



City of Aiken
Department of Public Safety
South Carolina

Post Office Box 1177
Aiken, SC 29802

*“Dedicated to the
Community”*

Re: Public Safety Officer I

Dear Applicant,

The Aiken Department of Public Safety appreciates your interest in employment as a Public Safety Officer I. When applying for this position you must keep in mind that sensitive or confidential aspects of your personal life may be explored. Elements of the selection process for Public Safety Officer include:

- Criminal Records Checks;
- Driver's Record Checks;
- Reading Skills Testing;
- A Physical Fitness Assessment;
- Police and Firefighter Entry-Level Written Examinations;
- A Credit History;
- Oral Interviews;
- A Complete Background Investigation;
- A Stability/Suitability Assessment by a qualified professional (after a conditional job offer is made);
- and
- A Physical Examination, including Drug Screen (after a conditional job offer is made).

In order to properly plan and coordinate all screening activities, the expected duration of the entire selection process could be up to ninety (90) days, or longer, from the date the applications are received at the Department of Public Safety.

Unless otherwise notified, candidates not appointed to a position must reapply at a later date when the Department is advertising job vacancies. Applicants may contact the Department of Public Safety at (803) 642-7620 at any time to find out the status of their applications.

See the attached job description for a description of the duties, responsibilities, skills, education, and other minimum qualifications or requirements.

Sincerely,

Philip A. Kestin,
Administrative Captain

Attachment