

# TAKE CHARGE OF YOUR CAREER!

*At CIS we value our employees. We could not have become the elite agency we are without you. As a CIS Protection Officer, the opportunity is yours to advance your rank and your pay. As a valued member of the CIS family, we encourage you to excel and climb the ranks. Following this checklist will help you understand and take advantage of the opportunities and benefits available to you as a CIS Protection Officer.*

## Immediately upon hire:

### ☐ TAKE THE SOP EXAM!

Passing your SOP exam within the first 90 days qualifies you for a minimum \$200 yearly bonus immediately. You can take the exam as soon as you are prepared, you do not have to wait 90 days! The SOP yearly bonus applies to ALL divisions. You must take and pass the exam within the first 90 days of your employment, but why wait? The sooner you pass the exam, the sooner you'll receive your yearly bonus. Then, after 90 days of full-time employment, your rank increases too!

### ☐ YOU ARE ELIGIBLE FOR FREE OR REDUCED PRICE IN-CLASS ADVANCED TRAINING THROUGH S2.\*

Take the time to look at the S2 catalog of classes and course descriptions. S2 offers a wide variety of specialized training classes. Advancing your training will help you achieve higher rank within CIS and higher pay. (\*Does not apply to all courses.)

### ☐ YOU ARE ELIGIBLE TO BUY ANY EQUIPMENT FROM S2 AT COST.

Do you need equipment? Don't pay retail! You can choose from thousands of items offered through S2 and purchase

your gear *at cost*.

## After 45 days of full-time employment:

### ☐ Have you signed up for direct deposit?

If NOT, call the HR Department.

## After 90 days of full-time employment:

### ☐ ARE YOU AN ARMED OFFICER?

All armed personnel are eligible for a pay increase after 90 days of full-time employment. Have you received your raise? If NOT, contact the HR Department.

### ☐ YOU ARE ELIGIBLE FOR \$1000 IN "TRAINING DOLLARS" TO USE AS YOU CHOOSE ON S2 ONLINE.

If you haven't received your training login information, contact the HR Department and let CIS invest in your training advancement at S2 Online.

### ☐ TAKE THE NEXT LEADERSHIP CLASS ONLINE!

The Leadership class is required before you can take the Supervisor's Exam. The Leadership Class is the prerequisite to promotion and entitles you to a \$50 yearly bonus, so don't delay!

## After 120 days of full-time employment:

### ☐ YOU ARE ELIGIBLE TO TAKE ADVANCED S2 TRAINING CLASSES AT NO COST TO YOU.

Be sponsored by any member of the Command Staff to take advantage of this growth opportunity.

### ☐ TAKE THE SUPERVISOR'S EXAM!

If you have completed the Leadership Class, you can take the Supervisor's Exam. Passing the Supervisor's Exam qualifies you for promotion. You can't be promoted without passing this exam! Check with the HR Department for details about the test.

### ☐ ARE YOU AN ATO RESERVIST?

If you are a Charlie and have completed all requirements to serve as an Anti-Terrorism Officer and have been specifically designated as an Anti-Terrorism Officer Reservist (prepared to deploy as an Anti-Terrorism Officer), you qualify for a yearly bonus.

### ☐ YOU ACQUIRE YOUR 1st DAY OF SICK TIME.

After 120 days of full-time employment, you acquire one day of sick time that expires on your one year employment anniversary. But consider saving it! By saving it, you can cash it in prior to your one year employment anniversary.\* (\*Notice must be given 30 days prior to 1 year employment anniversary.)

## After 6 months of full-time employment:

### ☐ ARE YOU AN ARMED OFFICER?

All armed personnel are eligible for a pay increase after 6 months of full-time employment. Have you received your raise? If NOT, contact the HR Department.

### ☐ YOU ARE ELIGIBLE TO TRANSFER TO ANOTHER CIS DIVISION OR COMPANY WITHIN THE KKP FAMILY.

Do you have special skills that might qualify you for a different or specialized job? If so, you can now transfer within the various divisions of CIS and the KKP family of companies. Contact the HR Department to see what opportunities might be available to you and remember to check the KKP job postings!

## After 1 year of full-time employment:

### ☐ ARE YOU AN ARMED OFFICER?

All armed personnel are eligible for another pay increase after one year of full-time employment. Have you received your raise? If not, contact the HR Department.

