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

Unit Commanders are responsible for the following:

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- 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).
