



INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. Post Belmopan, Belize	2. Agency Department of State	3a. Position Number 310901100235
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3b. Subject to Identical Position? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

Yes No

4. Reason for Submission

a. Redescription of duties: this position replaces
(Position Number) _____, (Title) _____ (Series) _____ (Grade) _____

b. New Position _____

c. Other (explain Vacant _____)

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority FRC	Security Investigator, FSN-705			12/17/2014
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title) Senior Foreign Service National Investigator	7. Name of Employee Vacant
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8. Office / Section Regional Security Office	a. First Subdivision:
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b. Second	b. Third Subdivision:
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9. This is a complete and accurate description of the duties and responsibilities of my position Vacant _____ Printed Name of Employee	10. This is a complete and accurate description of the duties and responsibilities of this position _____ Printed Name of Supervisor
_____ Signature of employee Date (mm-dd-yyyy)	_____ Signature of Supervisor Date (mm-dd-yyyy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position _____ Printed Name of Chief or Agency Head	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. _____ Printed Name of Admin or Human Resources Officer
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Signature of Section Chief or Agency Head (yyyy)	Signature of Admin or Human Resources Officer (yyyy)
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13. Basic Function of Position

Serves as one of the two FSN Investigators in the RSO local investigations section, reporting directly to the ARSO, and through him to the ARSO-I and RSO. Conducts personal security investigations and complex special investigations as assigned by the ARSO. Assists the RSO office in maintaining effective liaison with the Belize Police Department, the airports and airlines, and other Belize Government security authorities.

14. Major Duties and Responsibilities _100_ % of Time

15. Qualifications Required For Effective Performance

a. Education

Four years of university/college degree (Bachelor's) in Law, Social Science (to include Psychology, Sociology, Criminology, Anthropology, etc.), Business (to include accounting, etc.), Science/Math, Liberal Arts, Languages, Economics, Political Science, Education, and Engineering OR graduation from the Belize National Police academy, Military academy or an International Military or Police academy is required.

b. Prior Work Experience

Five to six years of progressively responsible experience in the field of security, military or investigation. One to two years of supervisory experience is required.

c. Post Entry Training

OT-501 FSNI Basic Course; OT-502 – FSNI In-Service Training; OT-520 – Criminal Fraud Investigator; PC-542 - Fraud Prevention; PA-544 - Detecting Fraudulent Documents; PN-410 - LE Staff Orientation (DIR FSINFATC 000010); PA-496 LE Staff Performance Management Evaluation; 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); PA-248 FSN Basic Supervisory Skills Workshop; PA- 259 - Foreign Service National Supervisory Skills: Beyond the Basics; PD-513 – Training and Presentation Skills; Re-certification on firearm usage.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (spread).

Level IV English fluency (speaking and reading) is required.

e. Job Knowledge

Thorough working knowledge of the 12 FAM, particularly those sections related to investigations. Working knowledge of the BPD organization and investigative procedures, as well as knowledge of Belize Criminal and Civil laws and judicial procedures. Ability to meet competency qualification for carrying a firearm in support of VIP visits and special security events. Knowledge of DS criminal investigation procedures, interviewing techniques, and how United States law applies to document fraud.

f. Skills and Abilities

The ability to foster effective working relationships with BPD and other government agencies and officials. The ability to distinguish between facts and falsehoods, conclusions, and suppositions is vital. Resourcefulness and initiative in pursuit of investigations, as well as the ability to work with minimum daily supervision. Good working knowledge of MS applications (Access, Excel, Word, and Outlook) Must be available for occasional, infrequent, off-duty and weekend work. Must be able to respond to emergencies within one hour of call-out. A valid Belize driver's license is required. 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. The Incumbent must have received training on the use of a firearm and must have a valid firearm license or be eligible to obtain one within 30 days of employment. Good interpersonal skills and tact in handling investigations. Ability to research and locate information.

16. Position elements

a. Supervision Received

Immediate supervisor will be the ARSO charged with the investigative program. The position receives periodic supervision from the ARSO-I and RSO. In the course of performing normal duties, the incumbent receives little direct supervision.

