



# Professional Management



## Guide Cover



**Introduction**

**Promotion & Development**

**Role and Responsibilities**

**Enforcement & Strikes**

**Leadership Standards**



Introduction

Role &  
Responsibilities

Leadership  
Standards

Promotion &  
Development

Enforcement &  
Strikes

## Introduction

Management staff are responsible for maintaining order, supporting staff development, and ensuring the agency operates efficiently and professionally. Management staff serve as leaders of the agency to guide, enforce rules, supervise and conflict resolute using your skills, previous experience and tools provided to ensure stability within the agency. Strong Leadership ensures that the DEA continues to grow and operate effectively.



Introduction

Role &  
Responsibilities

Leadership  
Standards

Promotion &  
Development

Enforcement &  
Strikes

## Roles & Responsibilities

Management staff serve as leaders and representatives of the agency. Their role is to guide members, enforce rules, and maintain a productive environment within HQ.

### Management responsibilities include:

- Uphold Leadership Standards
- Supervise Staff
- Promote staff
- Conflict resolution strategies
- Maintaining Agency Reputation
- Enforcing Rules
- Supporting Recruitment
- Staff Development
- Communication with leadership



Introduction

Role &  
Responsibilities

Leadership  
Standards

Promotion &  
Development

Enforcement &  
Strikes

## Leadership Standard

**Management must uphold high standards of professionalism.**

- Remain calm and professional
- Treat all members fairly
- Communicate clearly and respectfully
- Avoid favoritism or bias

As professional management is it integral that you act in the  
interest of the agenc

A manager's behaviour sets the standard for the entire  
agency

**Managers must maintain clear communication with higher  
leadership and should report.**

- Rule violations
- Major disputes
- Operational issues
- Suggestions for improvement

Suggestions must be logged in a proper and professional  
manner and taken through the chain of command.  
Effective communication helps leadership make informed  
decisions



Introduction

Role and  
Responsibilities

Leadership  
Standards

Promotions &  
Development

Enforcement &  
Strikes

## Promotions and Development

As professional staff you can now promote up to Risk Analyst. Please refer to promotion times to ensure promotions are logged correctly (e.g. Eligible for promotion via activity time).

Also Managers should help members develop their skills. Please ensure you are providing guidance to new recruits. Strong leadership ensures the long-term success of the agency.



Introduction

Role and  
Responsibilities

Leadership  
Standards

Promotions &  
Development

Enforcement &  
Strikes

## Enforcing Rules

**Managers are responsible for enforcing the agency's rulebook.**

When violations occur managers may take the following actions:

- Issue Verbal Warning
- Log Strike 1
- Log Strike 2
- Report further offences to higher leadership

**Ensure strikes are logged on the portal for Internal Affairs review and approval.**

**All disciplinary actions must be documented when possible.**

Evidence requirements:

- Screenshot must be uncropped
- Screenshot must include timestamp
- Screenshot must include the offence being committed
- Screenshot must include you issuing the verbal warning

**Multiple screenshots may be used if necessary. Further violations should be escalated through the chain of command.**



Introduction

Role and Responsibilities

Leadership Standards

Promotions & Development

Enforcement & Strikes

# Logging Strikes

1. Log into portal and click “Reports” as highlighted below

2. Fill out all information required, in detail and provide necessary screenshots

DEA Portal  
Drug Enforcement Administration

08:21:17 PM  
GMT+8

YoungPabs  
Co-Directorate

Search...

Dashboard

Profile

Security

Tour/Scout

Training

Promote

Activity Tracker

Leaderboards

Awards

Transfers

Reports

Total Staff: 41

Total Promotions: 42

Total Transfers: 68

Total Trainings: 34

Total Leaves: 1

Total Tours/Scout: 10

Recent Users (5 Online)

- YoungPabs (You) - Co-Directorate • EA - External Affairs - Online
- Zarelle - Foundation • Foundation - Online
- Crocks, - DEA Founder • Founding Father - Online
- gmerxpro - Directorate • TD - Training & Development - Online
- LittleLadyLilly - Agent Division • Cadet - Online

My Tasks (0 Tasks)

No assigned tasks

View All Tasks →

Welcome to DEA Portal

Welcome Back, YoungPabs!

Welcome to the Drug Enforcement Administration (DEA). This system helps you manage your operations more efficiently.

Submit New Report

Habbo Name \*

Search for habbo name...

Type of Report \*

e.g., Internal Misconduct, External Complaint, Policy Violation

Description \*

Provide detailed description of the incident or issue you're reporting...

Proof/Screenshots (Optional)

Paste your Imgur link here (e.g., <https://imgur.com/a/example>)

Upload to Imgur

Click "Upload to Imgur" to upload your screenshots, then paste the link here

Submit Report

3. Finally submit reports and inform Internal affairs for strike approval.

