------------|-----------------------------|------------|
| Stage          | Distance | Position              | # Rounds / Method           | Time       |
| 1              | 7 yards  | Standing, 2 hands     | 12 (double-action)          | 25 seconds |
| 2              | 15 yards | Standing, 2 hands     | 12 (double-action)          | 25 seconds |
| 3              | 25 yards | Kneeling              | 6 (single or double action) | 90 seconds |
|                |          | Barricade, left hand  | 6 (single or double action) |            |
|                |          | Barricade, right hand | 6 (single or double action) |            |
| 4              | 25 yards | Standing, 2 hands     | 6 (double-action)           | 12 seconds |

**Total Rounds Fired: 48**  
**Maximum Score Possible: 480 points**  
**Target: Black B27 Cardboard**

#### Explanation of Positions:

- **Load and Make Ready:** The command to load your firearm, decock or engage the safety, and assume the low ready position.
- **Low Ready Position:** Firearm at a 45-degree angle, pointed toward the ground and down range with safety engaged (single action) or decocked (double action), with the trigger finger “indexed” outside of the trigger guard.
- **Standing Unsupported:** Standing position in which all portions of the shooters hands, arms, body, clothing and firearms are free from artificial support. Nor shall any portion of the shooter’s body rest upon or touch the ground in advance of the firing line.
- **Kneeling Position:** At least one knee on the ground, with no part of the buttocks touching the ground; this position is fired with no external support (i.e. barricades may not be used).
- **Left-Hand Barricade:** Firearm will be held by the shooters left hand on the left side of the barricade.
- **Right-Hand Barricade:** Firearm will be held by the shooters right hand on the right side of the barricade.

***For an example of the above positions, please view the  
Firearms Powerpoint Presentation on the web site.***

#### Official Range Commands:

- Official Range Commands will be given as follows:

##### **STAGE 1**

- This stage is at a distance of 7 yards, 12 rounds with 1 reload, standing, double action with a two handed grip. The time limit is 25 seconds.
- Shooters, at this time, prepare 2 magazines or speedloaders with 6 rounds apiece.
- Is the line ready on the left? Ready on the right?

- Shooters, at this time load and make ready.
- Is the line ready on the left? Ready on the right?
- The firing line is ready.
- 12 rounds, 25 seconds.
- Shooters, watch your targets.
- "FIRE"
- "CEASE FIRE"
- Shooters, at this time, assume the low ready position with the slide locked open or the cylinder open for inspection by the Range Officer.
- Shooters, after acknowledgement from a Range Officer, holster a safe firearm.
- Is the line clear on the left? Clear on the right?
- The line is clear, at this time retrieve your magazines or speedloaders, and insure that your target is at the distance of 15 yards.

### **STAGE 2:**

- This stage is at a distance of 15 yards, 12 rounds with 1 reload, standing, double action with a two handed grip. The time limit is 25 seconds.
- Shooters, at this time, prepare 2 magazines or speedloaders with 6 rounds apiece.
- Is the line ready on the left? Ready on the right?
- Shooters, at this time load and make ready.
- Is the line ready on the left? Ready on the right?
- The firing line is ready.
- 12 rounds, 25 seconds.
- Shooters, watch your targets.
- "FIRE"
- "CEASE FIRE"
- Shooters, at this time, assume the low ready position with the slide locked open or the cylinder open for inspection by the Range Officer.
- Shooters, after acknowledgement from a Range Officer, holster a safe firearm.
- Is the line clear on the left? Clear on the right?
- The line is clear, at this time retrieve your magazines or speedloaders, and insure that your target is at the distance of 25 yards.

### **STAGE 3:**

- This stage is at a distance of 25 yards, 18 rounds with 2 reloads. You will start from the low ready position; at the signal you will assume the kneeling position. The first 6 rounds will be kneeling, with a two-handed strong side grip. The next 6 rounds will be standing to the left side of the barricade, supported or unsupported, firing with the left hand. The final 6 rounds will be standing to the right side of the barricade, supported or unsupported, firing with the right hand. Remember to transition to the new position before reloading. The time limit is 90 seconds. You may fire single or double action.
- Shooters, at this time, prepare 3 magazines or speedloaders with 6 rounds apiece.
- Is the line ready on the left? Ready on the right?
- Shooters, at this time, load and make ready.
- Is the line ready on the left? Ready on the right?
- The firing line is ready.
- 18 rounds, 90 seconds.
- Shooters, watch your targets.

- "FIRE"
- "CEASE FIRE"
- Shooters, at this time, assume the low ready position with the slide locked open or the cylinder open for inspection by the Range Officer.
- Shooters, after acknowledgement from a Range Officer, holster a safe firearm.
- Is the line clear on the left? Clear on the right?
- The line is clear, at this time retrieve your magazines or speedloaders.

**STAGE 4:**

- This stage is at a distance of 25 yards, 6 rounds, standing, double action with a two handed grip. The time limit is 12 seconds.
- Shooters, at this time, prepare 1 magazine or speed-loader with 6 rounds.
- Is the line ready on the left? Ready on the right?
- Shooters, at this time, load and make ready.
- Is the line ready on the left? Ready on the right?
- The firing line is ready.
- 6 rounds, 12 seconds.
- Shooters, watch your targets.
- "FIRE"
- "CEASE FIRE"
- Shooters, at this time, assume the low ready position with the slide locked open or the cylinder open for inspection by the Range Officer.
- Shooters, after acknowledgement from a Range Officer, holster a safe firearm.
- Is the line clear on the left? Clear on the right?
- The line is clear, at this time retrieve your magazines or speed-loaders and proceed to the scorekeeping area.

***Official Standardized Rules***

- Once the Command to "**FIRE**" has been given, anything dropped to the ground becomes null and void. No participant or Range Officer shall retrieve anything from the ground until the command to do so is given.
- **In the event that any Range Officer or any shooter observes an immediate safety hazard on the range, the command to "CEASE FIRE" shall be immediately given by the person observing the hazard. Upon hearing the command to "CEASE FIRE," all shooters shall immediately halt firing and assume to low ready position until further instructed by the Range Safety Officer.**
- **Alibis:** Only safety related alibis will be allowed, as determined by the Range Master. Firearms failures or ammunition malfunctions do not qualify as a safety-related alibi.
- **Challenges:** When a shooter feels that a shot, either his/her own or that of another shooter, has been improperly evaluated or scored, the shooter may post a \$5.00 challenge fee. The final decision rests with the Range Master, who, if deciding in favor of the challenger, shall refund the challenge fee. If the ruling is against the challenger, no refund is in order and the challenge fee shall be posted to the general account of the Conference.
- **Scoring:** The following scoring procedures will be allowed:

- A. The Range Master will make provisions for scoring of the targets by independent judges. In any case, once firing is completed, a competitor should not handle his/her own target until it has been scored, inspected and signed by the competitor, and the score recorded.
  - B. Shooters who declare they are a 90% shooter (can shoot 432+ score) and are certified at a Regional Conference or by a Chapter Advisor may request two (2) targets. If two targets are requested, the second target will replace the first target after the 15 yard stage.
  - C. **Early or Late Shots:** A ten (10) point deduction for an early or late shot will be recorded by the Range Officer on the shooter's target or scorecard. A second early or late shot will result in disqualification.
  - D. A ten (10) point deduction will be made for each shot fired in violation of procedures. The deduction will be noted by the Range Officer on the competitor's target or scorecard. (Examples: firing single-action during a double-action stage, right-handed instead of left-handed where specified, etc.)
  - E. Bullet holes must meet the line of the scoring ring to receive the next highest value. Bullet holes not meeting the line of the scoring ring will receive the lower value.
  - F. Tie scores will be broken by the highest X-count. Should this also result in a tie, where an award placement is at stake, shooters will be recorded as tied for that place unless provisions can be made for a shoot-off. If at all possible, a shoot-off will be conducted.
  - G. **Excessive Hits:** If more than the required number of holes (48) appears in a shooter's target, the shooter will be given the option of firing the course over or having the highest points for each of the number of excess hits subtracted from the shooter's total score.
- **Team Shooting:** Teams will consist of three (3) members. Team members need not fire together. One target/score will be used for both team and individual scores. No competitor may fire as a member of more than one team. Team members need not be from the same chapter or the same classification, although teams will be classified by the highest division represented. These "pick-up" teams must select one chapter to represent, for the purpose of scoring for the Sweepstakes Award.
  - **Qualified Emergency Medical Personnel** will be on stand-by in the area of the Competition.
  - **Awards:** Awards will be given in the six (6) primary classifications (Lower Collegiate, Upper Collegiate, and Professional, team and individual). In addition, a Top Gun Award will be presented to the competitor with the highest overall score. The "**Top Gun**" Award shall not be counted toward the Sweepstakes Award, as the recipient will already be the first place winner in one of the three individual competition categories.
  - **Safety Briefing:** A mandatory meeting shall be held prior to each match, to ensure that all competitors are familiar with these standardized rules, the ACJA-LAE Firearms Safety Rules and any additional safety procedures or information specific to the range facility to be used. At this meeting, the positions and commands to be used during the course of fire will also be

demonstrated and explained. Every shooter is required to attend this meeting before being allowed on the firing line. The meeting shall, whenever possible, be conducted using the National Safety Briefing Power Point Presentation, which shall be included in the conference planning manual. In the event that this meeting is on the same day as the competition, it shall be construed as the beginning of the Firearms Competition. ***The National Firearms Powerpoint Presentation is also available on the ACJA-LAE website at [www.acjalae.org](http://www.acjalae.org).***

### ***Set Up of the Range***

The setup of the shooting range is individual to each Competition location. The typical range will include, but is not limited to:

1. A registration area where liability waivers can be checked and signatures verified for each individual shooter.
2. A firearms / ammunition inspection area where firearms will be checked for functionality and firearms and ammunition can be checked for specifications listed in the Competition Rules and Regulations.
3. A staging area where individual shooters will await their prompt arrival onto the firing line.
4. The firing line where shooters will complete the four (4) stages of the Competition.
5. A scoring area where targets are to be stored and scoring can be calculated.

**Exhibit 1**  
**Sample Vehicle Insurance Form**

Student's Name: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

I, \_\_\_\_\_ do hereby release  
(college/university)  
Parent or Guardian unless 21 years or older  
from any responsibility and liability when giving permission for my son  
/ daughter  
to drive to/from a college/university activity, utilizing private  
transportation.

