



**OHIO COLLABORATIVE
LAW ENFORCEMENT AGENCY CERTIFICATION
FINAL REPORT**

Agency Name, CEO and Agency Contact

Mentor-on-the-Lake Police Department
5860 Andrews Rd.
Mentor-on-the Lake, OH 44060

Chief John P. Gielink

County: Lake

CALEA Accredited: Yes

Lexipol User: No

Date of the On-Site Review

May 16, 2016

Assessor

Chief Terry Grice

Report Checklist and Onsite Review Feedback

Standard Number: 1

USE OF FORCE Employees may only use the force which is reasonably necessary to affect lawful objectives including: effecting a lawful arrest or overcoming resistance to a lawful arrest, preventing the escape of an offender, or protecting or defending others or themselves from physical harm.

USE OF DEADLY FORCE The preservation of human life is of the highest value in the State of Ohio. Therefore, employees must have an objectively reasonable belief deadly force is necessary to protect life before the use of deadly force. Deadly force may be used only under the following circumstances: 1. To defend themselves from serious physical injury or death; or 2. To defend another person from serious physical injury or death; or 3. In accordance with U.S. and Ohio Supreme Court decisions, specifically, *Tennessee v. Garner* and *Graham v. Connor*.

TX 1.1 Policy Statements

A directive establishes the agency's use of force and use of deadly force policy statements and

TX a. agency sworn personnel are issued copies of the agency's use of force and use of deadly force policy statements.

TX b. agency sworn personnel are annually trained and tested on use of force and use of deadly force policy statements.

- ~~16~~ c. agency provides documentation showing compliance.

Comments: **The necessary language is included in General Order 110. Officers are issued a Use of Force test annually by the Chief of Police. Officer have policies issued to them for review and retention.**

~~16~~ X 1.2 **Training**

A directive states the agency's policy on use of force and use of deadly force training and

- ~~16~~ X a. agency sworn personnel are issued copies of the agency's use of force and use of deadly force training policy.

- ~~16~~ X b. agency sworn personnel are annually trained and tested on the agency's use of force and use of deadly force training policy.

- ~~16~~ X c. agency provides documentation showing compliance.

Comments: **The agency issues General Order 110 to all officers and documents the training on the policy as well. I was shown the sign off form which indicated which officers took the test, which they all did. The Chief of Police developed the test and his Administrative Assistant ensures that the officers have returned the completed test.**

~~16~~ 1.3 **Reporting**

A directive requires a written report be taken when there is a use of force or use of deadly force incident and

- ~~16~~ a. agency sworn personnel are issued copies of the agency's use of force and use of deadly force reporting policy.

- ~~16~~ b. agency sworn personnel are annually trained and tested on the agency's use of force and use of deadly force reporting policy.

- ~~16~~ c. agency provides documentation showing compliance.

Comments: **The current policy dictates when a written report shall be completed. In addition, the agency documents brandishing both the Taser and firearms. I was shown a sample of a prior Use of Force report and the agency has a well developed plan.**

1.4 **Reviews/investigations**

A directive requires each use of force and use of deadly force report is reviewed/investigated by a defined level of authority to determine compliance with agency policies and

- a. agency sworn personnel are issued copies of the agency's use of force and use of deadly force reviews/investigations policy.
- b. agency sworn personnel are annually trained and tested on the agency's use of force and use of deadly force reviews/investigations policy.
- c. agency provides documentation showing compliance.

Comments: **Use of Force report is reviewed by the officers immediate supervisor and the Chief of Police. The agency averages 14 reports a year. In addition, they compile data to see if there are any training deficiencies.**

Standard Number: 2

AGENCY EMPLOYEE RECRUITMENT AND HIRING The goal of every Ohio law enforcement agency is to recruit and hire qualified individuals while providing equal employment opportunity. Ohio law enforcement agencies should consist of a diverse workforce. Communities with diverse populations should strive to have a diverse work force that reflects the citizens served.

Non-discrimination and equal employment opportunity is the policy. Law enforcement agencies shall provide equal terms and conditions of employment regardless of race, color, religion, sex, sexual orientation, gender identity, age, national origin, veteran status, military status, or disability. This applies to all terms or conditions associated with the employment process, including hiring, promotions, terminations, discipline, performance evaluations, and interviews.

Agencies should utilize due diligence in ensuring that their prospective employees have the proper temperament, knowledge and attitude to handle this very difficult job. Agencies should have appropriate mechanisms in place in order to achieve this mission. Further, agencies should ensure their employment requirements are related to the skills that are necessary to be a successful employee.

