

JOB DESCRIPTION
CITY OF MENTOR-ON-THE-LAKE
FULL-TIME POLICE OFFICER

FUNCTION:

He/she patrols a designated area enforcing State and local laws and ordinances. He/she shall answer calls when a crime is suspected or an emergency exists and takes such actions as are necessary to prevent a crime. Various assignments of Police Officers are often that of juvenile or warrant officer, or detective. Persons in this position may find situations where personal hazard exists and physical effort is required.

DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

1. Operate police vehicles
2. Patrol designated areas by vehicle or on foot
3. Issue citations for violations of traffic laws
4. Make arrests; may require the use of physical effort
5. Transport prisoners
6. Conduct investigation of accidents and crime; preserve crime scene and gather, prepare and preserve evidence
7. Take fingerprints
8. Check doors and windows of homes and businesses for security
9. Respond to radio calls
10. Take statements from complainants
11. Testify in court
12. Assist injured persons; notifying family of injured
13. Answer inquiries and assisting motorists
14. Maintain records and preparing reports of incidents and activities
15. Take statements from witnesses and suspects
16. Operate an Intoxilyzer 8000
17. Secure warrants, serving warrants and subpoenas
18. Juveniles – interviewing parents, teachers, etc., appearing in court, working with agencies and school officials
19. Locate missing persons, stolen vehicles and property
20. Interview victims, witnesses, suspects and others, and preparing reports on those conversations

REQUIREMENTS:

- High School Graduate or Equivalent (GED)
- Must possess a valid Ohio Driver's License (cannot have more than four points currently showing on driving record)
- No criminal record or DUI conviction
- Must be a minimum of 21 years of age and not over 35 years of age at time of appointment
- Completion of Ohio Peace Officer Basic Training Academy, prior to being appointed
- Ability to pass psychological exam, physical agility exam, polygraph exam and background investigation
- Ability to understand and interpret a wide variety of laws and ordinances, apply such laws to given situations in a fair and judicious manner and determine appropriate responses (warning, citation, arrest, etc.)