

15. Qualifications Required For Effective Performance

- a. Education
Completion of Secondary school is required.
- b. Prior Work Experience
Two to four years of progressively responsible experience in investigative work with a military, police or private security organization.
- c. Post Entry Training
On-the-job training. PA-496 LE Staff Performance Management Evaluation (State 108379);PA-459 Protecting Personally Identifiable Information (State 116761); PA-453 – Ethics Orientation for New LE Staff; PA-123- Managing Customer Service; EX-251 - Annual Counterintelligence and Insider Threat Awareness Training course (14 State 94630). Re-certification on firearm usage.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read).
Level IV (Fluent) Speaking/Reading/Writing English is required.
- e. Job Knowledge
A working knowledge of the Foreign Affairs Manual pertaining to security and the Bureau of Diplomatic Security's Instructions and Procedures. Knowledge of the principles and techniques of investigating. A good working knowledge of documentary sources of information and familiarity with pertinent local laws. A good working knowledge of police and investigative procedures and techniques.
- f. Skills and Abilities
Ability to maintain extensive contacts with officials of various local police agencies. Ability to deal effectively with others and to obtain their cooperation. Must be able to distinguish between relevant and irrelevant information and to report facts accurately in a logical, concise and objective manner. Maintain qualification in the use of all protection security equipment. Good working knowledge of MS applications (Word, Access, Excel, and Outlook). Must be able to pass a physical examination as an incidental driver and must be able to maintain the medical certification for official vehicle driving privileges. Individuals not meeting Federal Motor Carrier Safety Regulations medical requirement will not be authorized to operate U.S. Government vehicles

16. Position Element

- a. Supervision Received
Incumbent is directly supervised by the Regional Security Officer.
- b. Supervision Exercised
Indirect supervision of Local Guard Force when requested by RSO.
- c. Available Guidelines
Foreign Affairs Manual and Diplomatic Security guidelines.
- d. Exercise of Judgment
Substantial amount of judgment must be utilized during the conduct of security and criminal investigation as well as during official contacts with host country law enforcement and security officials on behalf of RSO. Incumbent will be issued a USG weapon for use in the course of official duties.
- e. Authority To Make Commitments
Extensive contact with local police, military and security units of Belize. Must be able to exercise initiative and resourcefulness in obtaining cooperation of, or services from, all local contacts. Must already have or be able to establish contacts countrywide.
- f. Nature, Level, and Purpose of Contacts
Maintain contact and working relationships with high-level GOB police and security officials including the Commissioner of Police, Director of Immigration, and Comptroller of Customs, among others. Have contacts in all regions of the country, allowing operations and investigations beyond the ability of Belize Police.
- g. Time Expected to Reach Full Performance Level
One year.

14. Major Duties and Responsibilities (Continue)

As one of three Foreign Service National Investigators (FSNI) at a medium crime post, the incumbent is required to perform routine investigations, assist in security of the Mission and its personnel, and advise the RSO on threats and domestic crime. Daily coordination with police and intelligence sources throughout Belize is key to assuring security. This position must maintain strong ties with the Belize Police Department and other ministries.

RSO manages all investigations and acts as a liaison between U.S. law enforcement and the Government of Belize. Routine liaison includes maintaining contacts within the police and local community to locate fugitives, identify stolen vehicles, and report on human smuggling.

Coordination with all elements of the Belize Police Department (Special Branch, Anti-Drug Unit, Financial Intelligence Unit, Criminal Intelligence Unit, et al.), requires a knowledge of the government and protocol, and positive relations with the leadership and key members of the government.

The high number of fugitives returned from Belize each year has made the Regional Security Office known throughout the U.S. Law Enforcement community. The locating and capturing of U.S. fugitives requires the FSNI to coordinate with Ministerial-level contacts in the Belizean government. This coordination includes requesting detention and expulsion of fugitives without requiring formal letters from Department of Justice requesting extradition. The ability to meet, coordinate with, and represent the RSO to Ministers of Immigration and National Security, the Government of Belize Legal Advisor, the Solicitor General, and the Attorney General are key elements of this position.

Threats to the Embassy, locating fugitives, and conducting law enforcement liaison will depend on local sources and links to the Belizean community throughout the country. Security of the Embassy and law enforcement liaison may even extend beyond the borders. The ability to glean information from all sources, even beyond the borders, will be essential to success.

Other parts of the Belizean government will require liaison duties, as well: Department of Customs, National Emergency Management Office, Ministry of Home Affairs will all require frequent coordination. When visiting representatives of US law enforcement agencies come to Belize, FSNI's contacts will be key to assuring a valuable link and successful visit. The Regional LEGATT will require assistance on cases, and when visiting, assistance from the FSNI.

Knowledge of the Belize International Airport and contacts with the airport's security, immigration, and customs elements, as well as administrative staff are necessary, and airport operations will be a frequent role. Whether greeting important visitors, interrogating suspicious individuals with whom the airport requests assistance, or escorting fugitives out of country, airport operations are a primary mission. Occasionally, FSNI will be required to assist Belize Police or U.S. law enforcement as a security escort for fugitives being deported to the United States. Knowledge of law enforcement procedures and the proper handling of criminals through immigration will be essential.

Duties will include: security background investigations relating to the determination of suitability for employment with the Embassy or other USG agencies will be a routine part of the position. This includes checking for any criminal records, verifying references and previous employment claims, educational qualifications, etc., and reporting on the results of the

investigation. This may include interviewing potential employees, their previous employers, and others in order to verify correctness of particulars supplied by prospective applicants, or contract workers. Perform similar checks to update employees' security records.

Conduct security background investigations including those for prospective American spouses of direct-hire officers, F.S. Officers whose clearances are being updated, prospective scholars and travel grantees sponsored by the USG and requests from other embassies/RSOs.

Conduct other investigations, which may include cases of suspected fraud in immigration or consular cases; theft and pilferage of U.S. Government property; allegations of malfeasance, accidents, fiscal irregularities, and threats or security incidents and robberies including official U.S. personnel.

Other routine duties will include:

- Processes requests for fingerprints.
- Maintains residential security files.
- Review and recommend security enhancements for offices and residences.

The key requirement of this position is to assure the safety and security of the Embassy, the Ambassador, all Mission members and information, and assisting the RSO, ARSO, and ARSO-I in completing background and criminal investigations.

This job description summarizes the core responsibilities assigned to the position; however, it in no way states or implies that these are the only duties to be performed by the incumbent. Incumbent will be required to perform other duties as assigned by the supervisor.