	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 09/10/2018	

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 placed into Operations Discussions within SmartForce in the following manner:

1. Patrol Ops → Shift Briefing → New Item
2. Shift Briefing Type – OCC Report
3. Title – OCC Date Shift Squad (ex. OCC 06032020 Day A)
4. Shift Briefing Date – select using calendar icon next to blank
5. Squad – select from drop-down
6. Shift – select from drop-down
7. Beat – All
8. Reporting Officer(s) – name of who is filling out OCC Report (it will auto populate as you start typing)
9. Supervisor – shift supervisor name (it will auto populate as you start typing)
10. # Officers – type directly in box
11. # Supervisors – type directly in box
12. Nothing to pass on – check the box if nothing to pass on, leave unchecked if you want to include an incident in the report
13. Case Ref # – leave blank
14. Involved Address – leave blank
15. Pass On Details – copy the template information below and paste it as plain text into the pass on details text box (right click, paste as plain text)


CR#:

Incident Type:

Location:

Time:

Summary:

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Criminal Arrests:
Traffic Arrests:
Citations:
Accidents:
DWI Arrests:
Juvenile Arrests:
MHE:


COVID-19 Response:
PPE on Hand:
PPE Used:
Gloves:
Masks:
Gowns:
Goggles:
of Officers Out due to Exposure:

16. Follow Up Needed – type directly into the box if necessary
17. Follow Up Assignment – chose officer or on-coming shift if necessary
18. Assigned Officer – if you chose to assign follow-up, type name directly in box (it will auto populate as you start typing)
19. Follow Up Complete – check the box if no follow-up is needed or leave unchecked if you assigned follow-up
20. Click “Save” (it will take you back to the page showing all Shift Briefing reports)
21. If you assigned follow-up, click the three dots next to that OCC Report, then click “Share,” type the individual’s name you assigned follow-up to, then click “Share” (they will then receive an email)

VII. MAIN REPORT:

The Daily Occurrence Report will consist of significant line operations, and incidents of which the Chief should be informed. As all possible contingencies cannot be foreseen, a complete list of such items cannot be specified. Supervisors are expected to use their best judgment in determining which incidents satisfy the governing criterion: The Chief’s desire to be kept informed of significant happenings. 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. Some examples of items that should always be included are:

1. Deaths from other than natural causes, such as homicides, suicides, traffic accidents and other accidents.
2. Crimes of interest, including:
 - (i) robberies;
 - (ii) burglaries;
 - (iii) theft of motor vehicle;
 - (iv) theft from motor vehicle;
 - (v) crimes involving serious injury or imminent death;
 - (vi) hostage incidents;
 - (vii) Overdoses;
 - (viii) any significant crime issues, trends or patterns identified that may be of interest to the Chief of Police.

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3. Major narcotics or vice operations, major drug recoveries.
4. Incidents requiring tactical mobilization of the Special Response Team.
5. All felony-in-progress arrests.
6. Significant police/public confrontations.
7. Significant racial or ethnic incidents.
8. Incidents where a use of force report was completed. A note must be included in the narrative description of the event that a UOF was completed.
9. Incidents involving vehicular pursuits.
10. Incidents resulting in officer injuries.
11. Incidents during which officers discharge firearms.
12. Other incidents that might be regarded as "newsworthy."

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 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 SmartForce 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".

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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."