

Lake Havasu City, Arizona

Class Description



Title: Police Officer
Department: Police
Division: Patrol
Grade: P1.5

FLSA Status: Non-Exempt
Job Code: 21230
Updated: 7/5/2025
Salary: \$32.35-\$45.64

General Definition of Work

Performs work enforcing laws, patrolling and investigating criminal activity, ensuring the safety of the public by responding to incidents and calls for services, collecting evidence and testifying in court, maintaining official files and records, and related work as apparent or assigned. Work is performed under the supervision of the Police Sergeant.

Essential Functions

The requirements listed below are representative of the knowledge, skill, and/or ability required and are subject to change as needs and job requirements change. Position assignments may vary. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Responds to emergency and non-emergency calls from the public while enforcing federal, state, and local laws and ordinances; performs crime prevention and police services.

Enforces traffic laws, both civil and criminal; monitors traffic complaint areas.

Conducts follow-up investigations on active cases including tracking down suspects, interviewing witnesses and victims, retrieving surveillance video, dusting for fingerprints, collecting and booking in evidence, etc.

Performs residential and commercial security checks.

Completes necessary paperwork including crime reports, crash reports, field interviews, traffic citations, victim rights forms, witness statements, and vehicle action reports.

Makes arrests and testifies in court.

Provides animal control services as needed or required.

Operates and maintains motor vehicles or other work-related equipment requiring a valid driver's license.

Minimum Qualifications

High School diploma or GED preferably supplemented by coursework in criminal justice, military service experience, or equivalent combination of education and experience.

Special Qualifications

Ability to pass an extensive background investigation.

Possession of Peace Officer Certification issued by the Arizona Peace Officer Standards and Training Board (AzPOST) at hire.

May require possession of, or ability to obtain, specific licenses and/or certifications depending on departmental assignment.

Must meet and maintain all training and education requirements for the position.

Valid Driver's License of the appropriate class.

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Knowledge, Skills & Abilities

Some knowledge of police methods, practices, and procedures; thorough knowledge of the geography of the City and the location of important buildings; some knowledge of the rules and regulations of the Police Department.

Skill in using firearms and operating a motor vehicle.

Ability to communicate ideas effectively in both oral and written formats; ability to understand and carry out oral and written instructions and to prepare clear reports; ability to deal courteously, but firmly with the public; ability to analyze situations and to adapt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances; ability to establish and maintain an effective relationship with associates, court personnel, medical personnel, and the general public.

Working Conditions

This work requires the occasional exertion of up to 100 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel and frequently standing, walking, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequently requires exposure to wet, humid conditions (non-weather), exposure to extreme heat (non-weather) and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and occasionally requires working in high, precarious places, exposure to airborne particles; toxic or caustic chemicals; work is generally in a quiet location (e.g. library, private offices).