2.1 **Policy statement**

A directive establishes the agency's recruitment and hiring policy statement for sworn personnel and

- a. agency personnel that are involved in recruitment and hiring activities are issued copies of the agency's employee recruitment and hiring policy statement.
- b. agency personnel that are involved in recruitment and hiring activities are annually trained and tested on the agency's employee recruitment and hiring policy statement.

- ~~14~~ c. agency provides documentation showing compliance.

Comments: **This policy is found in General Order 400. Mentor-on-the-Lake has a Civil Service Commission which oversees the hiring process, specifically eligibility. A testing company has been used in the past for the written test given to the applicants. The Chief of Police does meet with his staff and participate in the interview process**

~~16~~ 2.2 **Recruitment plan**
A directive establishes the agency's recruitment plan for sworn personnel and

- ~~16~~ a. agency personnel that are involved in recruitment and hiring activities are issued copies of the agency's recruitment plan.
- ~~16~~ b. agency personnel that are involved in recruitment and hiring activities are annually trained and tested on the agency's recruitment plan.
- ~~16~~ c. agency provides documentation showing compliance.

Comments: **The department accepts applications on an on going basis. Part-time officers are hired and are a vital member of the department, thus the need for an on going process. The department has a three ring binder on site that outlines the entire hiring process. This document is very detailed and an excellent idea.**

~~16~~ 2.3 **Employee recruitment and hiring equal employment opportunity plan**
A directive states the agency's plan on equal employment opportunity for sworn personnel and

- ~~16~~ a. agency personnel that are involved in recruitment and hiring activities are issued copies of the agency's equal employment opportunity plan.
- ~~16~~ b. agency personnel that are involved in recruitment and hiring activities are annually trained and tested on the agency's equal employment opportunity plan.
- ~~16~~ c. agency provides documentation showing compliance.

Comments: **General Order 612 addresses the agency's EEO plan and includes the statements of the Ohio Collaborative Board. The Chief of Police does meet with his staff and discusses the recruitment plan.**

~~16~~ 2.4 **Employee recruitment and hiring qualifications**

16 2.4 **Employee recruitment and hiring qualifications**

A directive establishes the agency's qualifications for sworn applicants and

- 16 a. agency personnel that are involved in recruitment and hiring activities are issued copies of the agency's employee recruitment and hiring qualifications.
- 16 b. agency personnel that are involved in recruitment and hiring activities are annually trained and tested on the agency's employee recruitment and hiring qualifications.
- 16 c. agency provides documentation showing compliance.

Comments: The qualifications for the entrance exam are listed by the Civil Service Commission.

I was shown copies of what Civil Service Commission provides the Chief of Police. The information is posted and the department advertises the test.

16 2.5 **Application process**

A directive establishes the agency's sworn application process including but not limited to physical examinations, emotional/psychological examinations, and background checks and

- 16 a. agency personnel that are involved in recruitment and hiring activities are issued copies of the agency's application process.
- 16 b. agency personnel that are involved in recruitment and hiring activities are annually trained and tested on the agency's application process.
- 16 c. agency provides documentation showing compliance.

Comments: **I noted in prior sections that the department has a great packet that lists all the steps for the hiring process. Applicants are provided with information on what they can anticipate throughout the testing process. The department does not charge a fee for applications at this time. The exams are limited to 30 candidates due to the size of the room where the testing takes place. A complete background investigation is done, along with polygraph, psychological and medical exam. I was shown a copy of what the medical exam looks into, which was very thorough. The City Mayor has final approval for hiring the potential candidate.**

76 2.6 **Selection process**

A directive establishes the agency's selection process for hiring sworn personnel and

- 76 a. agency personnel that are involved in recruitment and hiring activities are issued copies of the agency's selection process.
- 76 b. agency personnel that are involved in recruitment and hiring activities are annually trained and tested on the agency's selection process.
- 76 c. agency provides documentation showing compliance.

Comments: **Letters are sent to all applicants, those that are still being considered and those that didn't pass any portion of the process. The hiring manual is very helpful during this phase too.**

76 2.7 **Annual review/analysis of recruitment and hiring process**

A directive requires the agency to conduct a documented annual review/analysis of its sworn personnel recruitment and hiring process and

- 76 a. agency personnel that are involved in recruitment and hiring activities are issued copies of the agency's selection process.
- 76 b. agency personnel that are involved in recruitment and hiring activities are annually trained and tested on the agency's annual review/analysis of recruitment and hiring process.
- 76 c. agency provides documentation showing compliance.

