

Change an Officer's Status

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Setting an officer's status will change what appears in the **Status** column of the **Officers** panel. By default, when an officer is brought on duty, his or her status is set to **Available**.

To set an officer's status:

1. Click the officer's name in the **Officers** panel. To select multiple officers, hold down the **Ctrl** or **Shift** keys, then click the officers.
2. Click  **Set State** or right-click the officer's name and select **Set State**.
3. Select a status from the menu that appears.