

**OCEAN CITY POLICE DEPARTMENT**  
**Ocean City, Maryland**

<b>SUBJECT:</b> REPORT WRITING & ORAL CODING		<b>NO:</b> 700 A-1
<b>APPROVED/EFFECTIVE DATE</b> March 1, 1988	<b>AMENDS</b> G.O. 700 A-1	<b>RESCINDS</b>
<b>DISTRIBUTION/DATE</b> A	<b>REFERENCES</b>	

- .10 Sworn members of the department shall respond to all incidents brought to their attention for investigation. They shall report these incidents in accordance with established procedures.
- .20 Some crimes and offenses will be brought to an officer's attention by an on view arrest or a report made to the officer by a citizen. Under these circumstances, the officer will notify the Communications Center so a complaint and incident numbers can be assigned. Some citizens will come to headquarters to report an offense and under these circumstances, complaint and incident numbers are assigned and a report prepared by the officer assigned.
- .30 Oral Report Codes are used to reduce the clerical burden of officers by eliminating the necessity for writing some miscellaneous incident reports and to expedite return to service of field units handling minor complaints.
- .40 They shall not, in any way, eliminate the necessity for reporting "action taken" in dispatched assignments. The method is an oral radiophonically recorded report rather than a written report and shall deal only with certain calls for service.
- .50 This does not affect requirements for written reports, which apply to dispatches for crimes against persons, crimes against property, missing persons, stolen or recovered vehicles, and arrests. This requirement applies even when the call is non criminal in nature.
- .60 An officer dispatched to a miscellaneous non criminal complaint or other minor matter where there is no arrest, injury, or additional follow up action required shall take appropriate action and after finishing, shall report the appropriate phonetic code from the "Miscellaneous Incident Oral Report Guide," to the Communications Center.
- .70 It is possible in responding to a miscellaneous call for service that an unusual event can occur, and due to the sensitivity or complexity of the situation, the officer will report the facts in writing. In these exceptional situations, the officer will submit a written incident report. The officer will advise the Communications Center of this by use of the designated phonetic code XO (X ray Ocean).

.80 The Communications Center will accept oral codes only for those calls for service which were originally dispatched as miscellaneous calls for service. The dispatcher will record the code response for the incident in the space provided. No written report is needed unless the reporting officer has indicated by an X code that a written report has been initiated.

.90 Miscellaneous Incident Oral Report Guide

Actions by police officers orally reported will utilize the current oral report disposition list, as provided by the Communications Center.