The vehicle being used is insured with the following company:

Insurance Company: \_\_\_\_\_  
Policy Number \_\_\_\_\_  
Expiration Date: \_\_\_\_\_  
Car License: \_\_\_\_\_

Other students involved in this same activity are not to ride in the above  
listed  
vehicle without written consent.

Signed: \_\_\_\_\_ Date \_\_\_\_\_  
Parent or Guardian unless 21 :  
\_\_\_\_\_ Date \_\_\_\_\_  
Student :



## Exhibit 2

### Sample Accident Insurance Coverage Information

To: All Students:

The (insert college/university) may provide minimal accident insurance coverage for students attending ACJA/LAE functions. Our policy is a SECONDARY TYPE, covering payment beyond the expenses provided under the student's private or family insurance plan. The policy is not intended to pay medical bills covered by other insurance until the maximum amounts are paid by YOUR PRIVATE CARRIER. If a student is NOT covered by other insurance, our policy will pay only to the limits of the policy, which may NOT cover the entire bill, the remainder of which would become the student's responsibility.

The college/university assumes no responsibility for injuries which were incurred prior to the student coming to (college/university), or injuries that were incurred outside the college/university. Students who have pre-existing conditions MUST HAVE A SIGNED RELEASE FROM THEIR PHYSICIAN BEFORE PARTICIPATING IN PHYSICAL TRAINING OF ANY ACJA/LAE FUNCTION.

Each student is also required to have on file at the college/university an Insurance Form giving complete information of how own or his family's insurance coverage and signed by the parent if applicable. It is also the responsibility of the student or parent to furnish the hospital and/or physician with proper insurance identification and/or claim forms of the private insurance carrier. Failure to do so will cause needless delay in the settlement of the claim and may hinder your credit rating.

All students receiving any type of injury that requires medical attention from a physician MUST COMPLETE STUDENT ACCIDENT REPORT FORMS. These forms are available from your college/university. No claim will be submitted for payment without these accident forms on file. THIS FORM MUST BE COMPLETED IMMEDIATELY AFTER INJURY.

No liability on the part of the (college/university) exists, or may be assumed to exist, for any amount beyond the limits of any policy carried by the college/university. No liability on the part of the college/university exists, or may be assumed to exist, for off-campus medical or dental treatment or hospitalization of any kind for student injuries without prior referral by the Chapter Advisor or college/university designee.

Should you desire further information regarding **the insurance program**, please feel free to contact our office.

**Exhibit 3**  
**ACJA/LAE Release and Waiver of Liability and Claims**

The undersigned (hereinafter denominated as "Participant") for the sole consideration of the opportunity to participate in any firearms competition, physical agility competition, or any other competition or contest sponsored by the American Criminal Justice Association – Lambda Alpha Epsilon (hereinafter denominated as ("ACJA-LAE")), or any of its national, regional, or local branches or chapters, does hereby and for his or her heirs, executors, administrators, successors and assigns, release and forever discharge ACJA-LAE or any of its subsidiaries, chapters, or members, and executors, administrators, successors and assigns of and from any and all claims or claims, actions, causes of actions, demands, or rights, damages, costs, loss of service, expenses, and compensation whatsoever of any kind or nature, which the undersigned may now have or which he or she may hereafter accrue on account of or in any way growing out of any and all known and unknown, foreseen or unforeseen damages, incidents, and events and the consequences thereof resulting from any claim of any kind or nature.

The undersigned, by entering into and agreeing to compete in any of the aforesaid competitions, contests, or events sponsored by ACJA-LAE or any of its subsidiaries or chapters, hereby acknowledges and assumes all risk of physical or mental damage or injury which may result from participation in such activities or events, understands and acknowledges that there is risk of such injury, and fully assumes any and all risk relating to or arising from such competition, events, or other enterprise.

The undersigned understands and agrees that no member or members of ACJA-LAE are under the control, direction, or employ, nor are they agents of ACJA-LAE, and the undersigned agrees and confirms that he or she will not seek to hold ACJA-LAE responsible for any acts of any such member, members, other competitors, or any other person otherwise participating in such competitions, contests, events, or enterprises.

This Release and Waiver is general and all-encompassing and Participant understands that it is a condition precedent to any participation in any competition, event, contest, activity, or other enterprise of ACJA-LAE. The entire consideration for this Waiver and Release is that set out hereinabove: the opportunity to participate in such events. It is expressly understood and agreed to by Participant that this Waiver and Release is executed with reliance upon any statements or representations by the party or parties released or their agents, employees, or representatives. This Waiver and Release contains the entire agreement between the parties hereto and the terms of this Waiver and Release are contractual and not mere recital.

The undersigned Participant states that he or she has carefully read the foregoing Waiver and Release, knows the contents thereof, has had an opportunity to consult with counsel or an attorney of his or her own choice, and that he or she signs the same of his of her own free will and accord, without coercion, other consideration, or any pressure whatsoever, assuming all responsibility and risk for participation as set out hereinbefore, and being fully cognizant of said risk and responsibilities and that such participation is entirely voluntary on the part of the Participant.

\_\_\_\_\_  
Participant

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Chapter

**NOTE: The Firearms Waiver is available upon request.**

## Financial Responsibility of Advisors

The position of faculty Advisor to an ACJA/LAE Chapter within a college / university setting entails numerous responsibilities including financial concerns. Actual financial transactions are usually covered by school policy. The problem, however, lies with the cash/check transactions of fund raisers and cash distributions for everyday operational purposes.

The key item to be used for control purposes is a receipt book which provides a duplicate copy of all transactions. **The golden rule to follow is: give receipts for all transactions.** Cash that is not one's own is easily spent/misplaced or allocated for individual use rather than for the chapter.

If the school provides a means to deposit monies, one problem is solved. If you don't have this convenience, a credit union or a bank account will do. It is important that all transactions be documented for tax and audit purposes.

As a nonprofit organization, your chapter must have a Federal I.D. (EIN) number. The Executive Secretary will file and obtain the Chapter's Federal I.D. number with the IRS. The Federal I.D. number will be sent to the Chapter when National can obtain the number from the IRS. In addition, a chapter might qualify for state sales tax exemption, which also requires a state tax number. This state number is usually assigned to your school but you will need state forms that must be submitted with all purchases. This is based on the assumption that your state has a sales tax.

A petty cash fund can be helpful. It reduces the chance of out-of-pocket purchases by the Advisor. It is important to keep a record book to record all petty cash transactions. This could be in the form of a checking account transaction book. Receipts that match expenditures are necessary for bookkeeping and audit purposes. **Another golden rule is: never let the petty cash further accrue beyond a set amount, say \$25.00.** Once there is an excess, it should be deposited in your main account. This petty cash money should be kept under lock and key; only the Advisor should have access to it.

One chapter member should be given the responsibility of collecting all monies at each event. Some initial cash might be required. This could come from either the petty cash fund or out of the Advisor's pocket and should be replaced at the conclusion of the event. Each payment should be entered in the Chapter's receipt book with sufficient description of the event to provide easy identification upon review. Try to include a chapter member to witness the transaction.

All rules and regulations are for assistance in insuring fair and equitable distribution of a Chapter's funds. **Financial responsibility is one of the most important aspects of an Advisor's role.** One rumor of misallocation of funds can do damage to the reputation of the Chapter and its members, including the faculty Advisor.

## ACJA/LAE Forms

1. **Application Forms** (for all new members) *(available on the website)*.
2. **Controller Sheets** (must accompany new applications listing name(s), fee submitted, and Chapter Officer/Advisor submitting applications. This is a recap of the application(s) being submitted *(available on the website)*)

3. **Supply Order Forms** (list items for sale from the National Office such as stationary, decals, certificates of appreciation, binders, etc.). Also includes all forms and materials that are free to subordinate chapters. *(available on the website)*
4. **Chapter Officers' Roster** (should be filled out whenever there is a change in chapter officers). *(available on the website)*
5. **National Bylaws and Standing Rules** (are updated every year) *(available on the website)*
6. **Chapter Guide** (helpful in the day-to-day duties of the chapter officers, fundraisers, etc.). *(available on the website)*
7. **Membership Oath & Symbolism Booklets** (includes membership oath and explains the symbols of our logo).
8. **ACJA/LAE Benefits of Membership** (lists all benefits of being an ACJA/LAE members; useful when trying to recruit members). *(available on the website)*
9. **ACJA/LAE Tri-fold Brochure** (An Invitation to Commitment, useful when trying to recruit members).
10. **ACJA/LAE History** (details on how ACJA/LAE began) *(available on the website)*
11. **National Executive Board Roster** (to keep chapter officers, advisors, and members apprised of the Executive Board members, addresses, and telephone numbers; also includes name, address, and telephone number of the Journal Editor). *(Information is also available on the website)*
12. **Plaques and Trophies Order Form** (form made available for ordering plaques, trophies and graduation medallions that are made available though the National Office). *(available on the website)*

**The above material is also available from the National Office.**

## Fundraising

### **Tips for Staging a Successful Fundraising Event**

Fundraising is important in that it will give chapter members funds to attend National and Regional Conferences and to help raise money for other chapter activities. The following tips for staging a successful fundraising event were developed by Bernice E. Sheldon, Director of Public Relations, National Association for Practical Nurse Education and Service, Inc. Because of the practical value to any organization, they are being presented for use by ACJA/LAE chapters.

### **Fundraising Strategies**

For many organizations, the solution may lie in staging special events – bringing people together to raise funds through bazaars, fashion shows, theatre parties, and other happenings. Although this method of raising money may be as old as the hills, it is still a good way to boost income because any event can be profitable – if you know how to go about it!

