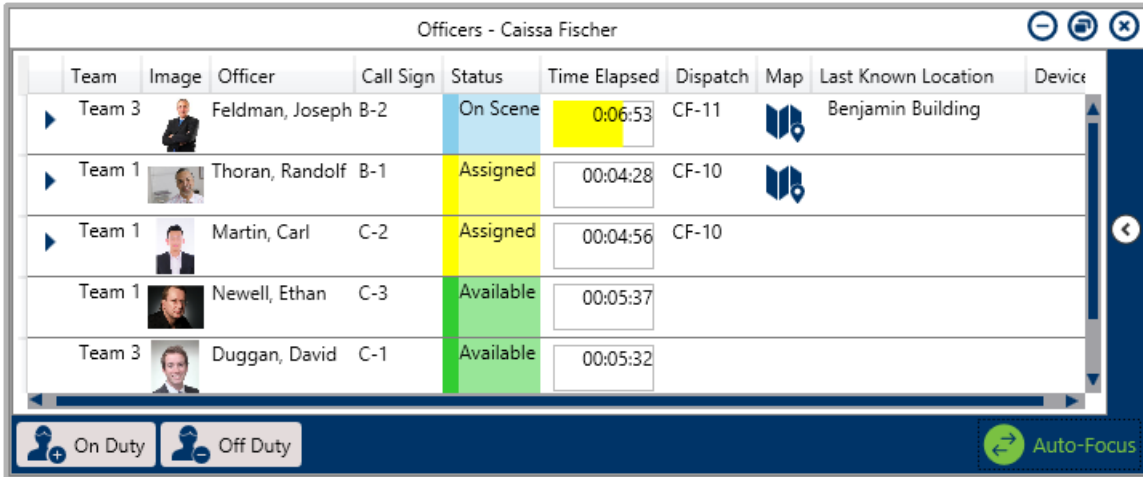


Officers Panel

Last Modified on 02/25/2022 1:29 pm EST

The **Officers** panel lists all on-duty officers and allows you to set their states and locations, reset alerts, and take officers on or off duty.

To open **Officers** in a floating panel, click  **Officers** in the ribbon.



Team	Image	Officer	Call Sign	Status	Time Elapsed	Dispatch	Map	Last Known Location	Device
Team 3		Feldman, Joseph	B-2	On Scene	0:06:53	CF-11		Benjamin Building	
Team 1		Thoran, Randolph	B-1	Assigned	00:04:28	CF-10			
Team 1		Martin, Carl	C-2	Assigned	00:04:56	CF-10			
Team 1		Newell, Ethan	C-3	Available	00:05:37				
Team 3		Duggan, David	C-1	Available	00:05:32				

On Duty Off Duty Auto-Focus

The Officers panel.

Clicking on any of these columns (except **Image**, **Map**, or **Device**) arranges the officers alphabetically based on the columns' information. You can also show/hide the officer details columns by right clicking on one, then selecting/de-selecting the column's checkboxes. The Officers Panel columns include:

