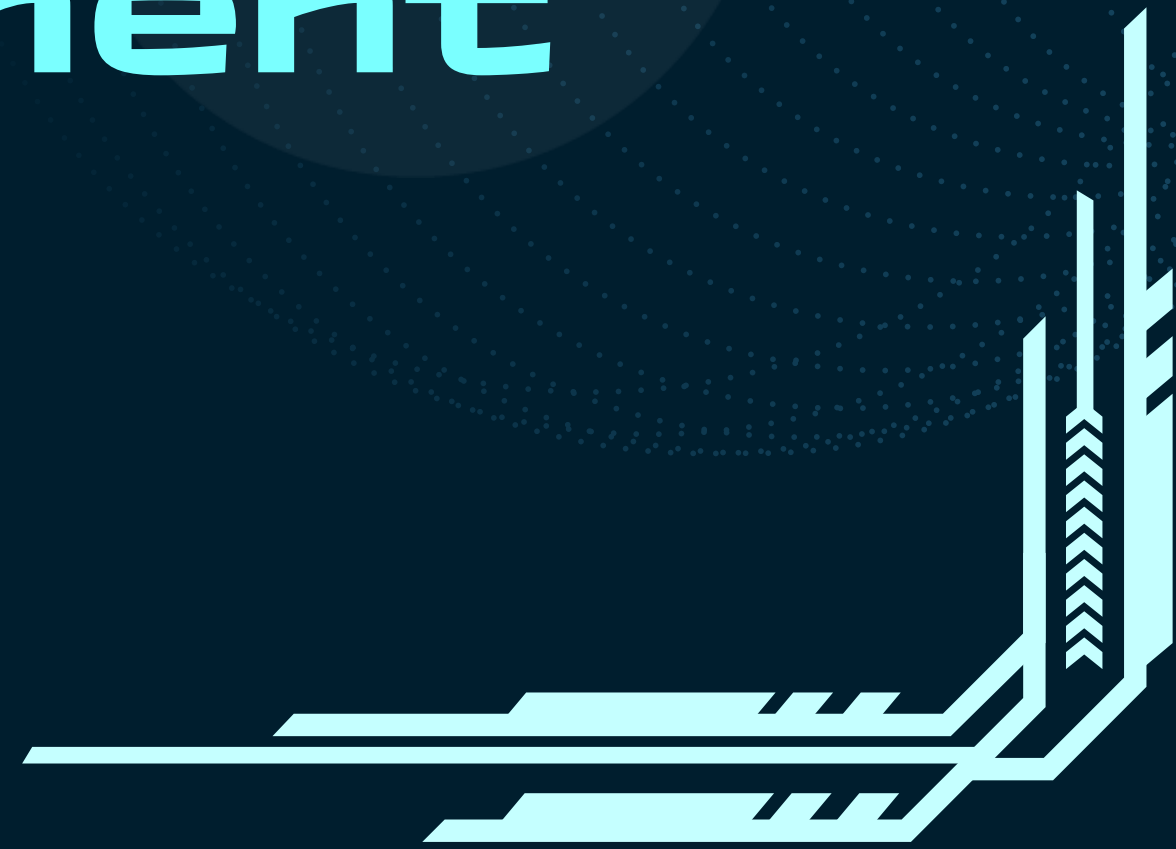




Government





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The Government Division is responsible for overseeing agency operations at a higher level and ensuring that internal procedures and agency standards are followed correctly. Furthermore, Government Division members are responsible for disciplinary procedures and ensuring that agency operations follow standards. It is important to have an understanding of chain of command and work closely with risk management to maintain operations, oversee or escalate disciplinary cases.



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Responsibilities

Government Division members help ensure that the agency operates in a structured, fair, and professional manner. All oversight must be conducted fairly, professionally, and without bias. Proper oversight helps ensure that agency operations remain consistent, stable, and justified.

Primary responsibilities include:

- Monitoring the effectiveness of agency operations and procedures
- Providing operational oversight for lower divisions
- Submitting Fire Log reports through the portal when termination is required, for Internal Affairs approval
- Escalating serious operational or disciplinary concerns to Internal Affairs for review
- Monitoring that lower divisions follow proper procedures and chain of command
- Ensuring agency rules and procedures are being implemented correctly
- Escalating serious operational or disciplinary concerns to Internal Affairs for review when necessary
- Maintaining communication between Professional Management and higher leadership



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Chain of Command

The Government Division operates within the agency's established chain of command. Members must ensure that all actions follow the correct reporting structure.

Chain of Command Structure:

Risk Management Division

- Issues verbal warnings
- Monitors rule violations
- Submits Warning Log reports through the portal

Professional Management Division

- Supervises staff and HQ operations
- Logs Strike 1 and Strike 2 through the portal

Government Division

- Oversees operations
- Ensures procedures are being followed
- Submits Fire Log reports through the portal when termination is required

Internal Affairs

- Reviews all disciplinary logs submitted through the portal
- Approves or denies Warning Logs, Strike Logs, and Fire Logs
- Handles all appeals

All members must respect and follow this structure to maintain agency organization and accountability



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Promotion Management

As Government staff, you can now promote up to Admin Specialist.

Please refer to promotion times to ensure promotions are logged correctly.

Eligibility for promotion is based on activity time.



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Fire Log Management

Government Division members may escalate disciplinary cases that may require termination.

Before submitting a Fire Log:

- Confirm that proper disciplinary procedures were followed by lower divisions
- Ensure previous warnings or strikes have been documented

Government members submit the Fire Log report through the portal.

Once submitted, Internal Affairs will review and approve or deny the Fire Log.

Termination actions must always be handled carefully and professionally to ensure fairness.

Failure to follow proper procedure may result in the report being denied.



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Communicating with other divisions

The Government Division works closely with both Risk Management and Professional Management to maintain agency operations.

Risk Management Division responsibilities:

- **M**onitoring agency behaviour
- Reporting violations and collecting feedback
- Identifying potential operational issues

Professional Management Division responsibilities:

- **S**upervising staff and maintaining HQ operations
- Submitting disciplinary strikes
- Managing staff promotions and supervision

Government Division responsibilities:

- **O**verseeing operations and procedures
- Ensuring divisions follow proper chain of command
- Submitting Fire Log reports to the portal when necessary
- Escalating serious operational or disciplinary matters to Internal Affairs

Clear communication between these divisions helps ensure smooth agency operations.



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Decision making Responsibilities

Members of the Government Division are expected to make fair, well-informed decisions when overseeing operational matters or escalating disciplinary cases.

When making decisions, Government members should:

- Ensure agency procedures are being followed
- Consider the severity of operational or disciplinary issues
 - Maintain fairness and consistency

All decisions should prioritize the stability and professionalism of the agency.



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Conduct & maintaining Agency Stability

Government Division members represent the highest levels of leadership within the DEA and must maintain exceptional professional standards. The Government Division plays an important role in maintaining the overall stability and structure of the DEA.

Members must:

- Remain calm and professional in all situations
- Avoid bias or favoritism
- Maintain confidentiality when handling escalated matters
- Treat all members respectfully regardless of rank
- Agency policies are followed correctly
- Internal procedures operate efficiently
- Communication between divisions remains clear
- Fire Logs and other escalations are submitted to Internal Affairs when necessary
- Disciplinary actions remain fair and justified

Strong leadership within the Government Division helps ensure the long-term success of the agency. Professional behaviour reinforces trust and credibility within the agency.