1. Begin by deciding what to stage. The best is an event that coincides with the tastes and interests of the community, so pay close attention to local preferences when making the decision.
2. Pick a chairperson who is skilled in planning and organizing, has a flair for handling people, and can cope with pressures and emergencies.
3. Form an active, energetic committee. Bypass the “talkers” and concentrate on finding the “doers” i.e., people who can translate ideas into reality, manage details, meet deadlines, and sell tickets.
4. Allow sufficient time for preparation. Just how much depends on the event – the larger and more elaborate the affair, the more time that is needed for planning, organizing and conducting effective publicity and ticket selling campaigns.
5. Avoid overspending by carefully calculating expenses in advance. Keep costs down by soliciting donations of merchandise and services from local merchants and business firms. They may be willing to lend a hand, provided there is appreciable public acknowledgement and exposure.
6. Draw up a “must do” list which specifies everything that needs to be done before, during, and after the event. As each task is completed, check it off. The list shows what has been done and what remains to be done at any stage of the preparations. It serves as a step-by-step working guide and prevents errors and oversights.
7. Be realistic about the price of tickets. Aim for a figure which will assure a favorable profit, yet appeal to the public.
8. Hold the event in a place with enough space to accommodate the audience and activities with ease. Be sure it meets fire, safety, and health regulations. If it is an outdoor affair, ask the police department to issue an appropriate permit (if applicable).
9. If there is a community calendar, consult it before setting on a date. If not, poll other local groups to see what they have planned. This will keep two or more events from being scheduled on the same day and competing with each other for attention and attendance.
10. Steer clear of dates that conflict with religious holidays or long holiday weekends. For an outdoor event, plan an alternate date or indoor site in case of rain.
11. “Sell” the event to the public with a well-planned publicity campaign. Use the press, radio, television, and all other available sources. Post notices on community bulletin boards, in banks, schools, churches, supermarkets, Laundromats, and other places of business. If the budget permits, consider using “visibles” as posters and flyers. Or, for a surefire attention getter, use handbills that resemble parking tickets. Stick them under windshield wipers and then enjoy the reaction!

Post-event “MUSTS.” After the event is over, the receipts tallied, and the bills are paid, thank everyone who contributed in any way to its success. Express your gratitude to members of the committee, donors of merchandise and services, the news media, and others who helped to publicize the affair for you.

And the most important “MUST” of all – make an honest evaluation of the event. No cheating allowed!!! A retrospective look will pinpoint weak spots, weed out those committee members who performed poorly, and focus attention on mistakes. The information provided by a thorough review will prove invaluable in planning and staging future events.

### **Fundraising Suggestions**

***Ideas include:*** Flea Markets; Alumni Dances and Parties; T-shirts; Balloons; Marksmanship Contests; Ski Club; Wine Raffles; Car Washes; Bake Sales; College/University Dances sponsored by ACJA/LAE; Decals, Sweaters, or T-shirts with ACJA/LAE Logo. Sell coffee, tea or cookies during registration; raffles; sell tickets at State Fair or Swap Meets; have Concession (food) stands at Swap Meets and Football Games; Sponsor Lecturers; hold mini-conferences for police cadets and non-member CJ students in your area, Fun Runs, Bowl-a-thons, Fireworks stands, and “For Kid’s Sake (fingerprinting).

### **Fundraising: The Key To Success**

*The following was submitted by Dr. Laura Bedard, former Advisor to Lambda Chapter at Florida State University.*

One of the things I have been most proud of my chapter for is their ability to raise large sums of money in a pinch. Our chapter raised almost \$12,000 to attend the National Conference in California. Previously, we had raised as much as \$18,000. This success is due to many things. As Lambda Chapter’s Advisor, I never let them get away with saying they can’t. I know they can succeed and I have high expectations that they will. They always do.

Students have excellent ideas for raising money. I think it is important to “spread the wealth” so to speak and share our secrets of effective fundraising. First, organization is the key. If there is only one person in charge of each fundraising event, then it is easy to figure out who to speak to when something goes wrong. The person in charge has the job of making sure everyone else does what they are supposed to do. Making sure people follow through on their assigned responsibilities is key to any organization’s success.

Advertise what is happening to keep members motivated. At chapter meetings, let members know how much has been raised and how much needs to be raised. Publicly congratulate people who have worked hard so they feel appreciated.

Try different fundraising approaches each semester. The people who support your efforts do not want the same old thing each semester. Be creative. Here are some of the ideas we have had success with in the past aside from the traditional car washes and bake sales which bring in about \$50.00 per event:

1. We took \$250.00 of our chapter funds and purchased a color television set. Each member was responsible for selling ten raffle tickets at \$2.00 each. We advertised and sold tickets both on and off campus. We made \$650.00 profit in a few short weeks. We published the winner’s name and made a production about presenting the TV. – good public relations goes a long way.
2. We worked along with our local police department and identified neighborhoods which needed better house identification numbers. Then we borrowed from city maintenance reflector paint and stencils. We painted house numbers in the curb and then went back and asked for donations. People gave us an average of \$10 per house for about 5 minutes of work! We raised

\$1,000 over two weekends. The group enjoyed doing it and it was service to the public – again getting ACJA/LAE’s name out and about.

3. We also drafted a sponsorship letter asking for tax deductible donations to sponsor a student for a criminal justice competition. We solicited not only members’ parents, but local businesses which work in the criminal justice system (pawn shops, lawyers, police supply companies, shooting ranges). We mailed the letter first and then students went out, in person, to follow up a week later. Each student was responsible for visiting one or two agencies. Most folks donated \$100. Be sure to write a thank you note so you can ask again in the future.
4. In conjunction with our University Homecoming, the chapter set up a silent auction with items donated from local businesses. We had tables with the item displayed and minimum bids of each item. There was no overhead, just leg work on the part of our members getting donations. We raised \$300 for a couple of hours work.

In addition, we have offered our services for yard work, spring cleaning and moving. The money is out there. They key is to be creative and organized. Fund raising is an essential part of your chapter’s success!

***Good Luck Advisor!!!  
You are the Key!!!  
You can make it happen!!!***

### **The National and Regional Conference Experience**

The Association holds a week-long National Conference each year for its members. Each of the six regions also holds a Regional Conference every year.

- **National Conferences** – Once a year between March 1st and May 1st, a week-long National Conference is held comprised of workshops; seminars; written, practical, and physical competitive events. Written competitions include Criminal Law, Police Management and Operation, Juvenile Justice, Corrections and an LAE Knowledge exam. A Crime Scene investigation is also held as well as a Pistol competition for individuals and team competition. A Physical Agility competition is also offered. The National Conference is held in a different city each year and is rotated between the six regions. The Conference is structured around a specific theme chosen by the Board of Directors. A National Business Meeting is held as well as banquets with guest speakers. A closing banquet is scheduled at each National Conference and trophies are awarded to the winners who competed in the competitions throughout the week.
- **Regional Conferences** – Once a year in the Fall, a mini-conference is held in each of the six regions. The Regional Conference is 2-3 days long and consists of competitions, seminars, workshops, and a Regional Business Meeting. A closing banquet is scheduled at the end of the Conference and trophies are awarded to the winners who competed throughout the Conference.

## Delegate Representation at the National Conference

1. The Annual Meeting of this Association designated as the National Conference shall be held between March 1<sup>st</sup> and May 1<sup>st</sup> each year. The location of the Annual Meeting should be determined by the President with the advice and approval of the Executive Board approximately twenty-four (24) months in advance whenever possible.
2. Two-thirds (2/3) of the voting membership shall constitute a quorum for the transaction of any business.
3. Any certified delegate may request a roll call vote following an oral vote or a division of the assembly; and if joined by certified delegates from five (5) chapters, such request shall be granted.

### 4. DELEGATE REPRESENTATION

- a. Voting at the Annual Meeting of the Association shall be by accredited delegates. An accredited delegate shall be a member of the Association, duly registered with the host chapter and certified by the Executive Secretary as qualified to vote.
- b. Each subordinate chapter shall be entitled to one (1) vote plus an additional one (1) vote for each twenty-five (25) members.
- c. There will be one Member-at-Large chapter for each region with its own elected officers.

### d. PROXIES

- (1) A member may hold and vote as many lawful proxies as he/she receives.
- (2) A member holding lawful proxies may be certified as a voting delegate for those proxies.
- (3) Any and all acts done under the authority of a proxy vote will be considered as having been done by the absent member for whom the proxy is acting.
- (4) Subordinate chapters unable to be represented at the Annual Meeting may send their proxy(s) to their Regional President or to any member who will be in attendance at the Annual Meeting.
- (5) Should the member sending his/her proxy subsequently appear at the Meeting, his/her proxy shall be automatically void.

Hopefully, this overview has given you an idea of the structuring of an Annual Conference event. Ideally, every Chapter Advisor will, someday, experience first-hand the fanfare of a week of National Conference activities. If any Chapter Advisor lays a good solid groundwork to bring along chapter members, he/she may be in for one of the most rewarding times of his/her life! Early preparation and careful planning, however, are a must. We'll see you at the National Conference!!!

If you or any chapter member will not be attending the scheduled yearly National Conference, you are urged to sign and mail a Proxy Form to your Regional President or any other designee who will be attending the National Conference. Your Proxy is important! Two-thirds (2/3) of the voting membership constitutes a quorum for the transaction of any business. The Proxy Form is mailed out to all Chapter Advisors, Presidents, and Secretaries at least 30 days before the start of the National Conference. **If your chapter is not attending the National Conference, please mail your Proxy so your chapter can be counted!**



*Note: Standing Rule V. Valid Proxies states: (1) All proxies submitted to the National Executive Secretary shall be on the National Proxy Form or on college or professional letterhead; and (2) All proxies submitted by other than the approved method shall be null and void.*

## The History of the American Criminal Justice Association - Lambda Alpha Epsilon

### Background and Development

During the first three decades of the twentieth century, law enforcement in the western United States was simple and extremely rudimentary by comparison with today's high tech standards. The ability to do a "cop's job" relied heavily on physical brawn to maintain the peace and a degree of political connections to maintain one's job. Ethics and standards varied between states and political subdivisions if, indeed, heed was paid to these virtues.

There was little formalized training of peace officers, and only in the 1920's did any formalized U.S. governmental agencies begin to develop standards which might someday affect local police operations.

One of the most significant law enforcement officers in the early development of professional law enforcement in California was August Vollmer. Entering law enforcement by accident in Berkeley (California) in 1905 as "Marshal", Vollmer soon moved to the position of "Chief" in a rapidly growing University community. Utilizing resources of the University's technical and behavioral scientists, he studied the criminal and his modus operandi, means of identifying physical characteristics, and other information. From these studies, he developed advanced methods of detection and apprehension of criminals by scientific and deductive investigative conclusions. Some of the by-products of several decades of experience were:

1. A School of "Criminology" at the University of California at Berkeley;
2. Specialized training and orientation of officers hired to be policemen, with motivation to move on and train others;
3. Research, experimentation and evaluation of new methods of crime detection and investigation, with results promulgated to other jurisdictions that would accept and utilize them;
4. The ultimate result was many former Berkeley-trained officers in college instructor positions, state agencies and other positions where "the Gospel according to August Vollmer" could be further spread and inspire others.

