5-09/350.10 - Unit Commander's Responsibility on Sexual Assault Cases

Unit commanders are responsible for the following:

- Maintaining an adequate supply of Department sexual assault evidence kits at each participating hospital or clinic within the station/unit area. The Department sexual assault evidence kits are to be used by hospital or clinics only when obtaining laboratory specimens in sexual assault cases handled by this Department. These kits are available as needed from the Serology Section, Scientific Services Bureau;
- Advising personnel of concerned hospitals or clinics that billings for obtaining laboratory specimens must be submitted monthly to this Department's Fiscal Administration, General Accounting; and
- Forwarding at the end of each month, to Fiscal Administration, General Accounting, a Monthly Report of Blood Samples and Sexual Assault Evidence Collections" (SH-AD-659).