

Assign an Officer to a Task

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Assigning an officer means that you're appointing an officer to complete a specific, dispatchrelated job. An officer may be assigned multiple tasks, but only one of his or her assigned tasks may have an **On Route** or **On Scene** status at one time.



Only officers on a team authorized to work in the dispatch's work zone can be assigned to a task. To see which work zones the officer can be dispatched to, hover your cursor over his or her team in the **Officers** panel.

Method 1 - Dispatches Panel

To assign an officer to a task:

- 1. Create a task.
- 2. In the **Dispatches** panel, click the **i**con next to the dispatch that contains unassigned tasks.

Dispatches - Caissa Fischer										e) 🔊	\otimes
	Dispatch	Dispatch Work Zone Priority Dispatch Stat		Dispatch Status	s RTA		Call Category	Location	Reported Time	Dispat	Orga	
	CF-17	Caissa Fischer Sa	Medium	New	83.4%	0:08:20	Dangerous Condition > Occupancy\(Ramirez Building	7:40:57 AM			
	Officer I	Name Descriptio	n	Status Lo	ation							
		Disperse t	he crowd.	Unassigned Ra	amirez Buik	ding						3
		,									•	
\leq	Clear	Assign Officer								E A	uto-Fo	cus

Unassigned tasks shown in the Dispatches panel after clicking the right-arrow icon.

- 3. Click the task to select it.
- 4. Click Assign Officer to search for an officer or right-click the task and hover your cursor over **Assign Officer**, then click the officer's name to assign that officer.

Method 2 - Officers Panel

To assign an officer to a task:

- 1. Create a task.
- 2. In the **Dispatches** panel, click the **i**con next to the dispatch that contains unassigned tasks.
- 3. Click and drag the officer's name from the **Officers** panel to the task then release.