By mid-1930's, a small nucleus of resources existed in California which promoted "vocational training" for police. Among these were the State Peace Officers Association and the State Advisory Committee on Peace Officer Training. These groups, in coordination with San Jose State College, obtained partial funding from the State Bureau of Trade and Industrial Training within the Department of Education to conduct a series of two-week summer sessions for selected law enforcement officers. Three such seminars were held in the summer of 1937 at San Jose. The official title was "California Technical Institute for Peace Officer Training".

Notes from the **LAE founders** identify the motivation of the initial participants:

*"While some attended on orders and at the expense of their department, the majority of the men attending the school had demonstrated their sincere interest in training by attending on their own time and at their own expense. As each class terminated, the students realized their mutual interest in law enforcement training and the friendships they had built during the school were incentives to perpetuate their contacts with one another."*

## **The Establishment of a Professional Fraternity**

At one of the 1937 class graduation dinners **Frank Gompert**, Laboratory expert from the Los Angeles County Sheriff's Department and an instructor at the school, was selected as temporary chairman of a group of graduates whose mission was to explore the feasibility of establishing a "brotherhood or fraternity" of commonly trained officers who could promulgate the learning they had acquired through their participation in the school. Earl Warren, District Attorney of Alameda County and Chairman of the Advisory Committee of Peace Officer Training (later Governor of California and Chief Justice of the United States Supreme Court), saw the proposed organization as a valuable contribution to peace officers in the state. He provided resources and facilities of his office as well as legal assistance to the study group.

Ten committee meetings were held over the next several months. The Organization Committee included Oscar J. Jahnsen, Lt. of Inspectors, Alameda County District Attorney's Office; Inspector E.A. Steinmeyer, California Highway Patrol; J. M. Ritchie, Deputy Sheriff; Police Sergeants Claude Morelock (Bakersfield) and F.E. Macabee (Hayward); Sherwood Morrill, State Division of Criminal Identification; R.L. Drexel, San Jose State Police School; and Alton Fuller, Coordinator of Oakland Police Training School. A considerable number of graduates contributed to the planning and development of a Constitution and Bylaws.

The initial meeting of the Association was held on December 18, 1937 in Hayward. All students and instructors were invited to attend. Minutes of the first meeting show twenty-four persons in attendance, with the first order of business being to adopt the proposed Constitution. Modification was enacted which allowed Charter membership in **Alpha Chapter** of the Lambda Alpha Epsilon Fraternity open to:

*"Graduates and Instructors of the First California Institute for Peace Officers Training during the summer of 1937 . . . who had achieved grades of B or better."*

Officers elected included: **Oscar Jahnsen**, President; **Frank Gompert**, **E.A. Steinmeyer**, **Walter Hawkinson** (Oakland Police Department), Vice-Presidents; **F. E. Macabee**, Secretary; **Guy Skelton**, Treasurer; **Vincent Spooner**, Sergeant at Arms; and five members of an Executive Committee. The initiation fee of \$10.00 paid dues through July 1939 and could be paid in three monthly installments! Regular meetings were held in the Bay Area following the inaugural meeting.

The first Annual Convention was held in Lodi, California June 13-15, 1938 with members present from all over California. In addition, numerous interested law enforcement executives attended, reflecting support and potential for expansion of membership beyond institute graduates. The membership elected **Frank Gompert** as the second President of Lambda Alpha Epsilon.

At the Convention, Lambda Alpha Epsilon Keys and Honorary Memberships were awarded to **J. Edgar Hoover**, Director, Federal Bureau of Investigation, Washington, D.C.; **August Vollmer**, Professor of Police Administration, University of California, Berkeley; and **Earl Warren**, District

Attorney of Alameda County and Chairman of the Board of Governors of the State Division of Criminal Investigation, for their contributions to the cause of law enforcement training.

Associate membership was also granted to several key local and state police officials. Honorary and Associate memberships furthered the concept of a professionally trained rank-and-file committed to training and mutual cooperation .

With the continuation of the Institute sessions in 1938 and 1939, more students became eligible for active membership in LAE and enthusiasm for membership activities was sustained.

The second Annual Convention was held in Oakland August 17 and 18, 1939 with **Walter Hawkinson**, Oakland Police Inspector, elected as the third President of LAE. During the ensuing year, the Technical Institute for Peace Officer Training was transferred to the Los Angeles (U.C.L.A.) and Berkeley (U.C.B.) campuses of the University of California, and training activities expanded.

At the third Annual Convention, held in Bakersfield September 26 and 27, 1940, **James Ritchie**, Alameda County Deputy Sheriff, was elected fourth President of the Fraternity. A group of members from Los Angeles petitioned to form a new Chapter. On April 25, 1941 **Beta** Chapter was established at Los Angeles with the Mayor, Chief of Police and Sheriff attending the ceremony, again, indicative of the high level of respect and support for the endeavor by public officials and police administrators.

The fourth Annual Convention in Santa Barbara on September 19 and 20, 1941 was a milestone in terms of the number of members attending from Alpha and Beta Chapters and interest from a broad sector of law enforcement officials. Many members were in the military or naval service. **Robert C. Knight**, Assistant Chief of Police, Bakersfield was elected fifth President of "Grand" Chapter. The fifth Annual Meeting was held in Oakland on September 1 and 2, 1942 with Sergeant **Robert H. Morton**, Modesto Police Department, designated as the sixth President of Grand Chapter. A significant number of members were absent due to active duty in the Armed Forces. Travel restrictions, wartime conditions, and emergency conditions limited attendance and participation at the sixth Annual Convention, where all existing officers were re-elected for an additional term.

At the seventh Annual Convention, on September 16, 1944, **Thomas P. Hunter**, Agent, U.S. Secret Service (and former police officer, Alameda and Berkeley Police Departments), was elected seventh President of Grand Chapter. Secretary Macabee, who had served since 1937, "retired" to enter private business and was replaced in that capacity by **Jesse J. Jackson**, Lt. of Inspectors, Oakland Police Department.

After eight years, Lambda Alpha Epsilon found its membership spread throughout the world, on the battlefields of Europe, Asia, Alaska and the South Pacific. In spite of law enforcement being "exempt" from the military draft, the training and expertise of peace officers was essential to the military and adjunct services in time of war. LAE Journals of the 1943-46 era are replete with stories of heroism of its members with messages of hope for the future from the war zones to the home front.

Those who remained at home were planning for the future. Fraternity committees developed curriculum suggestions for subjects to be included at in-service police schools within California departments, and at colleges within the state. Members were striving to uphold and support the stated aims and purposes of Lambda Alpha Epsilon.

## **Aims and Purposes of Lambda Alpha Epsilon**

1. To promote a greater fraternal relationship among graduates of technical and professional police schools.
2. To promote higher standards of educational attainment 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 standard modern methods in the field of law enforcement.
8. To promote unity of action among law enforcement agencies.

Those who served at home planned for the future. Changes were inevitable, and the limitation of membership needed to be broadened.

### **Post-World War II Expansion**

With the return of "Veteran" LAE members from the military to their former jobs and the renewed interest in veterans with G.I. benefits seeking employment in law enforcement jobs, the role of LAE changed. Many of the Charter members were Vollmer-trained or influenced persons who were now moving into administrative roles of influence in the field. The emphasis on quality training and new methods of detection were generally accepted standards.

LAE opened its membership to any college graduate who was either employed full-time in a police agency or had completed at least thirty college units in police science or administration with a "B Average" or better. Between 1945 and 1950 subordinate chapters had been established in San Francisco (**Delta Chapter**), San Jose (**Gamma**) and Sacramento (**Eta**), with membership open only to full-time, sworn employees of law enforcement agencies or instructors in police training courses in state colleges.

Annual meetings were held with Grand Chapter functioning in a coordination and policy-making role between the five subordinate chapters.

### **Breaking the College and State Barriers**

With the establishment, in 1950, of a professional School of Criminology at the University of California, Berkeley, the climate was right to expand membership to pre-service persons. The school was the ultimate goal of **August Vollmer** and the first Dean was **Orlando W. Wilson**, a former Berkeley police officer who had achieved notoriety as Chief of Police and Military Police Governor in postwar Berlin. Dean Wilson was a member of LAE.

When the petition for a new chapter was received at Grand Chapter, a long discussion ensued as to the feasibility of accepting non-sworn persons into LAE. The granting of the Charter to **Epsilon Chapter** broke two barriers: Student membership and the admission of " **Brother Barbara Feister**", Secretary and Criminology major, the first female member of LAE. The Chapter President was **John Warner**, who still maintains active membership as Deputy Director, Federal Drug Enforcement Administration (Retired).

Permanent Grand Chapter Secretary **Tom Hunter** expressed his hope: "that admission of **Epsilon Chapter** to 'Lambie Pie' opens the membership to students with 15 or more college units in Criminology, to both men and women, with the hope that membership will commence at the pre-service phase of employment and continue through all levels of police service on to retirement."

What **Tom Hunter** did not envision was the expansion of the School of Criminology into not only Police Science, but also Corrections and Criminalistics. Within five years, **Epsilon Chapter** had contributed several hundred student members to various police, probation, parole, prison and specialized state agencies. The enthusiasm of **college-trained entrants** into the field, inspired by their employed professional "brothers" again renewed the interest of all levels in training in criminal justice.

1952 saw a petition received from the University of Indiana, Police Science Department. With the establishment of **Zeta Chapter**, membership was established beyond the State of California. "Provincial" thinking was expanded, thanks to the group affectionately known as "our corresponding chapter".

1953 saw the establishment of a professional "**Women's Chapter**" in Sacramento. **Eta Chapter** declined to break the sex barrier as a "Fraternity" but assisted in the establishment of **Theta Chapter**. Membership was opened initially to full-time sworn employees of law enforcement agencies with academic qualifications, or women enrolled in police science programs at Sacramento State College. It was later opened to "support" personnel with all other qualifications.

