THE NIGHTHAWK IMPERIUM
Administrative Position Guide

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INTRODUCTION

This document is designed to gather all important information every member of the Sub-Officer Core and Officer Core needs to know and understand in order to carry out their duties correctly. Please read through this document as soon as you are able. Additional documents may be found in the Index at the end of the document.

QUOTA INFORMATION

Second and First Lieutenants are expected to complete a weekly quota described below. Each week Officer Corps strikes will be handed out based on completion of your quota. The Officer Directory is where you can see your quota assignment and current progress. It's located [here](). If you anticipate or expect to not be able to complete your quota, for any reason, you should submit an exemption request. These will be reviewed on a case-by-case basis and may be found [here](). Exemptions past Thursday will not be accepted. If a strike was issued for failing to complete your quota, you may submit a strike removal request [here](). The requirement for a strike removal request is double your focus quota.

Weekly Quota Requirements

Rank	Points required per week
Colonel*	0 (Department assignments)
Captain*	0 (Department assignments)
First Lieutenant*	1
Second Lieutenant	2

* Rank requires a **monthly** voting quota of 50%

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Event Point Values and Hosting Rank

Event Name	Point Value Awarded	Rank
Border Patrols	1	Second Lieutenant+
Combat Training	1.5	First Lieutenant
Community Events	0.5 (BP = 1)	Second Lieutenant+
Defense Training	1	First Lieutenant+
Practice Raid	1.5	First Lieutenant+
Warfare Events	1	First Lieutenant+

Event Honor Award

Event Name	Honor Amount
Border Patrol	6
Combat Training	10
Community Event	7
Community - Gamenight	5
Development Testing	10
Division Event	5
Integration Event	8
Liaison Event	6
Raid Simulation	9
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PUNISHMENT INFORMATION

Holding an administrative position within the imperium includes several responsibilities. Officers and Sub-Officers are entrusted with certain moderation powers. Individuals holding administrative positions must understand the punishment guidelines that are in place. Different situations will require different actions. It's the responsibility of the individual issuing a punishment to use good judgment when dealing with situations. Abuse of such moderation powers will result in potentially severe punishment. To request higher punishments, notify an individual of higher rank explaining the situation and why their punishment should be increased. Punishments must be logged immediately following their issue. Individuals have up to 24 hours to log punishments.

Honor Deductions

Rank	Honor Deduction Limit
Second Lieutenant	5
First Lieutenant	10
Captain	30
Colonel	50
Commodore	200, or a demotion of one honor-based rank
Admiral	No limit

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Temporary Ban Limits

Rank	Tban Limit
First Lieutenant	1 hour
Captain	1 Day (24 Hours)
Colonel	1 Week (168 Hours)
Commodore	No limit
Admiral	No limit

Discord Mute Limits

Rank	Mute Limit
Second Lieutenant	10 Minutes
First Lieutenant	1 hour
Captain	1 Day (24 hours)
Colonel	1 Week (168 Hours)
Commodore	No limit
Admiral	No limit

Discord Commands / Functions

Discord Mute	-mute user time reason / -mute Josh 10h spamming	Second Lieutenant+

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The Grand Crossing Commands

Command	Syntax / Example	Rank Requirement
Ban (Permanent)	!pban (username)	First Lieutenant+
Ban (Temporary)	!tban (username) (1-6)	First Lieutenant+
Kick	!kick (username)	Second Lieutenant+
Respawn	!respawn (username)	Second Lieutenant+
Private Message	!pm / !pm Hello!	Second Lieutenant+
Team Message	!m / !m Hello!	Second Lieutenant+
RK Logs	:rklogs	Second Lieutenant+

Divisional Officers receive the same permissions as a Second Lieutenant at the Grand Crossing. Senior Divisional Officers receive the same permissions as a First Lieutenant at The Grand Crossing.

PUNISHMENT DESCRIPTION

This section briefly explains when punishments should be used. It is important to note that this is a guideline, and will not cover every possible scenario you may encounter at The Grand Crossing. Sub-Officers and Officers are trusted to use their best judgment when afforded abilities such as the commands that follow.