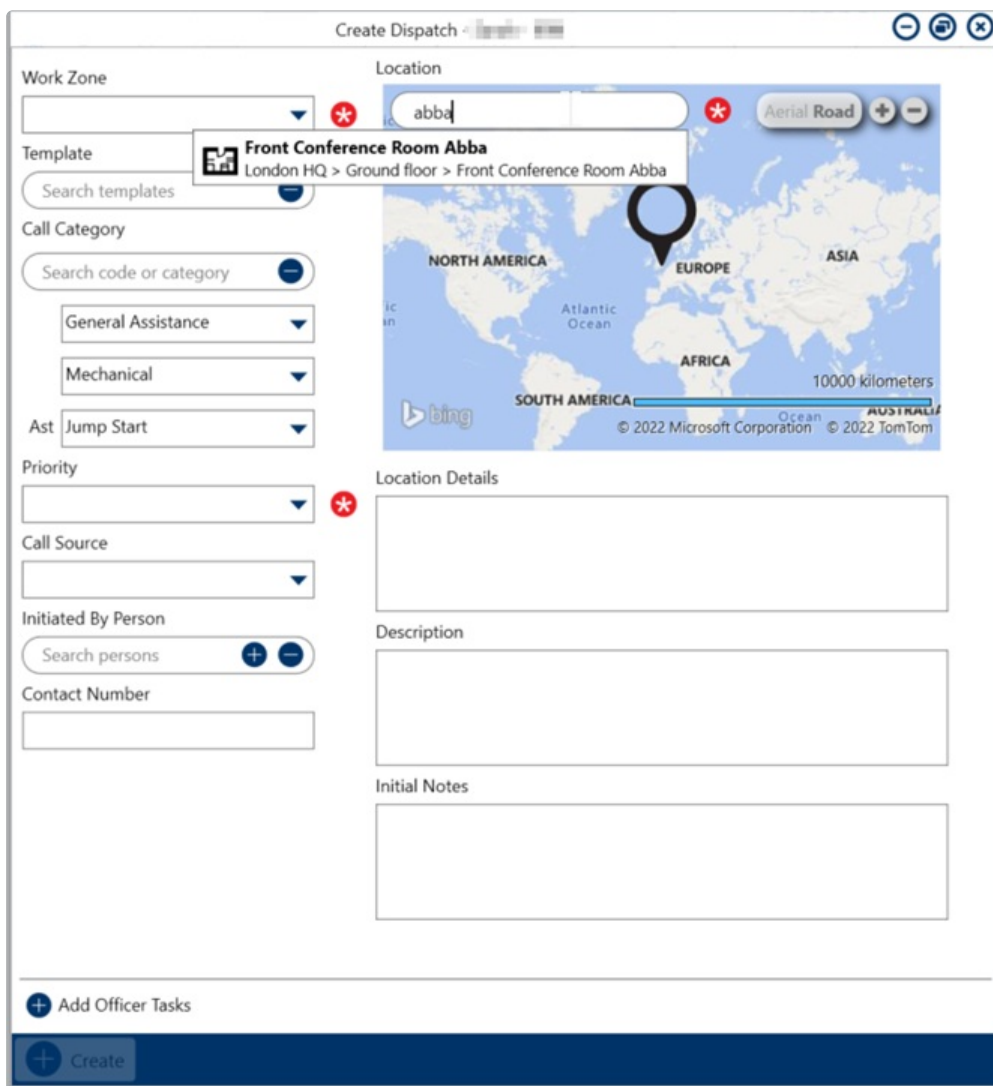
- **Team:** The officer's assigned team when they're brought on duty.
- **Image:** The officer's profile photo. If your administrator has not uploaded an image for said officer, the  icon will appear in this column.
- **Officer:** The officer's full name.
- **Call Sign:** The code assigned to the officer as they're brought on duty (which can also be updated in the right-click menu).
- **Status:** The officer's current state (e.g., Available, Assigned, Break). There is also a custom "Busy" state for giving more context (e.g., they're taking lunch, writing a report, or on-duty elsewhere).
- **Time Elapsed:** The amount of time an officer has been in their current state.
 - Hovering your cursor over this column's icon shows the **Officer Alerts Details** window, which displays:
 - **Status** – the alert criteria
 - **Planned** – the time allowed
 - **End Time** – when the alert is due to expire/the time it expired
 - **+/- column** – time left/time passed since the alert expired.
 - If no officer alert has been created for the officer's Status, this column will display a

timer only.

Officer Alerts Details			
Status	Planned	End Time	+/-
OnRoute	15 Minutes	2016-03-30 1:42:28 PM	-0:05:43

The Officer Alert Details.

