

Take an Officer Off Duty

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When an officer is off duty, it means he or she is no longer available to be dispatched. Taking an officer off duty when he or she is assigned a task will revert their task back to **Unassigned** and will create a blank Officer Response record if the task is cleared while in the **Unassigned** state.

Method 1 - Officers Panel

To take an officer off duty:

1. Click an officer's name in the **Officers** panel. To select multiple officers, hold down the **Ctrl** or **Shift** keys, then click the officers.
2. Click  Off Duty or right-click the officer's name and select **Off Duty**.

Method 2 - Bring Officer On Duty Window

To take an officer off duty:

1. Click  On Duty in the **Officers** panel to open the **Bring On Duty** window.
2. Select the officer you want to take off duty from the right column of the window. If you're taking multiple officers off duty, hold down the **Ctrl** key and click to select those officers.
3. Click the  icon to move the officer to the left column and take them off duty.