### ☐ YOU ACQUIRE ONE WEEK (40 HOURS) OF PAID VACATION.

If you have one year of continuous full-time employment, you now have one week (40 hours) of paid vacation time per year. Your 40 hours will expire after one year. If not used upon expiration, and if you request so 30 days before expiration, CIS will buy back your vacation time at your full pay rate in effect when you cash-in your time.

### ☐ YOU ACQUIRE YOUR 2nd DAY OF SICK TIME.

If you have one year of continuous full-time employment, you now have two sick days (8 hours each), payable at minimum wage.

Each sick day expires at the end of your anniversary year. If not used upon expiration, and if you request so 30 days before expiration, CIS will buy back your sick day(s) at your full pay rate in effect when you cash-in your time.

### ☐ TAKE THE CERTIFIED PROTECTION OFFICER EXAM!

The Certified Protection Officer Exam is offered through the International Foundation of Protection Officers. Passing this exam gives you an additional certification. Any CIS Officer can be sponsored by CIS and CIS will pay for the cost of the exam. Buy the book through the S2 Institute or on Amazon.com and get certified on us!

### ☐ YOU ARE ELIGIBLE FOR K9 ASSIGNMENT.

After one year of full-time employment you may be considered as a prospective K9 Handler. Working with a CIS K9 presents a unique opportunity for the right CIS Officer. K9 Handlers provide a home setting for care of the CIS K9 and receive a stipend for the basic care of the CIS K9 as well as use of a CIS Patrol Vehicle specially outfitted for carrying a working dog.

**After 18 months  
of full-time employment:**

❑ **ARE YOU AN ARMED OFFICER?**

All armed personnel are eligible for another pay increase after 18 months of full-time employment. Have you received your raise? If not, contact the HR Department.

❑ **COMPLETE THE SECURITY SUPERVISION AND MANAGEMENT MANUAL.**

Once completed, you'll be eligible for Community Resource and Command Staff positions.

**After 2 years  
of full-time employment:**

❑ **BECOME AN S2 INSTRUCTOR!**

After two years of full-time employment you qualify under Ch. 493 to become an instructor. Do you enjoy helping others learn and improve their skills? Make arrangements to become licensed as a DI (Security Officer Instructor) and launch your career in a new direction.

❑ **YOU ACQUIRE YOUR 3rd DAY OF PAID SICK TIME.**

**After 3 years  
of full-time employment:**

❑ **YOU ACQUIRE TWO WEEKS (40 HOURS EACH) OF PAID VACATION.**

If you have three years of continuous full-time employment, you now have two weeks (40 hours each) of paid vacation time per year. Your two weeks will expire after one year. If not used upon expiration, and if you request so 30 days before expiration, CIS will buy back your vacation time at your full pay rate in effect when you cash-in your time.

❑ **YOU ACQUIRE YOUR 4th DAY OF PAID SICK TIME.**



**REOCCURRING  
TRAINING BONUS  
PROGRAM &  
TENURE PAY**  
Quick Reference Guide

*Every year you will receive a bonus  
for certain training you have  
successfully completed!*

**IMMEDIATELY UPON HIRE**

- ▶ **\$150 Yearly** - Referral Bonus (*after 90 days, for as long as the referred officer is employed by CIS*)
- ▶ **\$200 (minimum) Yearly** - Standard Operating Procedures Bonus (*must pass SOP Exam within 90 days*)

**AFTER 90 DAYS**

- ▶ **\$1000 Training Credit with S2 Online**
- ▶ **Charlie, SSG and ATO Personnel Receive a Raise!**
- ▶ **\$50 Yearly** - Leadership Class Bonus
- ▶ **\$250 Yearly** - Charlie Online ATO Bonus (*Available as long as Charlie Unit remains a Charlie.*)

**AFTER 120 DAYS**

- ▶ **\$700 Yearly** - ATO Reservist Bonus

**AFTER 6 MONTHS**

- ▶ **Armed Personnel Receive a Raise!**

**AFTER 1 YEAR**

- ▶ **\$150 Yearly** - Certified Protection Officer Bonus
- ▶ **Armed Personnel Receive a Raise!**

**AFTER 1 1/2 YEARS**

- ▶ **\$150 Yearly** - Anti-Terrorism Officer Training Bonus (*SSG Officers, upon successful completion as long as officer remains SSG Officer.*)
- ▶ **Armed Personnel Receive a Raise!**

**AFTER 2 YEARS**

- ▶ **"G" Requalification Training Is On Us!** (*CIS will pay for training through the S2 Institute*)

*\*Bonus amounts, timing and tenure pay are subject to change at any time, however, changes will not subject current officers to a decrease of monetary benefit.*

