

## **2-06/030.20 - Internal Operations Responsibility**

Each Station is responsible for the following:

- dispatching of patrol cars and emergency equipment;
  - coordinating the activities of field units;
  - booking prisoners into the Station jail;
  - assigning and supervising Reserve personnel assigned to the Station;
  - providing liaison with other government agencies;
  - preparing the Station budget;
  - maintaining Station personnel records;
  - maintaining the physical plant of the Station;
  - preparing and distributing reports;
  - collecting and depositing bail and fee monies;
  - serving and controlling Station assigned warrants; and
  - property and evidence accountability.
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