The exact details of every rule violation and consequences can be found in the *Imperial Codex* document.

The Grand Crossing Punishments:

Use of detain tool:
- Officers may use the detain tool to deal with rule breakers (eg. removing a misbehaving cadet from the booth).
- Outside of dealing with rule breakers, officers may only use the detain tool in ways that do not impact gameplay (eg. they may use it on their friends at the border, so long as their friends are consenting).

Going outside regulations:
- Officers will be permitted to go outside and explore or deal with rule-breaking TNI, so long as the officers do not target rebels. Officers will only be allowed to shoot at rebels if rebels shoot at them first; otherwise, while outside, officers must be promoters of peace.
- Officers may only allow other TNI outside for the express purpose of dealing with rule breakers (eg. permitting an LT to go outside to determine who needs to be punished).

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When to use the Spectate tool:

- Spectate is an appropriate command to use for various occasions. Some examples of this are when a Nighthawk has gone past the rebel encampment or to find an exploiter and grab evidence to forward to someone who can ban them.
- It is very important to gather evidence of any exploiters, as you are required to provide it in your punishment log. Spectate may never be used in order to know the location of rebels.

Message command:

- The message command is used to distribute information during border events, or remind nighthawks about a rule. This command is not to be misused or spammed for irrelevant messages. For instance, it may be used to call individuals back to spawn or for status reports, but not to be used to socialize, express frustration, or other such inappropriate actions.

The message command is a mandatory measure to warn players before removal from the server.

!m (message) – Message to the entire Nighthawk Team
!pm (username) (message) – Message to an individual

Random Killing Logs:

- The RK Logs (:rklogs) command is available to Second Lieutenant+ or anyone with divisional admin. This command shows the last 15 RKs when the command is enabled. You may need to press Fn+F9 or open the developer console to view these logs. The logs will look something like: "Player [player name] (USER ID) has been warned for RKing [player name] (USER ID)."

This command should only be used for moderation purposes at the border.

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When to use the Respawn command:
- Oftentimes, respawn is used for first-time offenses.
    - The most common scenario of when it is appropriate to respawn someone is when they are camping or have gone past the rebel encampment.
- Other times it may be appropriate to respawn an individual random killing/random shooting, or when they continuously hop onto the podium at a border patrol.

At no point should the respawn command be used if someone continues to violate the rules.

When to use kicks:
- Kicks should only be used after a clear verbal warning or logged warning has been issued.
- If you warn someone for RK, and then they start being toxic, you need to warn them again for being toxic since they broke another rule.
- Class I punishment according to the 📄 TNI | Imperial Codex

When to use time bans:
- The time ban is used when all previous measures have failed (Class II+ punishments). If the user who is breaking the rules continues after they have been kicked, then you may proceed to time ban them, with the length depending on what rule they broke and the severity.

When to use permanent bans:
- Permanent bans are **only** for those who are caught exploiting, repeatedly bypassing Roblox's censors, or scam bots, unless otherwise given permission by a member of the Administration (Arch Admiral+). (Infractions with Class VI).

Discord Server Punishments:

This section details procedures relating to offenders in the Nighthawk discord server.

Mutes:
- The Dyno Mute command prevents individuals from participating in community chats for a given time, as well as preventing them from joining voice channels.
- This command is to be used after a warning for breaking any of the listed TNI Discord Rules.

Discord Ban:
- Discord bans are to be handed out to those who have violated serious rules, and need to be removed permanently from the TNI discord server.
- Refer to the 📄 TNI | Imperial Codex for further information about what infractions warrant a Discord ban.

It is required to DM those who are about to be communications banned with the appeal form and clemency form before actually banning them from the server.

ADDITIONAL INFORMATION

Fun Commands:
- Fun Commands are commands that have been deemed unnecessary and are considered admin abuse.
    - Examples include smiting players or using commands to play music.

