

## Chatspot staff duties by rank

Dear staff:

This is a manual about what we expect from each rank. If all of the following duties were followed continuously it'll make you stay as staff but if not then you shall receive 3 warnings and eventually demoted. For some cases, direct demotion is necessary like abusing power, double agent, hacking, lying, Spreading rumours about a fellow staff member, fighting with higher ranks about orders given, Sexually harassing a user or staff member, blackmailing and intentionally breaking a user of staff rule.

Of course there are 5 main ranks in total which are main room moderator, main room admin, moderator, admin and super-admin. Currently we skip room staff ranks and give a user the moderator rank directly because it gives the user a chance to show his/her leadership skills and how they work with users or/and higher and lower ranks.



## **Moderators:**

1. Welcome new users to chatspot.
2. Welcome back old users (if 2 staff members already welcomed them then that will suffice).
3. Keep main active.
4. Listen to higher ranks (admins, super-admins and Owner).
5. Never get mad at users for any reason.
6. Not to ignore users when they have reports.
7. Do their job when they are online.
8. Tell super-admins if they won't be online.
9. Stop harassment, drama, fights, disrespect towards staff and users, bullying, etc in main.  
(check user rules!)
10. Not to be staff on other sites.
11. Report nudity/sexual actions to admins or super-admins.
12. Follow all staff rules.
13. Follow user rules.
14. Check reports by clicking on the flag icon and choose rather to delete the message in main or do no action.
15. Kick users who have 3 mutes in their history for 15 minutes and Kick those who have 3 mutes and 1 kick for 30 minutes.
16. Kick users who do mild sexual actions for 3 days (nudity in pm's and harassment).
17. Mute users that spread rumours about other users or staff for 15 minutes. If rumours that are being spread is because of jealousy or revenge then ban that user.
18. Check other rooms.
19. Report trolls, perverts, pedophiles, by-passers, hackers to admins or super-admins for direct ban.
20. Check Admins panel normally.
21. Edit users profiles when asked. DO NOT edit a users bio if the user can edit it by themselves. Only edit when the user is experiencing a bug, lag or glitch and can't access their bio.
22. Edit users mood if asked to.
23. Delete inappropriate sentences from users bios (ask the user first).
24. Remove inappropriate profile pic or background pic. (ask the user first)
25. If you're not sure what to do ask an admin or super-admin.
26. Not to call a meeting in staff room without permission from a super-admin.

## **Admins:**

1. Welcome new users to chatspot.
2. Welcome back old users (if 2 staff members already welcomed them then that will suffice).
3. Keep main active.
4. Listen to higher ranks (super-admins and Owner).
5. Never get mad at users for any reason.
6. Not to ignore users when they have reports.
7. Do their job when they are online.
8. Tell super-admins if they won't be online.
9. Stop harassment, drama, fights, disrespect towards staff and users, bullying, etc in main.  
(check user rules!)
10. Not to be staff on other sites.
11. Report nudity/sexual actions to admins or super-admins.
12. Follow all staff rules.
13. Follow all user rules.
14. Check reports by clicking on the flag icon and choose rather to delete the message in main or do no action.
15. Kick users who have 3 mutes in their history for 15 minutes and Kick those who have 3 mutes and 1 kick for 30 minutes.
16. Kick users who do mild sexual actions for 3 days (nudity in pm's and harassment).
17. Mute users that spread rumours about other users or staff for 15 minutes. If rumours that are being spread is because of jealousy or revenge then ban that user.
18. Check other rooms.
19. Ban trolls, perverts, pedophiles, by-passers and hackers.
20. If a user continues in breaking rules after warnings mute for 15 minutes, 30 minutes, 15 minute kick, 30 minute kick or ban depending on what the latest action is in their history (e.g.if they have a kick for 30 minutes and 4 other actions then ban!). The number of minutes depends on what the user did at that time.
21. Check Admins panel normally.
22. Check that lower ranked staff are doing their job and if not report to super-admins.
23. Change users usernames if asked.
24. Delete inappropriate sentences from users bios (ask the user first).
25. Remove inappropriate profile pic or background pic. (ask the user first)
26. Edit users profiles when asked. DO NOT edit a users bio if the user can edit it by themselves. Only edit when the user is experiencing a bug, lag or glitch and can't access their bio.
27. If you're not sure what to do ask a super-admin.
28. Not to call a meeting in staff room without permission from a super-admin
29. Don't verify a user.
30. Don't promote without order or permission.
31. Don't demote without order or permission.

**NOTE!**

1. If you ask for a demotion you won't be promoted again.
2. If you get demoted you won't be promoted again.
3. Arguing and causing drama after getting demoted may get you banned. Depending on how bad it is.
4. Breaking staff and/or user rules will cause you immediate demotion.
5. Favouritism is not allowed at all.
6. Fighting with other staff members will make you loose your rank. Depending on how big the fight is.
7. Lying will get you demoted.
8. Not doing your job and not being online without telling higher ranks that you won't be online will get you demoted.
9. Never expect that your spot as staff is guaranteed. Replacement of staff may occur at any time. As long as you're doing your job you shall not be demoted or get warnings.

If you have any further questions about your duties please contact a super-admin so that they can furthermore clarify.

Thank you!

**Contract:**

I .....my username is ..... agree on following all staff rules, user rules, all that has been mentioned and shall be mentioned in the future. By signing this contract, I ought to do my duties as staff and shall not argue about any action that occur with my rank and I take full responsibility of my actions.

