5-08/010.30 - Station Commander's Responsibility

Station commanders are responsible for the following:

- Maintaining an adequate supply of Department bloodâ€‘alcohol and urine specimen test kits at each participating hospital or clinic within the station area;
- Advising personnel of concerned hospitals or clinics that billings for services must be submitted monthly to this Department's Fiscal Services, General Accounting; and
- Forwarding at the end of each month to Fiscal Services, General Accounting, a "Monthly Report of Blood Samples and Sexual Assault Evidence Collections" (SH-AD-659).

  NOTE: See Miscellaneous Line Procedures, Laboratory Specimens, in Sexual Assault Cases.