	Matthews Police Department		
	General Order: DAILY OCCURRENCE REPORT	Section 02: Administrative Requirements	Order #: 02-12
	Review: Annually in December by the Admin Division Commander	Issue Date: 06/09/2020 Supersedes Version Dated 10/03/2025	

I. PURPOSE:

To specify the purpose and procedures for the Daily Occurrence Report

II. CROSS-REF:

III. DISCUSSION:

IV. POLICY:

The Daily Occurrence Report is established as a management information source. Responsibility for all aspects of its preparation and delivery is vested with the Division Commanders.

V. DEFINITIONS:

DAILY OCCURRENCE REPORT (OCC): A Department-wide consolidated report that provides timely information to the Chief of Police, and others, about noteworthy events concerning the Department. Each supervisor, regardless of division, shall complete a report on a daily basis. The report will indicate the events meeting the criteria listed below that occurred during a supervisor's tour of duty.

The main report, consisting of the preceding tour of duty will be produced by the conclusion of the scheduled shift. Additional confidential reports will be disseminated at the discretion of the Division Commanders.

VI. RESPONSIBILITIES:

The Daily Occurrence Report will be completed by each supervisor at the conclusion of the unit or team's assigned shift. Division Commanders will be responsible for ensuring that the Daily Occurrence Reports for their assigned units are submitted at the end of each tour of duty. The report will be saved to the folder located on the share drive labeled "Daily OCC". The Daily OCC report will be emailed out to Cpl. and above at the end of shift.


1. General Drive → Daily OCC → 2025 Folder
2. Shift Briefing Type – OCC Report
3. Title – OCC Date Shift Squad (ex. OCC 06032020 Day A)
4. All fields on Daily OCC are required

VII. MAIN REPORT:

The Daily Occurrence Report will consist of line operations, and all incident reports of which the Chief should be informed. As all possible contingencies cannot be foreseen, a complete list of such items cannot be specified. The Chief's desire to be kept informed of all required fields. Most items to be included in the report are operational in nature. They usually are the kinds of items that quickly become matters of public record. Prompt information about them is vital to the Chief's ability to manage the Department and to respond to inquiries. Placement of items in the Pass Down Bulletin does not substitute for placement in the Daily Occurrence Report.

VIII. SUPPLEMENTS:

The supplement to the report consists of an internal briefing to give the Chief rapid, accurate and confidential information about issues directly affecting the members and employees of the Department. Again, no comprehensive list can be established. Most of the issues requiring an internal briefing will demand confidentiality. Since the Chief is responsible for protecting the interests of the Department, it is imperative that he be provided information about such issues

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without delay and in a manner that preserves his prerogative to decide upon appropriate courses of action. Some examples of matters requiring the supplement are:

1. Conflicts between Department personnel and representative of other agencies, such as the Charlotte Mecklenburg Police Department, Sheriff's Departments, hospitals etc.
2. Personnel matters needing the Chief's immediate attention or intervention.
3. Matters that might result in significant civil liability or adverse community relations for the Department.
4. Arrests of prominent or politically sensitive persons.
5. Any matters connected with incidents listed on the main report that may require internal investigation, administrative inquiry, or criminal prosecution of Department personnel.

The placement of the Daily Occurrence Report within the General Drive will not allow for the confidentiality required these internal incidents. The supervisor providing the internal briefing should do so via voice mail or e-mail to both the affected Division Commander and Chief within the same parameters. In the event this type of briefing is required, the supervisor will note on the Daily Occurrence Report – Pass Down Details "Internal Briefing Forwarded by email or voicemail".

IX. CONFIDENTIALITY:

The Daily Occurrence Report is a confidential, internal document and will not be released to the public. Individual events listed on the sheet may be released per G.O. 09-05 entitled, "Media Policy."