# Assign an Officer to a Task

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Assigning an officer means that you're appointing an officer to complete a specific, dispatch-related 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.

> ℹ️ 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 ▶ icon next to the dispatch that contains unassigned tasks.
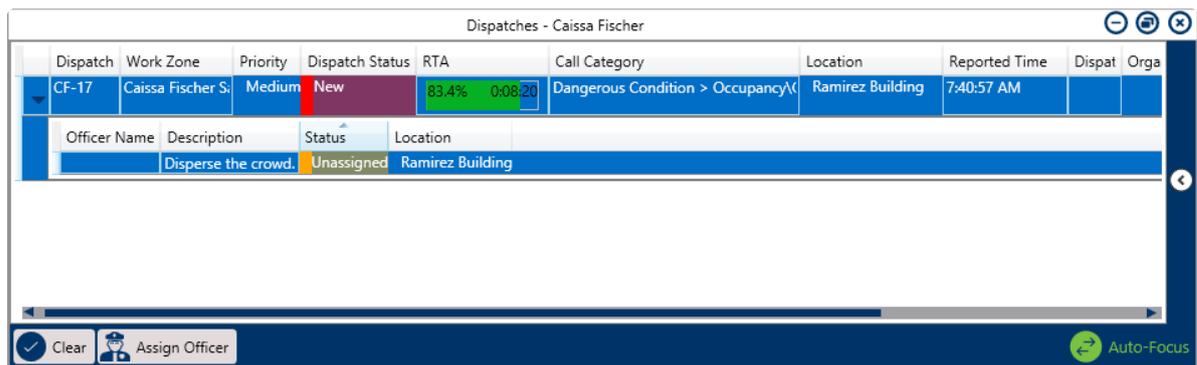


*Unassigned tasks shown in the Dispatches panel after clicking the right-arrow icon.*

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 ▶ icon 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.