LAE first became "international" in 1953 when two visiting lecturers at the U.C. School of Criminology participated in **Epsilon and Alpha** activities over a nine-month period. On return to Britain, Sir Arthur Dixon, H.M. Inspector of Constabulary, and Col. C.E. St. Johnston, Chief Constable, Lancashire Constabulary, not only had LAE membership, but became the hosts to many American visitors for several years following their sabbaticals.

In 1956, **Bill Melnicoe** was appointed Assistant Professor at Sacramento State University, Police Science Department. Melnicoe was a former Berkeley officer, graduate of U.C. Berkeley and member of both **Alpha and Epsilon Chapters**. As Chapter Advisor, he took steps to charter a Collegiate chapter at that institution. **Iota Chapter** became the catalyst for rapid expansion within the State Community Colleges in both California and throughout the country.

At the Annual Meeting on September 15, 1956, founding member **Tom Hunter** (permanent Secretary) ascended to the presidency of Grand Chapter for the second time. With him was the new generation of young professionals, in entry level jobs in police agencies, corrections and colleges. The old ideas were tempered with broader visions for the future. At the Annual Meeting in 1957, 200 members were challenged by speakers **O.W. Wilson** (Dean of Criminology) and **Richard McGee** (Director of Corrections, State of California) to expand the professional organization to encompass all facets of the criminal justice field.

Professor Melnicoe, under the guidance of Tom Hunter, began to systematically plan the expansion of LAE into existing **Criminal Justice Programs** in California and elsewhere through his association with Criminal Justice Educators' Associations. During this phase, **Tri Omega Chapter** at Rio Honda College (1963) and **Pi Kappa** at Cerritos College (1961) gave a base and impetus to college-to-professional movement in Southern California. The recruitment of **C. Alex Pantaleoni** and **Dick McGrath** as Faculty Advisors resulted in strong, continuing chapters which repeated the **Epsilon** experience of introducing and recruiting many students who proceeded to enhance

professional membership upon graduation and entry into law enforcement jobs in Southern California. In 1958, **Bill Melnicoe** assumed the Presidency of Grand Chapter and worked tirelessly with Secretary Hunter to form a network of chapters in various locations from Florida, Washington, Massachusetts and elsewhere in the U.S.

In 1965, the first formal competitions took place at the Annual Meeting in Oakland. **President Gene Luttrell**, past member of **Epsilon** (1954) and **Alpha chapters**, presided at the first Awards Banquet, with trophies presented for Firearms, Accident Investigation and Crime Scene. Coordinator Melnicoe spoke to future competitions and the desire that, in the future, competition would be at a national level. At the Annual Meeting, new member **Hubert Owsley** was initiated as a professional member of LAE.

Also at that meeting, Past Presidents **Lee Meyers** (1961), **Alex Pantaleoni** (1963) **Bill Melnicoe** (1958-60 and 1967-69) and **Tom Hunter** (1944-45, 1956-58) were present together with future Presidents **Dick McGrath** (1966) and **Hugh Owsley** (1969-70) and 1974-75). Strong support was given to future activities by founding fathers and those who passed the torch as the Fraternity grew and developed. This was a pivotal and progressive session from which growth and progress mushroomed, both geographically and in changing directions which pointed to the present board, nationwide appeal and function.

The objectives and purposes of LAE were discussed and rewritten after many hours of argument and haggling. As stated by **President McGrath** in his message at the 1967 Annual Meeting:

*"Each year LAE continues to grow in the number of chapters and total membership. Each year our expansion has taken us further from our California 'home base'. We are truly a National organization, with nationwide impact on law enforcement education."*

McGrath further affirmed the objective to "promote public understanding of the problems and objectives of the administration of justice" and challenged the membership to view the Fraternity as an unlimited horizon as to the opportunity to contribute to the profession and the communities we serve. During the presidency of **Hugh Owsley** we saw the formalization of the **Regional Concept (1974-75)** and the change of the name from **LAE to ACJA/LAE** to reflect a national rather than "provincial" or local association.

Today's American Criminal Justice Association/Lambda Alpha Epsilon shows in excess of 145 chapters throughout the 50 states, comprising over 4,500 members, including "at-large" membership throughout the world. Truly the ACJA has grown beyond the wildest dreams of the small group of "**Founding Father's**" who met in Hayward in December of 1937. The world has changed, a profession has emerged and each of us, over the years, by the joining of hands and acts of mutual cooperation and understanding, **has helped to forge a better community.**

LAE has served a valuable purpose over each of the decades of its existence: It is this writer's **hope that each future generation** will be as successful in their own time as have been those of the past.

**Onward and Upward with LAE!**

**By Eugene V. Luttrell  
Past-President**

## **A Quarter Century of Change (The Rest of The Story)**

This interpretation of ACJA/LAE history continues where **Eugene V. Luttrell** closed his excellent recount of LAE's early years. These highlights of the past twenty-five years, or so, are events selected from the official records of the Association and from the author's thirty years of notes, etc.

However, two historic "firsts" should be added to the earlier account. To attract more professionals to the LAE conferences, **professional seminars were first** presented during the October 4th, 5th, and 6th, 1963 Annual Conference of the Grand Chapter in Sacramento, California. Secondly, at the May 1965 Conference in Oakland, California, the "**First Annual Law Enforcement Competitions**" were organized and directed by **Dick McGrath** and included: *Criminal Law and Procedure, Criminal Investigation, and Traffic Accident Investigation (LAE Journal, April 1965)*.

### **Reorganization**

**Gene Luttrell** brought us to the beginning of the reorganization and the new constitution that would change the Professional Law Enforcement Fraternity and its power structure forever. Quite a few forward thinking people (such as **Gene Luttrell, Ted Rankin, Dick McGrath**, and other LAE leaders — many of which are discussed later) were involved in the deliberations: to reorganize or not — if reorganization, the form it should take.

After years of deliberation, on March 24, 1969, **Dr. Ernie Kamm**, Chairman of the Reorganization and Development Committee, published a *Preliminary Report*. Dr. Kamm proposed that a permanent National Headquarters be established in Sacramento, California. He outlined the number and type of meetings that seemed appropriate. Division of LAE into nine regions was advocated. The election and terms of officers were also suggested. Voting procedures, organizational structure, and memberships were detailed. The authority for and the details of the transition were additionally described. The outstanding work of this committee provided the nucleus for the birth of the "modern" LAE. (Dr. Kamm was Chairman of the Police Science Department, California State University, Los Angeles.)

To finalize and operationalize the "new" LAE, **Hugh Owsley** was elected National President March 3, 1969. The following members were also elected to this historic Executive Board: **Ernie Kamm** was elected Vice President, **Nell Hutchinson** was elected Secretary-Treasurer, **Anna Herkomer** was elected Assistant Secretary-Treasurer, and **Jim Allen** was elected Sergeant-at-Arms. Addressing the reorganization, President Owsley's plea was for unity to move ahead and for a divestiture of parochialism. Interim Vice-Presidents were appointed by the Executive Board for the five regions: Region 1, **Al Nottingham** (soon after replaced by **Tom Sutak**); Region 2, **Ron Rogers**; Region 3, **Dave Couper**; Region 4, **Jim Hooker**, and Region 5, **Jim Merritt**.

President Owsley also pushed for a broader concept for our organization — from a law enforcement fraternity to a criminal justice association. This philosophy was formed by the fact that Hugh had been an Oakland, California, police officer and (like Gene Luttrell before him) was a parole officer for the Department of Corrections when elected president of LAE. Hugh's philosophy also caused him to strongly advocate professional ethics and greater cooperation between the professional members and the collegiate, preservice members.

The evolution of the "new" LAE continued at the 1970 National Conference in Anaheim, California. At the April 11, 1970, Business Meeting, decisions of particular relevance to LAE history were made. **Alex Pantaleoni** proposed a successful motion that the name be changed to *Professional Criminal*

*Justice Fraternity*. **Dick McGrath** successfully argued against a motion to identify members either “professional” or “collegiate.” (This idea has been defeated several times in following years.) **Alex Pantaleoni** also advocated the consolidation of California into one region leaving Texas, Oklahoma, Arizona, and New Mexico as region 2 — his motion carried.

In October 1970, President Owsley declared that “. . . we finally did it. Lambda Alpha Epsilon now has a legitimate set of Bylaws” (LAE Journal, October 15, 1970). A Special Annual Grand Chapter Meeting was held on September 26, 1970, in Oakland, California, to finalize the new Bylaws. Importantly, **June Schott** pointed to recommendations in Robert’s Rules that both a constitution and bylaws are not required when an organization is incorporated. A motion passed to combine the Constitution and Bylaws into one document to be called *The By-Laws of Lambda Alpha Epsilon*. The procedure for voting was also passed after much discussion, where each active chapter will have one vote with one additional vote for each forty members, and that these votes may be represented by proxies for all business of the organization.

### **Executive Secretary-Treasurer**

Very important to the growth of the Association was that the new Bylaws adopted at this meeting provided for a part-time, paid staff for the National Office in Sacramento, California. On November 1, 1970, the **first** Executive Secretary-Treasurer, **Loretta Brady** was hired. The Association continued its phenomenal growth and it became impossible for a part-time person to keep up with the work. Mrs. Brady continued doing an excellent job in this increasingly difficult position for some ten years. Finally in November 1979, the Association was solvent enough to provide for a full-time person to handle this role. Commitments prevented Mrs. Brady from accepting the position. After a careful search, the **first full-time** Executive **Secretary-Treasurer, Karen K. Campbell**, was hired. Karen, her husband Fred, and various National Presidents developed the National Office into the professional, computerized National Headquarters it is today.

### **Continued Development**

Convinced that many of his objectives for LAE were accomplished, **Hugh Owsley** announced at the 1971 National Conference in Reno, Nevada, that he would not run for reelection due to other commitments. At this May 13, 1971, meeting **Jim Hooker**, Region 4 President, was elected the first National President without California ties. Additionally, the regions were realigned and Region 6 was added. President Owsley proudly reported that during his tenure the Association had grown from twenty-five active chapters in fifteen states to some seventy chapters in twenty-five states, with Region 4 growing the fastest with eleven new charters granted and nineteen inquiries received by the National Office.

The **first** National Conference held away from the California area (there had been one previous conference outside California in Reno, Nevada, in May 1971) was hosted by the then National President, **Jim Hooker**, and **Sigma Delta Rho Chapter** in York, Pennsylvania, in April 1973.