**b. Supervision Exercised**

Direct supervision of one other Security Investigator and Indirect supervision of Local Guard Force when requested by ARSO or RSO.

c. Available Guidelines

12 FAM and the Investigative Procedures Manual provide primary guidance.

d. Exercise of Judgment

The incumbent must constantly exercise good judgment when deciding how far to proceed in an investigation and whether or not certain actions violate local law or USG regulations. Exercises sound/good judgment when providing security coverage for the Chief of Mission or other VIPs.

e. Authority To Make Commitments

Makes commitments on behalf of the mission in arranging extraordinary BPD/BDF support for mission functions and visits, as well as in investigative matters.

f. Nature, Level, and Purpose of Contacts

Daily contacts are made with police mid-level police officials, and higher level contacts are made regularly as required. Additionally, incumbent makes daily contact with senior corporate executives, school officials, airport authority officials, and airline security officers. Contact with regional Legal attaché.

g. Time Expected to Reach Full Performance Level

One year.

Investigations

40% OF TIME

Conducts sensitive and complex special investigations on behalf of the RSO, and on behalf of other U.S. government agencies at post. Additionally, assists regional Legal attaché in conducting criminal and security investigations on behalf of FBI, and/or other U.S. law enforcement agencies. Also, coordinates investigative activity with appropriate BPD divisions in investigating crimes committed against Mission employees as well as criminal activity within the Mission.

As the Senior Security Investigator at a high 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.

Incumbent manages all background investigations on LES 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 cases involving smuggling of humans and/or contraband.

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 Security Investigator 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. Must be familiar with extradition laws. 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, Security Investigator'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 Security Investigator.

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, the Security Investigator 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: routine 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. Incumbent will keep a database of contacts.

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.

Conducts personnel suitability investigations for newly hired FSN personnel, as well as periodic re-certification of suitability for incumbent FSN employees. Incumbent will brief the RSO, ARSO on the status and outcome of his/her investigations, and will be responsible for completing detailed and timely written reports in English on his/her investigations.

Collects criminal statistics within the mission/country and prepares annual statistical report for submission to Washington.

Liaison

25% OF TIME

Serves as primary liaison with the Belize Police Department at the highest levels. Advises the ARSO and RSO on matters related to BPD Investigative procedures, criminal procedures, as well as other laws and procedures affecting the mission community.

Coordinates Belize Police Department support for special mission events, visiting dignitary security, and extraordinary security threats.

Provides security coverage for the Chief of Mission (COM) or other VIPs. Also provides security coverage for the Embassy cashier when carrying out local bank deposits. Incumbent is required to write reports for trips on which he accompanies the COM.

Serves as a primary liaison with security representatives of all domestic and international airlines operating in Belize. Maintains relationships with airline security official with a focus on providing training in identifying false U.S. travel documents, and apprehending prospective passengers attempting to use false U.S. travel documents.

Residential Security

10% OF TIME

Conducts Residential Security surveys, identifies deficiencies, and makes recommendations to the RSO and GSO sections on required security infrastructure. Writes reports of the surveys in English, and ensures they are distributed to the relevant offices.

Supervisory Responsibilities

15% OF TIME

Prepares Work and Development Plans (WDPs) and Employee Performance Reports (EPRs) for one (1) FSN Investigator; monitors performance, explains new procedures and methods; motivates subordinates in order to bring about better work performance, counsels, instills respect in subordinates, make equitable work assignments among subordinates, which are clearly understood, and oversees career development. Incumbent receives and submits for processing, approval of overtime and annual leave as well as recommends disciplinary action and on-the-job mentoring and training when necessary.

Other

10% OF TIME

Conducts physical security surveys of local hotels, restaurants and other gathering areas frequented by USDH personnel or used as meeting locations for Consular or OSAC engagements.

Assists USDH and EFM personnel with local Police matters including when they are involved in traffic accidents or victims of crime. Performs other non pre-designated security, liaison, or coordination tasks as assigned by the ARSO or RSO.

Note: “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.