Direct Messaging Advertising:
- Direct Message Advertising or "DM Advertising" is when someone advertises to someone in DMs without their explicit permission beforehand, as it is considered a form of "soliciting" and a violation of the Discord TOS.
- This offense is not to be confused with sending links to social media for the general audience (Ex. Music videos or popular ROBLOX games).

Common Mistakes:
- Many of the following situations get people in administrative positions misconducted. If you encounter these infractions, you must report them to the Justice Committee, using the misconduct form, found [here](#).
    - Improper logging of punishments.
    - Issuing punishments to higher ranks.
    - Failure to handle rulebreakers properly.
    - Issuing punishments for reported EIC violations.

Anyone who holds an administrative position is expected to enforce the Code of Conduct and any other applicable rules. They are to do this at events they host, The Grand Crossing, and within the Discord server.

Evidence Guidelines:

- Evidence may be optionally attached to a punishment log issued by an Officer or Sub-Officer. Permanent Bans and Discord Bans **must** include evidence.
- Evidence must be viewable and clearly display the accused committing the infraction.
- Utilize tools such as gyazo, medal, etc to capture evidence. If you have any questions, please reach out to Supreme Judge UNKOWN009, or a member of the Admiralty.

Arrest Command

The Arrest Command is a function available to **Commodore+, IPC, and MP Superintendent+**. It can be executed by typing in chat: **":arrest [username] [time in seconds]"**

This command allows the immediate arrest of an individual without the need for handcuffs. Given the nature of this command, the command can be used **only when handcuffs are broken, and citizens or TNI cannot be arrested.** In such cases, the maximum allowable arrest duration is **150 seconds**, the same as a standard arrest.

In no other cases the command can be used and the arrested citizen must be already tased.

GENERAL CONDUCT, RESPONSIBILITIES, AND EXPECTATIONS

Individuals who hold an administrative position must remain mature and protect the public image of The Nighthawk Imperium. Failure to uphold the expectations required of your rank can and will result in severe punishment.

Discord Expectations:

1.   As an individual holding an administrative position, stray away from inappropriate topics and toxicity as all chat rooms are to remain PG-13. Enforcement of the same is also expected.

2.   When off-duty, you are expected to hold general competence and maturity. This does not mean you are disallowed to have fun, but avoid trolling and acting immaturely.

3.   Leaking any personal information of other individuals without permission is not tolerated, and will result in your removal from your position.

4.   Misuse of #shouts is forbidden. Pinging is only to be used when starting events and requesting more attendees, which should only be done twice. **There should be no pinging for the ending of events.** Use of #shouts for anything other than announcing events will lead to repercussions.

5.   Blackmail and threats are not tolerated and punishments **will** be held against you. Using these types of threats to further your power will result in your removal from your position.

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Event Expectations:

Hosts are highly encouraged to review the underlined event hosting guide. Failure to follow these guidelines will result in penalties.

Progression members may perform Unofficial Evaluations on your events at any point. You must score **80% or higher** to pass said evaluation, if you receive an evaluation score **lower than 76%,** you will be given a **warning** from a Progression Administrator. Failing a second Unofficial Evaluation will result in receiving a **second warning alongside a Disciplinary Strike**. Failing an Unofficial Evaluation for a third time will result in your **removal from your Sub-Officer/Officer position**.

Officer Expectations

Officers are expected to participate in the Officer Notion when not exempt. They have permission to create reasonable votes that would have an impact on the group. Officers may put up votes on behalf of others, such as a lower-ranking member of the community. This includes participating in upcoming votes, selecting officer candidates, and discussions. Contributions should be useful and meaningful. Merely saying "I agree" is not considered meaningful or useful. You must provide reasoning with your votes and explain why you agree or disagree. The Officer Notion may be found here **(Captain+)**

Officers are expected to remain active in their focus/department. Strikes from their respective focus/department will reflect in the Officer Corps. Officers in multiple focuses/departments are expected to complete at least one quota a week.

In the unlikely event, you encounter an individual who holds an administrative position breaking any rules, gather evidence and submit in the Officer Misconduct form.

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The following links are additional sources of information. If you have any questions about a particular section of this document, checking some of these links could help you find that answer.

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