### **LAE Name Changes**

The name of the organization also experienced changes during this period of time. At the Annual Grand Chapter Business Meeting (April 11, 1970) in Anaheim, California, **Alex Pantaleoni** moved that the name be changed from *Lambda Alpha Epsilon, Professional Law Enforcement Fraternity to Lambda Alpha Epsilon, Professional Criminal Justice Fraternity* — the motion passed. In the February 1973 LAE Journal (page 18), **Hugh Owsley** proposed that the name be changed to *Lambda Alpha*



*Epsilon – American Criminal Justice Association.* The name was adopted as the “official” name later in the year. In 1976, the name was reversed to read “American Criminal Justice Association – Lambda Alpha Epsilon.” Through a Bylaws proposal in 1980, the general membership voted that it shall take a 90% vote of the general membership to change the Association’s name.

## **LAE Journal**

The evolution of the National Journal is the final issue to be addressed here. The records reveal that various members served as Journal Editors until about 1960. In 1960, **Vivian E. Dudgeon**, a member of **Theta Chapter** in Sacramento, California, became **Journal Editor** and poured her heart and soul into the LAE Journal for over a decade. She typed, published and mailed the, usually, monthly journals during this period, which were significant to the continued growth of LAE. LAE owed this great lady a tremendous debt of gratitude at the time of her death, June 4, 1972.

“**Smiling**” **Jack Perry**, a Kansas City, Missouri, police officer who had a print shop in his basement accepted the position as LAE Journal Editor at considerable personal expense in 1973. Smiling Jack wanted the Journal (always a large expense) to at least pay for itself by publishing advertising in each issue. To provide a Journal that would be of interest to advertisers, Editor Perry produced an excellent Journal that was a blend of the traditional news of the Association with pertinent criminal justice information and articles relevant to the members of ACJA/LAE. **Hugh Owsley**, on several occasions, and **Paul Ricks** (see particularly, Executive Memorandum, July 25, 1985) were also strong advocates of printing appropriate advertising in the LAE Journal, but the issue has been voted down each time it has been proposed.

In 1976, under National President **John P. J. Dussich**, the LAE Journal took on a new look. The new Journal became a series of good quality criminological articles, but it carried no news of the Association. **Richie Tidwell**, the first Editor, and subsequently, **Dr. Ira J. Silverman** found it very expensive and time consuming to produce such a Journal and – in the opinion of many members — it still did not satisfy the needs of the Association.

A new President, **Richard Coughlin**, appointed **Jim Hooker** to be Newsletter Editor in 1981 to share ACJA/LAE news with our membership. In 1982, **Jim Hooker** was appointed LAE Journal Editor and charged to return the Journal to its mission of informing the membership of relevant news of the Association as well as to publish criminal justice articles of interest to professional and pre-professional members. At the same time, the name was changed back to its historic title, *The LAE Journal*.

In 1987, **Fred Campbell** became Editor of the LAE Journal. Fred brought considerable talent and a staff to the publication of the Journal. It is currently an excellent blend of news of the Association, professional criminal justice articles, and high quality papers written by LAE members. Measured by any standards, it is a top quality, professional Journal.

## **Epilog**

Where are we today? We have an excellent organization, a knowledgeable Executive Board, an excellent Executive Secretary, and a top-of-the-line LAE Journal. The Association continues to grow in number of chapters and members. This brings thoughts of something **Eugene V. Luttrell** wrote as National President:

**MEMBERSHIP:** Over the past five years we have seen unprecedented growth in the pre-service chapters primarily at the Junior and State College levels. Marked by its absence has

been the matriculation of membership from the academic to professional chapters. This fault lies with the lack of orientation by Faculty Advisors and officers toward the new members as to the purpose of L.A.E. in the professional life and development of individual members. Too often LAE., at the college level, is seen as a "college club" rather than an internship that bears fruition once the student completes his (or her) academic endeavors and becomes directly involved as "working-personnel," when the fraternal spirit can aid to further develop the professionalization of his (or her) chosen field. Membership in such an organization may well have greater value to the individual at the working level than as a pre-service member. Faculty advisors should take an active role in professional chapters following graduation. This should be the lifeblood of the fraternity membership: the development of future L.A.E.. leaders from the ranks of student members (*LAE Journal, July 1965, pages 16 & 17*).

Each President since (and probably before) **Gene Luttrell** has voiced similar concerns. Our roots lie with the professional members yet retention of members after they become professionals remains a weakness. Experience teaches that many criminal justice students join ACJA-LAE because it is a professional organization (and it also looks good on their resumes). A student member who goes into an interview for a job proudly wearing their LAE pin might well expect the interviewer to react with a big smile and to exclaim, "**LAE—I used to belong to LAE when I was in college!**" ACJA/LAE has much to offer to criminal justice professionals and pre-professionals alike and yet we lose many members each year. The growth (or lack thereof in the number of professional members and professional chapters is predicted to dictate the future history of this great organization. There is much we can do; however, that is another subject for another time.

### **In Closing**

ACJA/LAE has continued to grow since our "nationalization". The Association holds a National Conference every year with excellent workshops and speakers; competitions including corrections, criminal law, juvenile law, physical agility, and crime scene investigation; and a National Pistol Match. The Association also offers and awards scholarships each year to our members who wish to apply for them. The LAE Journal and the National Newsletter are the "official" publications of the Association.

The Association will continue to grow in size and stature in the years to come and members will be more and more aware of the "impact" of their membership in the Association in achieving their academic and professional goals.

**By Jim Hooker  
Past-President**

### **PLEA FROM HISTORIANS**

It would be a serious omission of the Handbook not to mention that every **ACJA/LAE Historian from Leslie Siemer, Vivian Dudgeon, Nell Hutchison, Debbie Peck, Jim Hooker, and now Lori Schmitz** (it is hoped no one was missed) begged for members to send information and photographs to be included in the official history book. With few exceptions, little material was forthcoming. As ACJA/LAE members we should all pledge to be contributors to our Association's rich history. If you have any such material, please send it to Karen.

## Addendum #1 ACJA/LAE 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 along with a web, a star, and a pair of scales. 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 word “Lambano” which 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 “Exorthou” which translated means “to rehabilitate”. The three letters taken together are representative of the primary functions of the criminal justice system everywhere, to detect, to adjudicate, 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 star constantly remind us of our dedication to the pursuit of knowledge.

Traditionally, the **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 skill is the ability to consummate our tasks with the highest degree of professional integrity possible.

The **web** symbolizes the **great complexity of criminal justice**. The edges of this **web** are anchored to our national boundaries from state to state and city to city. The **web** has a second significance for criminal justice agents. It accentuates the multitude of agencies dedicated to cope with this massive dilemma. Each act of agency cooperation helps eliminate a strand in the web of crime, making it progressively easier to deal with this enormous social problem.



## Addendum #2 National Organization Grand Chapter Bylaws and Standing Rules

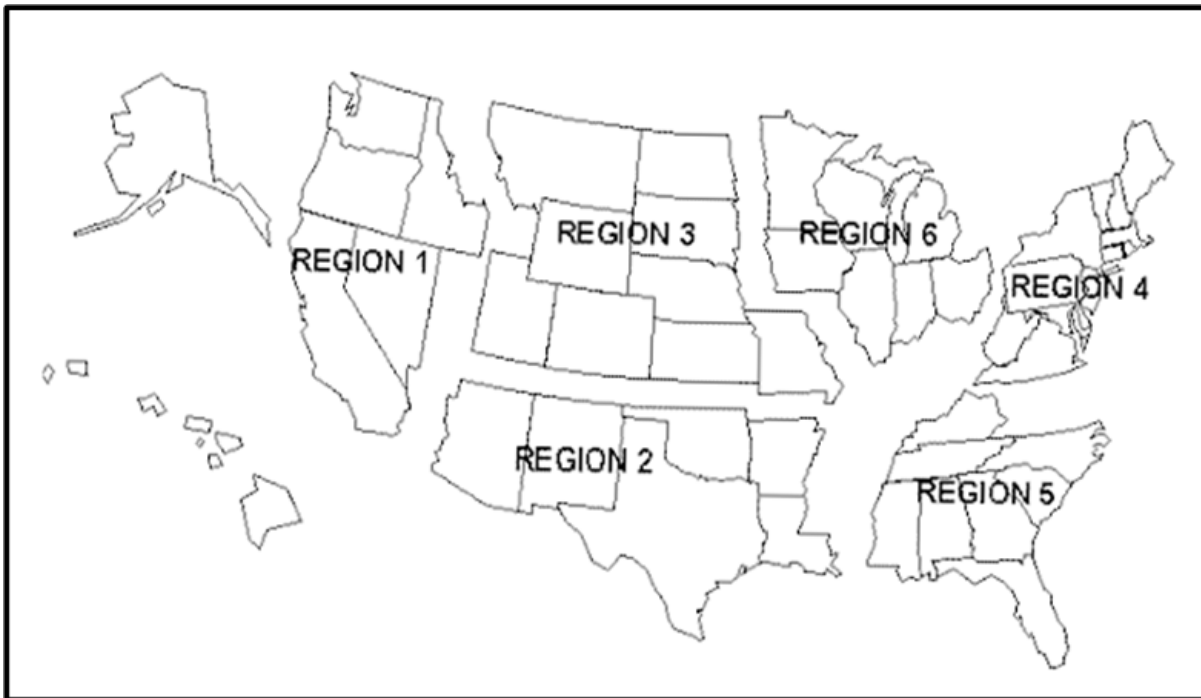
Article IV of the “**Grand Chapter Bylaws**” clearly spells out the Officers of Grand Chapter, their duties, election and recall; Article VI is another crucial Bylaw, which describes the Composition of the Association: Grand Chapter, Executive Board, Funds, Committees, Journal, Additional Publications, Regions and Subordinate Chapters. Do you know the other Articles of the **Bylaws** of Grand Chapter? There are nine Articles in all. It is further recommended that your Chapter obtain

the most current ACJA/LAE Executive Board Roster which includes the National President, National Vice-President, Executive Secretary, Region 1 - 6 Presidents, and the National Student Representative. It also includes the Journal Editor.

