

**Job Title: Patrol Officer I & II, Law Enforcement**

**Location:** City of Forest Acres, Columbia, SC

**Job Type:** Full Time

**Salary:** \$45,200 *Non-Certified* / \$54,300 - *Certified*

The City of Forest Acres is currently seeking a motivated, team oriented, and dependable **Patrol Officer** to join our team.

**Responsibilities:**

- Patrol assigned areas of the city in a marked police vehicle to deter and detect criminal activity.
- Enforce all applicable federal, state, and local laws, ordinances, and traffic codes.
- Report and document public hazards, including damaged traffic signs, faulty lighting, gas leaks, water issues, and infrastructure defects.
- Investigate crimes including burglary, assault, vice activity, missing persons, fires, and homicides:
  - Visit crime scenes, collect and preserve evidence, and conduct searches
  - Interview and interrogate suspects and witnesses
  - Disseminate case details to other shift personnel
- Provide public assistance and safety services:
  - Respond to alarms and service calls
  - Conduct property checks and provide security at events
- Prepare and process detailed reports and records:
  - Incident, collision, and arrest reports
  - Laboratory, medical, forensics, and statistical documentation
  - Court documents, warrants, and official correspondence
- Review and interpret criminal history data, legal codes, and updated ordinances.
- Operate law enforcement equipment and systems:
  - Police vehicle, radar, radio, mobile video, sirens, and lights
  - Tactical gear such as tasers, AEDs, handcuffs, and body armor
- Refer to legal and procedural resources including:
  - SC Criminal Law and Motor Vehicle Handbook
  - City codes, policy manuals, training materials, and reference texts
- Maintain effective communication and collaboration with:
  - Supervisors, fellow officers, other city departments, state and federal agencies, and the public
- Work in high-stress and potentially life-threatening situations, requiring quick thinking and resilience.

**Qualifications:**

- **High School Diploma or GED** required.

- **SC Criminal Justice Academy Certification (Patrol Officer II)** or ability to obtain within one year of employment (**Patrol Officer I**).
- **Valid South Carolina Driver's License** required and must be maintained throughout employment.
- **Completion of required law enforcement training** and any additional certifications as required by the City.
- Must demonstrate **good judgment, integrity, physical fitness, and communication skills**.
- Ability to **follow complex procedures, operate equipment safely**, and maintain composure under pressure.

***Preferred Qualifications:***

- **Associate's degree** or higher in criminal justice, public safety, or a related field.
- Previous experience in **law enforcement or public safety** (increased pay range).

Apply online at [www.forestacres.net/employment](http://www.forestacres.net/employment) or at Forest Acres Police Department, 5205 N. Trenholm Road, Columbia, SC 29206.

We are an equal opportunity employer and encourage candidates of all backgrounds to apply.