Comments: **The agency attempts to have a female and minority group within the agency. The agency does keep track of past hiring processes to examine the number of women and minority applicants that they received. The department has not hired a full-time officer since 2014 so the testing information I was provided was from 2014. In addition, the agency provided me with documentation from the Census Bureau which dictates the communities make-up regarding minorities within the community.**

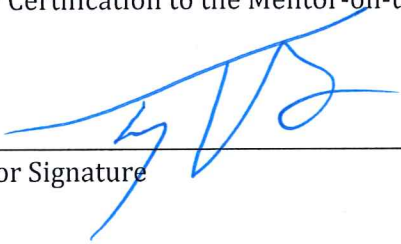
Summary:

There were no issues that required significant attention. The agency has a clear understanding of the Elements of a Standard as was demonstrated through observation of the agency's read and sign and training and testing documentation. Professionalism and a commitment to obtain and maintain Ohio Collaborative Certification was exhibited through-out the department.

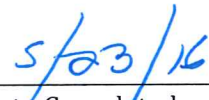
I enjoyed my meeting at Mentor-on-the-Lake police Department, it was obvious they have a good grasp of what the goal is with the Ohio Collaborative Standards.

This report documents the onsite review findings and is being submitted to the OCJS Executive Director for review and to aid in making the decision to grant Ohio Collaborative Law Enforcement Agency Certification to the Mentor-on-the-Lake police Department.

Assessor Signature



Date Completed





Community Police Activities Sheet

Agency: Mentor-on the-Lake Police Department
Agency Address: 5860 Andrews Rd. Mentor-on-the-Lake, OH 44060
Agency Website Address: <http://citymol.org/police.aspx>
Agency Contact: Chief John P. Gielink

A key component of the Ohio Collaborative is to strengthen the ties and trust between Communities and Police. OACP is very interested in the activities of individual agencies within their communities. Examples will be used as “best practices” and will also be featured on the OACP and OCJS websites.

- 1. Please list the activities your agency is currently pursuing to improve Police-Community Relations. Also, list the details surrounding your programs.** (Examples may include: Citizen’s Academies, Youth Academies, DARE, Youth and/or Elderly Outreaches, etc.)
 - This past year, (2015) our department sponsored our first “Shop with a Cop” program for disadvantaged children at Christmas time. We sought donations from area businesses and residents, and took twelve children on a \$100.00 shopping spree at our local Wal-Mart Store.
 - After Thanksgiving (2015) our department sponsored a clothing drive for a local homeless shelter, seeking socks and blankets.
 - Every Halloween, our department utilizes all of our patrol vehicles and patrols the community with our overhead lights on and distributes candy and other “treats” to those participating in “Trick or Treat”.
 - In conjunction with Lake County Safe Communities and our business partnership with McDonalds, we have a “Buckle-Down” event at the drive through window. Those wearing their seatbelt receive a coupon for a free order of french fries on their next visit. Those not wearing a seat belt receive a card with a penny for good luck.
 - In conjunction with Lake County Safe Communities and the Lake County Association of Chiefs of Police, our department participates in the “Protect & Serve” Tavern, giving out non-alcoholic beverages and snacks to patrons of the local mall at Christmastime.
 - In conjunction with AAA East Central and a local ice cream business, our department participates in a “Helmet Smart” program. Those children observed by officers properly wearing a bicycle helmet receive a safety “citation” good for a free small ice cream cone.
 - In conjunction with Mentor Schools, our department members participated in “Read Across America”. Officers came into the school and read a book to individual classes.

- At the end of the school year, officers and the fire department present a safety fair to the students.
- In partnership with the DEA, the department holds a Prescription Drug “Take Back” event annually and has a prescription drug disposal box in the lobby of the police department.
- In partnership with the fire department, the police department holds a “safety forces open house” annually.
- Our department participates in a “Night out Against Crime” (held in Painesville) and Hero’s Day at the Great Lake Mall.

2. Please list pending activities your agency is in the process of implementing to engage and improve Police-Community Relations.

We plan to continue the existing programs that we have implemented and are always seeking additional opportunities to interact with our community.

Once completed this sheet should be passed on the Assessor who in turn will forward to OACP. Completion and submission of this form gives OACP and OCJS the right to publish information of your agency’s Police-Community activities.