**“Grand Chapter Standing Rules”** are considerably different than Bylaws just discussed. For example, (1) Standing Rules are related to the details of the administration of the Association rather than parliamentary procedure; (2) They can be adopted or changed upon the same conditions as any act of the Association; (3) A Standing Rule can be adopted by a majority vote at any Business Meeting without previous notice OR by the Executive Board; (4) Standing Rules may be suspended for the duration of any session (but not for any longer) by a majority vote; (5) A Standing Rule continues in force until it is rescinded or amended; (6) Standing Rules taken from the Bylaws cannot be changed or suspended by a majority vote; (7) It shall take a 90% vote of the general membership to change Bylaws Article 1: Name of Grand Chapter.

One key word describes "Grand Chapter Standing Rules" and that word is DUTY, i.e., duties of the Executive Board; President of ACJA/LAE; Presiding Officer at meetings; Vice-President; Executive Secretary; Sergeant-at-Arms; Regional Presidents; Journal Editor; Newsletter Editor; Conference Director; and Scholarship Committee. **Review “Grand Chapter Standing Rules”** for a greater appreciation of your National Association: **The American Criminal Justice Association / Lambda Alpha Epsilon.**

**Addendum #3  
ACJA/LAE Regional Map**



**Addendum #4**  
**IN MEMORIAM**  
*In Memory of Thomas Park Hunter*

Thomas Park Hunter passed away on May 16, 1973. Services were held on May 18, 1973 at 3:00 p.m.

Tom was a charter member and past Grand Chapter President of Lambda Alpha Epsilon. He also served as Secretary-Treasurer and Editor of the Journal. Tom was granted the Fraternities highest award, "Star Membership", for outstanding service to law enforcement and LAE. Tom was an active member of Sigma Alpha Chi professional Chapter of California.

He was a Special Agent for the State Board of Medical Examiners, then went to work for the CI & I in 1942. From time to time Hunter left the bureau to pursue other police work. He was with the U.S. Secret Service from 1944-46, aiding in the protection of Harry S. Truman. In 1947, he was Public Safety Supervisor for the U.S. Office of Military Government in Berlin. Hunter helped organize a detective force for the U.S. Naval Supply in Oakland. In 1964, he went to Venezuela for the State Department as a police advisor.

For 10 years, Hunter taught law enforcement subjects at Sacramento State University. He retired from the Bureau of CI & I in December 1971. Hunter was a Life Member of the California Peace Officers Association and a member of the Former Secret Service Agents Association.

### **Charter Member, Past Grand Chapter President Dies**

**Thomas Park Hunter**, Chapter Member of Lambda Alpha Epsilon, Past-President of Grand Chapter, former Journal Editor, perennial secretary and correspondent with Chapters throughout the country passed from this life on May 16, 1973. His life and death are a tribute to a fighter: one who held to high standards of law enforcement and had the fortitude to fight and overcome terrific odds to achieve the goals he set for himself and his associates.

### **Police Background**

Law enforcement was Tom Hunter's life from the day he joined the Alameda (California) Police Department in 1934, during the famous San Francisco waterfront strike. He earned his A.B. degree at the University of California at Berkeley Police Department, where he was closely associated with August Vollmer and O.W. Wilson. After a six year stint with the (Calif.) State Board of Medical Examiners, he joined the Bureau of Criminal Investigation and Information in 1942, an organization in which he spent the better part of the next 29 years, rising to the level of Supervisor of Special Services on his retirement in late 1971.

Intermittently, he took leave of CI & I to pursue other fields of police work and to apply his skills where needed in this changing field: 1944 found him with the U.S. Secret Service, where he protected Harry S. Truman; he established the detective force at the U. S. Naval Supply Center in Oakland, Calif., an operation noted for its efficiency and ability to detect theft and abuse to this day. In 1947, he was the Public Safety Supervisor in The American Sector of Berlin in the U.S Office of Military Government. In this capacity, he worked closely not only with American law enforcement, but also Russian, British and others who shared the responsibility of rebuilding Germany. Many lifelong friendships were engendered during this tour of duty.

Returning to CI & I and Sacramento, his final sojourn was to Venezuela in 1964 as police advisor for the State Department (A.I.D. program). His other major extracurricular activities included teaching law enforcement at Sacramento State College on a part-time basis for a period of ten years.

He is best known in California law enforcement as "Mr. Records" due to his omnipresence in all parts of the State in developing uniform records and methods of reporting to the central bureau he represented. Officers of all rank and many specialties remember Tom as a person who was "available" and knew the right answer.

### **LAE Founder**

During summer seminar in law enforcement at San Jose State College in 1937, a small group of enthusiastic, young college-trained cops conceived the idea of a professional society dedicated to the upgrading of police and fostering cooperation with other facets of the justice process. The fruits of their endeavor was the establishment of Lambda Alpha Epsilon, or more affectionately "Lambie Pie" to those who kept it alive.

**Tom Hunter** is perhaps the epitome of that driving force which held LAE together during the formative years (1937-1960) and the spark which enkindled those who fostered the fantastic growth of the 60's and 70's.

Tom was the "regular" Journal Editor and Secretary during the prewar and war years, stepping down long enough to be President of Alpha/Grand Chapter (1944-1945), returning to the Secretary/Editor job until called upon for a second term as President in the expanded LAE organization (1957-1958). Thereafter, he served on the Executive Board in an advisory capacity to the present time. Always a critic, his devotion to the purpose of LAE and the needs he saw in others, drove and inspired us to achieve high ideals and goals in the professions of enforcement and corrections and the "good of the fraternity".

It was Tom who envisioned the true "Criminal Justice Fraternity" in associating the young LAE with college-trained police officers. It was he who guided the establishment of 2-3-4 chapters among professionals in California and beyond the State. It was he who "broke the barriers" in two ways in 1950 by establishing Epsilon Chapter at the University of California, School of Criminology: This was the first collegiate chapter (pre-service) and the first to admit female members. Old-timers remember, with pleasure, the petition to admit "Brother Barbara Feister" as an officer of Epsilon. What a debate ensued, with Tom called upon to establish the policy. Needless to say, from Epsilon and "Brother Barbara", Tom saw the growth to Indiana U. (Zeta Chapter), thence under Presidents Melnicoe, Meyers, Pantaleoni, Luttrell and others into the predominately pre-service organization we know today. As the rapid expansion seeded by President Melnicoe took place, Tom was present at every Grand Chapter meeting, warning of the hazards and advising of necessary steps to assure future success. He fostered the growth of LAE and reveled in what he saw at the last Annual Meeting he attended in Sacramento in the Spring of 1973. At that meeting, he and the late Journal Editor, Vivian Dudgeon commented to many that the "old-timers" did a good job in setting up LAE to meet not only the needs of law enforcement in the 30's and 40's but it looks like, with change, the 70's and 80's. To those who knew and remember him, Tom Hunter Is The Spirit of LAE.

During all the years of activity at the Grand Chapter level, he was equally active with professional chapters in Oakland (Alpha) and Sacramento (Eta). He encouraged the development of the first professional women's chapter (Theta) in Sacramento and saw the eventual merger of Eta and Theta into Sigma Alpha Chi (SAC) in 1970, providing equal membership to both men and women

employed in the field of criminal justice.

As a sidelight, he attended the last business and dinner meetings of SAC prior to his death: and his voice rose at each of these meetings as it had in so many in the preceding 36 years of his ACTIVE membership. Tom held the "STAR" Award for his distinguished service to LAE and was the recipient of numerous awards and plaques for his many contributions to the fraternity.

### **International Policeman**

The natural ability to make friends and readily identify areas of common interest and concern enabled Tom to make lifelong friends both in America and abroad. In addition to travel in conjunction with work, Tom loved to travel to meet and talk with policemen, share experiences and augment his famous "badge collection". His friendship with British, German, Irish, Spanish, South American police officials have led travelers to tread the extra miles to Sacramento when visiting California. Tom himself had gone many extra miles to see a friend.

At the time of his death, Tom and Vi had arranged a visit for Superintendent and Mrs. S. R. Sheppard of the London Metropolitan Police, and all had the satisfaction that international cooperation in police had again triumphed of The British police were being treated to a California Welcome. Death came quietly to Tom, after a four year battle with cancer, a battle which a lesser man would have succumbed years before.

Tom is survived by his wife, Violet of Sacramento, two sons, two daughters and several grandchildren. He will be missed by all his friends and associates in law enforcement. But the membership of Lambda Alpha Epsilon must look to Thomas Park Hunter with a brief moment of silence and Thanks.

For he now walks the beat of Heaven with a smile on his face, a flip of the hip and a terse quip "Come on kid, let's do this job right."

**Gene Luttrell, Past President Grand Chapter**  
*Article taken from: LAE JOURNAL, Volume 37 No. 1*

**Addendum #5**  
**IN MEMORIAM**  
*In Memory of James E. Hooker*

Jim Hooker passed away in June 2005. Jim left along legacy with the Association. Jim joined ACJA/LAE in 1964 and was elected Charter President of the Alpha Rho Chapter at Washington State University. In 1966, he established and was Chapter Advisor to the Gamma Epsilon Delta Chapter at Central Missouri State University, a chapter that is still active today. In 1967, he established and was Chapter Advisor to the Theta Chi Chapter at Harrisburg Area Community College. In 1959, Jim was appointed the first Region Four President. In 1971, Jim was elected National President. Jim hosted the first National Conference held outside the California-Nevada area in York, Pennsylvania. In 1979, Jim was again elected Region 4 President and revitalized the region. He also became the Advisor to Phi Lambda Chapter at Virginia Commonwealth University. In 1981, he was appointed Journal / Newsletter Editor by President Richard Coughlin, a position he held until 1987. Also in 1987, he organized a civilian campus patrol (C.O.P.S.) for the Virginia Commonwealth University

using Phi Lambda volunteers which became a formal part of campus security. Jim hosted many Region 4 Conferences and hosted the 1987 National Conference held in Richmond, Virginia. In 1990, Jim stepped down as Region 4 President and was elected Region 4 Secretary-Treasurer, a position he held until he passed away. Jim was a Star Member and also received the Tom Hunter Award from the Association. Jim and Pat Hooker attended the National Conference each year, no matter where it was being held. Jim and Pat had many friends in the Association and he will be missed by all!