- **Dispatch:** The number of an assigned dispatch. If the officer hasn't been assigned a dispatch, this column appears blank.
- **Map:** If the  icon appears in this column, the officer's **last known location** is a saved location in the Dispatch app. Clicking this icon opens a map focused on the officer's location. Indoor locations can also be searched when setting the Officer's current location, or in the Create Dispatch panel.



The Create Dispatch screen.

- **Last Known Location:** Displays the officer's last known location. A dispatcher can select it by clicking **Set Location** in the panel.
- **Device:** Panic Alerts can be triggered from Officer Mobile OR directly in the Dispatch

application. If the officer is using the [Officer Mobile](#) app, the  icon appears in this column.

Other tasks can be done by clicking the icons throughout the panel. If selecting multiple officers to perform bulk actions (e.g., setting multiple officers as on-duty), hold down the **Ctrl** or **Shift** key, select the Officers, then click the appropriate icon.

Icon	Function
 Set State	Selects the current officer's status (e.g., Available, Break, Busy).
 Set Location	Allows you to select a saved location for an officer, either by entering a search term, or clicking the  icon for a map location. Then the map icon appears in the Map column and the selected location is in the Last Known Location column. If an officer is using Officer Mobile on a device with the location tracking enabled, that officer's location pin on the Map panel is set by their current GPS coordinates. However, the Last Known Location column will continue to show the last location a dispatcher selected.
 Reset Alert	Resets the timer or officer alert to 00:00:00 in the Time Elapsed column.
 On Duty	Opens the Bring On Duty window to select on-duty officers, then choose their teams and call signs. You can also take officers off duty from this window. Officers can bring themselves on duty using Officer Mobile, but you may still remove them at any time.
 Off Duty	Takes an officer off duty. If that officer is assigned to a task, its status reverts to Unassigned . Officers can also take themselves off duty using Officer Mobile, but you may still bring them back on duty at any time.
	Appears on the far right of the panel. Clicking this icon reveals the panel's filter options, including Team and Officer State . Click the arrow icon again to close the filter options.
	Appears next to an officer's name to indicate the officer has been assigned to one or more tasks. Clicking this icon will reveal those tasks and allow you to change the task status. Newly assigned ones appear on the end of the officer's current list (instead of the top of their tasks list).

Icon	Function
 Start	Changes an officer's status on a task from Assigned to On Route . This icon appears after clicking the  icon next to an officer's name then selecting an Assigned task. Users can also automatically set an officer as On Route when assigning them a new task.
 Arrive	Changes an officer's task status from On Route to On Scene . This icon appears after clicking the  icon next to an officer's name, then selecting an On Route task.
 Clear	Changes a task status to Cleared on an Assigned, On Route, or On Scene task. This icon appears after clicking the  icon next to an officer's name, then selecting a task.
 Suspend	Suspends a in-progress task and creates a duplicate one for the same officer. This function is used when an officer must divert their attention from an already started task. This icon appears after clicking the  icon next to an officer's name, then selecting a task with an On Route or On Scene status.
 Reassign Officer	Allows you to select a new officer for a previously assigned task. This icon appears after clicking the  icon next to an assigned officer, then clicking their Assigned task.
 Up	Rearranges an officer task by moving a selected task up in the list. This icon appears after clicking the  icon next to an officer's name to reveal the tasks, then selecting one task in a group of two or more.
 Down	Rearranges an officer task by moving a selected task down in the list. This icon appears only after clicking the  icon next to an officer's name reveal the tasks, then selecting one task in a group of two or more.
 Auto-Focus	With auto-focus enabled, it automatically selects the associated officer in the panel. This is done by clicking an officer task in the Dispatches panel, an officer on the Map , or a task on the Map. This icon appears greyed out when auto-focus is disabled.
	Allows you to choose if the panel is floating, dockable, or hidden. Selecting Auto Hide conceals the panel until your cursor hovers over a newly created tab at the window's left. This icon appears at the panel's top right.

Icon	Function	
	Closes the panel.	