



# Risk Management Guide



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## Introduction

The Risk Management Division (RMD) plays an important role in maintaining the professionalism, stability, and efficiency of the Drug Enforcement Agency.





## Responsibilities

### Key responsibilities include:

Identifying operational risks

Suggesting improvements to leadership

Collecting feedback from DEA members

Observing and reporting rule violations



Risk Management helps leadership maintain a stable and professional agency environment.



## Monitoring the Agency Environment

Risk Management members should actively observe base activity and identify situations that may impact operations.

This includes:

Members displaying unprofessional behaviour

Individuals breaking agency rules

Disruptions to base operations

Situations that could escalate into conflicts

Members should observe and document, rather than engage directly in arguments.



# Identifying Violators

A violator is any individual who:

Breaks agency rules

Displays unprofessional conduct

Disrupts agency operations

Refuses to follow commands or policies

Risk Management members must remain neutral and professional when dealing with violators.

Their role is observation and documentation, not confrontation.



## **Disciplinary Monitoring**

**Risk Management members are responsible for:**

Observing rule violations

Issuing Verbal Warnings when appropriate

Documenting incidents

Submitting reports through the DEA Portal

All disciplinary reports are reviewed by Internal Affairs.

Members must follow the chain of command when reporting violations.



# Steps to Reporting

## Step 1 – Access the Reports Section

Open the Reports tab on the portal  
Click Submit Report

## Step 2 – Search for the Violator

- Enter the Habbo username or identification
- Verify the spelling before continuing
- Incorrect names may cause the report to be rejected.

## Step 3 – Select Report Type

Choose the correct violation category.

Common report types include:

- Internal Misconduct
- Policy Violation
- Other relevant violation classifications
- Always select the most accurate category.

### Submit New Report

Habbo Name \*

-Noodles

Selected: -Noodles X

Type of Report \*

Internal Misconduct

Description \*

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





# Steps to Reporting

## Step 4 – Write a Detailed Description

### Include:

- Summary of the incident
- The rule that was violated
- Actions taken by Risk Management
- Any warnings issues

## Step 5 – Upload Evidence

Evidence must be uploaded to Imgur. (Or if in UK- another reliable link)

### Requirements:

- Full screen screenshot
- Time and date visible
- Violator's username visible
- Violation clearly shown
- No cropped or edited images
- Paste the Imgur link in the proof field.

## Step 6 – Submit the Report

### Before submitting:

- Double-check all information
- Ensure evidence links work correctly
- Once submitted, the report will be reviewed by Internal Affairs.
- Internal Affairs will decide whether the log is approved or denied.

Type of Report \*

Internal Misconduct

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



## Appeals Process

Members who receive disciplinary action or termination may submit an appeal.

Appeals are reviewed by **Internal Affairs**.

During the review process, Internal Affairs will examine:

- The disciplinary report
- Submitted evidence
- Circumstances surrounding the incident
- Internal Affairs will then make the final decision.



## **Promotion Eligibility**

**Members of the Risk Management Division may promote members up to Logistics Assistant.**

**Promotion eligibility depends on:**

- Activity time**
- Proper logging of promotions**
- Following promotion schedules**
- Members must refer to official promotion times to ensure promotions are recorded correctly.**
- Promotions are recorded correctly.**

**The role of Risk Management is critical in maintaining discipline, professionalism, and stability within the DEA.**



# Professional Expectations

**Remain professional and neutral.**

**Risk Management members must always:**

- Document violations accurately**
- Work to improve agency operations**
- Maintain fair and unbiased reporting**
- Follow the chain of command**

**The role of Risk Management is critical in maintaining discipline, professionalism, and stability within the DEA.**