**Addendum #6**  
**IN MEMORIAM**  
*In Memory of Richard (Mac) McGrath*

Richard (Mac) McGrath passed away in October 2009. Mac served for ten years as a deputy and a Sergeant for the Los Angeles County Sheriff's Department in the 1950s. His military service included four years with the Naval Reserve and 17 years with the Coast Guard Reserve, retiring as a Commander in 1991. For over 35 years, he was the Chairman of the Administration of Justice Department at Cerritos College in Norwalk, CA. From the 1960s until his passing, Mac dedicated much of his life to the students and faculty of Cerritos College. Mac was a professor of criminal justice at Cerritos College for 38 years. While at Cerritos, he was the faculty advisor to the Pi Kappa Chapter of ACJA/LAE for 30 years. He was also elected National President of the Association in 1966. He was honored as Teacher of the Year in 1991 and served as Faculty Senate President from 1991 to 1994. In addition to his work at Cerritos, Mac taught criminal justice at Irvine Valley College and reserve classes at the Los Angeles County Sheriff's Academy. He was the author of "Legal Research: A Programmed Lesson, California Criminal Law Workbook" and "California Criminal Procedure Workbook." Mac was a Star Member and also received the Tom Hunter Award from the Association. The Richard McGrath Memorial Scholarship was established in 1999 by the Cerritos College Foundation and the McGrath family to honor his memory. This Scholarship is awarded to outstanding students enrolled in the Administration of Justice program who are actively involved in school activities and/or community involvement related to law enforcement. He was an outstanding and devoted Advisor to the Pi Kappa Chapter at Cerritos College and is still missed by those who knew him today.

**Addendum #7**  
**IN MEMORIAM**  
*In Memory of Ronald A. Pincomb*

Ronald A. Pincomb passed away on May 4, 2010 at the age of 80. Ron earned his Bachelors Degree from the School of Police Administration, Michigan State University in 1952 and his Masters Degree in Public Administration from Indiana University in 1967. He began his career in law enforcement as a patrol officer with the Birmingham, Michigan Police Department. He was also a police officer in Detroit and the Police Chief of Union City, Michigan. In 1971, he moved his family to Las Cruces, NM to become the Chair of the Criminal Justice Department at New Mexico State University. He retired from the University in 1996. After his retirement from the University, he served as Chief of Police for Sunland Park Police Department. He was also a Strategic Intelligence Analyst with the New Mexico Investigative Support Center, High Intensity Drug Task Agencies (HIDTA) New Mexico Southwest Border and a Deputy Sheriff working at the District Courthouse. Ron joined the Association in 1972. While he was employed at New Mexico State University, he helped Charter the Delta Omicron Nu Chapter and served as the Chapter Advisor until he retired. Over the years, he served on numerous committees and as Region 2 President. He was National President from 1993



through 1997. Ron was a Star Member and also received the Tom Hunter Award from the Association. Ron loved ACJA-LAE. His commitment to mentor and support college students was not limited to New Mexico State University, but spanned across the country. He touched the lives of thousands of students during his lifetime. Ron will be missed by all who knew him.

**ACJA/LAE Star Members and Year Awarded  
(as of March 2017)**

|                      |      |                       |      |
|----------------------|------|-----------------------|------|
| William Wiltberger   | Unk. | Fred R. Campbell      | 1990 |
| Tom Hunter           | Unk. | G. Dave Hickox        | 1990 |
| August Vollmer       | 1938 | Archie Rainey         | 1993 |
| Dr. T. W. MacQuarrie | 1948 | Abby E. Schofield     | 1993 |
| Orlando W. Wilson    | 1949 | John L. Webb          | 1996 |
| Eugene V. Luttrell   | 1956 | Jill A. Miller        | 1998 |
| John Warner          | 1957 | Sam L. Dameron        | 1999 |
| Lt. James R. Peva    | 1962 | Glenn R. Schleve      | 1999 |
| Bertram S. Falbaum   | 1962 | Joe Davenport         | 2000 |
| John Ingersoll       | 1964 | Michael D. Snow       | 2002 |
| William Melnicoe     | 1964 | Robert L. Edwards     | 2003 |
| Father Frank Nouza   | 1967 | Susan M. Boehmer      | 2004 |
| C. Alex Panteleoni   | 1968 | Laura E. Bedard       | 2005 |
| Vivian Dudgeon       | 1969 | Preston E. Koelling   | 2005 |
| Hugh Owsley, Jr.     | 1975 | Chuck K. Kenyon       | 2007 |
| Richard F. McGrath   | 1976 | Ian B. Frazer         | 2007 |
| June Schott          | 1976 | Steve Atchley         | 2008 |
| Paul S. Wallace      | 1977 | Dell A. Caldwell      | 2010 |
| John P. Dussich      | 1978 | Karen K. Campbell     | 2011 |
| Loretta E. Brady     | 1979 | Brian D. Meloy        | 2011 |
| Ron A. Pincomb       | 1980 | David L. Redford      | 2012 |
| Ray R. Landis        | 1980 | William "Dub" Osborne | 2012 |
| Richard P. Coughlin  | 1981 | Gregory Slaughter     | 2013 |
| James E. Hooker      | 1982 | Nicole A. Young       | 2015 |
| William R. Blount    | 1985 | Roger L. Pennel       | 2016 |
| Paul C. Ricks        | 1985 | Lori G. Schmitz       | 2017 |
| John B. Wilt         | 1989 |                       |      |

**ACJA/LAE Tom Hunter Award Recipients  
(as of March 2017)**

|                     |      |                 |      |
|---------------------|------|-----------------|------|
| Richard F. McGrath  | 1982 | James E. Hooker | 1994 |
| Ronald A. Pincomb   | 1983 | Sam L. Dameron  | 2014 |
| Richard P. Coughlin | 1991 |                 |      |

**AMERICAN CRIMINAL JUSTICE ASSOCIATION -  
LAMBDA ALPHA EPSILON  
NATIONAL PRESIDENTS (1937 - Present)**

| <b>YEAR(S)</b> | <b>NAME</b>         | <b>REGION</b> |
|----------------|---------------------|---------------|
| 1937 - 1938    | OSCAR J. JAHNSEN    | 1             |
| 1938 - 1939    | FRANK B. GOMPERT    | 1             |
| 1939 - 1940    | WALTER HAWKINSON    | 1             |
| 1940 - 1941    | JAMES M. RITCHIE    | 1             |
| 1941 - 1942    | ROBERT C. KNIGHT    | 1             |
| 1942 - 1943    | WILLIAM GAFFNEY     | 1             |
| 1943 - 1944    | ROBERT H. MORTON    | 1             |
| 1944 - 1945    | THOMAS P. HUNTER    | 1             |
| 1945 - 1946    | WILLIAM HANSEN      | 1             |
| 1946 - 1947    | WALTER E. HAWKINSON | 1             |
| 1947 - 1948    | CHARLES WILLIAMS    | 1             |
| 1948 - 1949    | ROBERT H. MORTON    | 1             |
| 1949 - 1951    | WYMAN W. VERNON     | 1             |
| 1951 - 1953    | EDWARD COMBER       | 1             |
| 1953 - 1956    | ANSON H. CRUTCHER   | 1             |
| 1956 - 1957    | ALFRED E. MARTIN    | 1             |
| 1957 - 1958    | THOMAS P. HUNTER    | 1             |
| 1958 - 1960    | WILLIAM MELNICOE    | 1             |
| 1960 - 1962    | WILLIAM MELNICOE    | 1             |
| 1962 - 1963    | LIBERT "LEE" MYERS  | 1             |
| 1963 - 1965    | ALEX PANTALEONI     | 1             |
| 1965 - 1966    | EUGENE V. LUTTRELL  | 1             |
| 1966 - 1967    | RICHARD F. McGRATH  | 1             |

| <b>YEAR(S)</b> | <b>NAME</b>           | <b>REGION</b> |
|----------------|-----------------------|---------------|
| 1967 – 1971    | THEODORE “TED” RANKIN | 1             |
| 1971 – 1973    | JAMES E. HOOKER       | 4             |
| 1973 – 1975    | HUBERT OWSLEY, JR.    | 1             |
| 1975 – 1977    | JOHN P.J. DUSSICH     | 5             |
| 1977 – 1979    | JOHN P.J. DUSSICH     | 5             |
| 1979 – 1981    | RICHARD P. COUGHLIN   | 1             |
| 1981 – 1983    | PAUL S. WALLACE       | 6             |
| 1983 – 1985    | PAULS. WALLACE        | 6             |
| 1985 – 1987    | PAUL C. RICKS         | 3             |
| 1987 – 1989    | PAUL C. RICKS         | 3             |
| 1989 – 1991    | JILL A. MILLER        | 3             |
| 1991 – 1993    | JILL A. MILLER        | 3             |
| 1993 – 1995    | RONALD A. PINCOMB     | 2             |
| 1995 – 1997    | RONALD A. PINCOMB     | 2             |
| 1997 – 1999    | LAURA E. BEDARD       | 5             |
| 1999 – 2001    | SAM L. DAMERON        | 4             |
| 2001 – 2003    | CHUCK K. KENYON       | 3             |
| 2003 – 2005    | CHUCK K. KENYON       | 3             |
| 2005 – 2007    | ABBY E. SCHOFIELD     | 1             |
| 2007 – 2009    | ABBY E. SCHOFIELD     | 1             |
| 2009 – 2011    | JOE DAVENPORT         | 6             |
| 2011 – 2013    | JOE DAVENPORT         | 6             |
| 2013 – 2015    | PRESTON E. KOELLING   | 2             |
| 2015 – 2017    | PRESTON E. KOELLING   | 2             |
| 2017 - 2019    | STEVEN W. ATCHLEY     | 4             |

|          | <b><i>PRESIDENTS WHO SERVED TWO TERMS</i></b>          |  |
|----------|--|--|
| REGION 1 | THOMAS P. HUNTER<br>WILLIAM MELNICOE<br>ABBY SCHOFIELD |  |
| REGION 2 | RONALD A. PINCOMB<br>PRESTON E. KOELLING               |  |
| REGION 3 | PAUL RICKS<br>JILL MILLER<br>CHUCK KENYON              |  |
| REGION 4 | NONE   |  |
| REGION 5 | JOHN P.J. DUSSICH                                      |  |
| REGION 6 | PAUL WALLACE<br>JOE DAVENPORT                          |  |

