

Take Yourself Off Duty

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When you remove yourself from duty, you cannot be assigned any tasks and you will no longer appear as an available officer in Dispatch. Note that your dispatcher can report you for duty or remove you from duty at any time in Dispatch.



Taking yourself off duty will revert all your tasks back to **Unassigned**. If you removed yourself from duty in error, your dispatcher will need to reassign you to each task.

To take yourself off duty:

1. Tap **Profile** from the dashboard.
2. Tap **Off Duty** to be taken to the [Report for Duty](#) screen. If needed, you may once again report for duty using the same [operational zone](#), [team](#), and [call sign](#) you were previously working under (which is displayed by default) or select a different operational zone, team, and/or call sign.
3. To log off the application, tap **Cancel**.

A screenshot of the 'Report for Duty' screen. It has a dark background with white text. At the top, there is a map icon followed by 'East Campus'. Below that is a star icon followed by 'Residence'. Further down is a call sign icon followed by 'C-3'. At the bottom, there are two blue buttons: 'Cancel' on the left and 'On Duty' on the right.

The Report for Duty screen which displays the last operational zone, team, and call sign used.